

# Poster Creation Quick Reference Guide

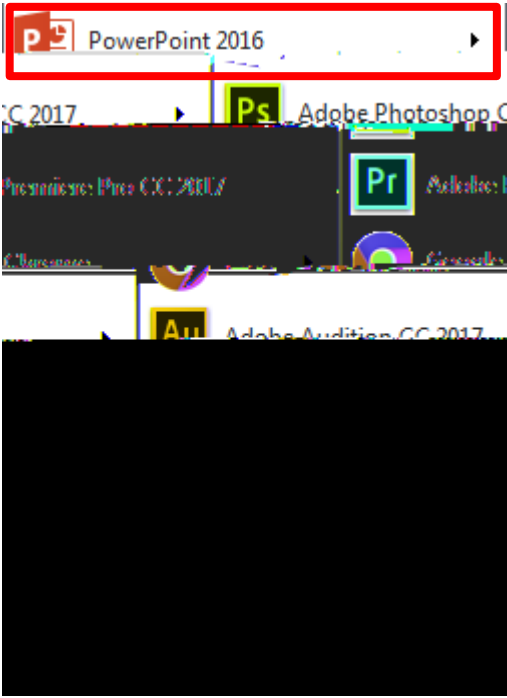


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# Poster Creation Using PowerPoint Quick Reference Guide

## Setting up Proper Dimensions

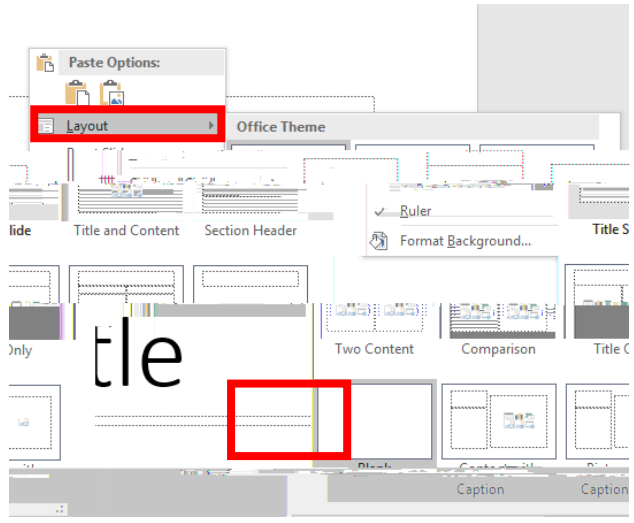

<p>Select: PowerPoint</p> <p>Note: Posters can be created using alternate programs. You may find that using PowerPoint a greater ease in poster creation</p>	
<p>Click: Design tab</p>	
<p>Click: Slide Size</p>	

Click:



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## Setting up Background

<p>Right Click: Somewhere on the slide background area</p> <p>Click: Layout</p> <p>Click: Blank</p> <p>Note: This will provide you with a clean background to work with in PowerPoint</p>	
<p>Right Click: Somewhere on the slide</p> <p>Click: Format Background</p>	

Various fill options become available

Select the radio button option that best suits your goals

For this example we will use Gradient fill

Note: It may be best practice to use either Gradient or Solid fill depending on your project goal



#### Gradient Settings:

**Preset Colors:** This drop down menu contains template gradient sets of colors to choose from

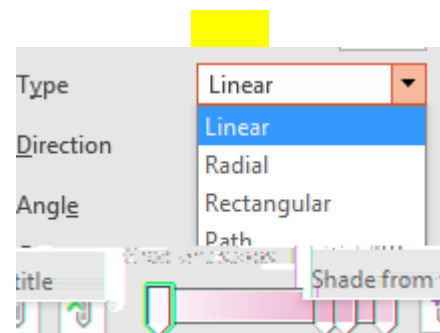
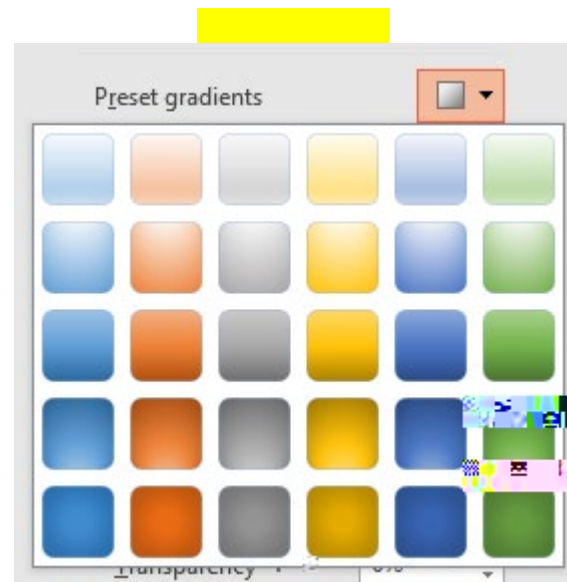
**Type:** Allows for the color to be oriented as either linear, rectangular, radial, etc.

**Direction:** Is in direct relation with the angle of the color scheme. Here you can control the angle at which the gradient is directed from

**Gradient Stops:** This is an interactive bar. Click anywhere on this bar to add a stop. Drag a stop. In the image you see 3 stops along the Gradient stops bar. Each stop adds a new color to the image background

**Position:** Describes where on the gradient stop bar your stop is at, where 0% means that the selected stop is to the very left edge

**Color:** Controls the stop that is selected. Change the color as desired to see how the background will change. You must first select



an individual stop to change its color with this drop down menu

Brightness: Alters the output brightness, where darker will be in the negative percentile range and brighter will be in the positive range from 0-100%

Transparency: Slide this bar across to make the background less visible or more opaque

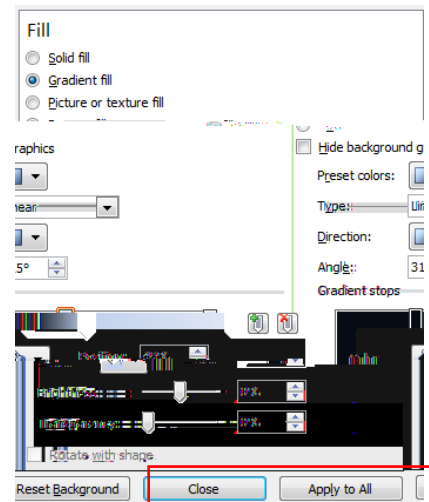


Click: Close if you wish to only apply the changes made to the current slide

- OR -

Click: Apply to All for all of the slides in your PowerPoint to be adjusted to the settings you have chosen

Click: Reset Background if you are unhappy with the changes you have made and wish to go back to start



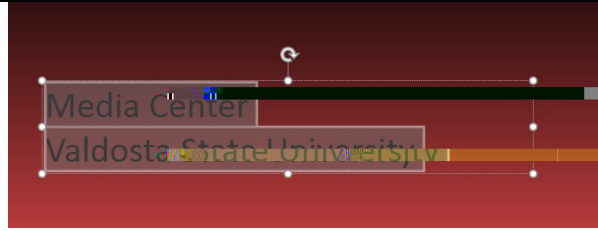


Note: All white dots around your newly formed text box can be dragged out to extend or collapse the box

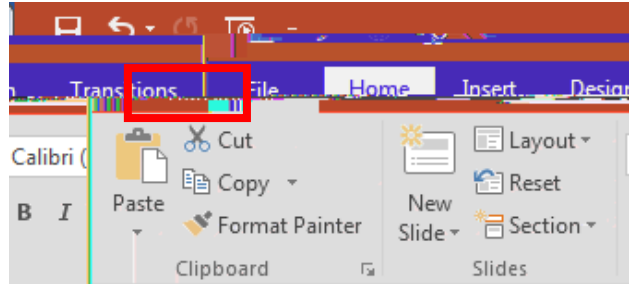
Also, the green dot will allow you to reorient the angle at which the box is tilted along the boxes axes



Highlight: The text area



Click: On home tab

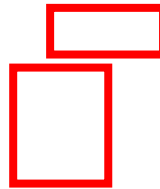


Select: Theme fonts from the drop down menu under the Font section

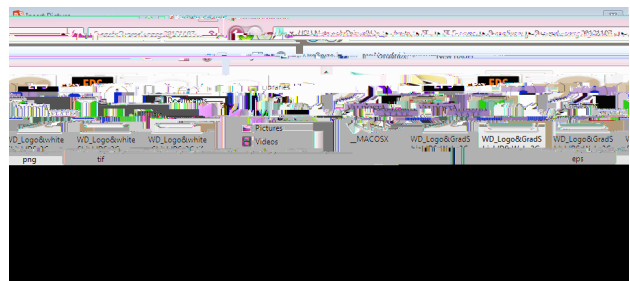


Click: Insert tab

Click: Picture



Browse & Select: Picture you wish to insert



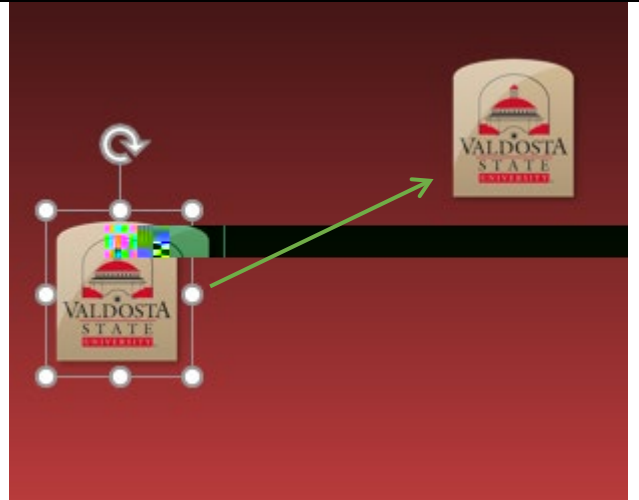
Drag & Drop: Image to desired location on slide

Note: Image inserted will act a lot like any shape, or text box entered onto the slide. It can be stretched, collapsed, or reoriented

Also, if an image is very small then if stretched too much the image quality will suffer

Always resize an image by the corner dots not the side dots. Doing so will elongate either the width or height, distorting your image

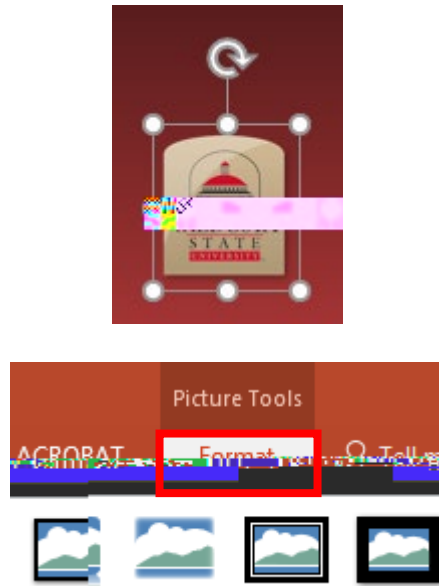
Be sure to insert the Institutional Logo as seen here onto your poster. You will see more information about this at the end of this document



Double Click: Image you wish to work on

The Format Tab will be automatically selected by doing so

Here you are able to Adjust the color, brightness, contrast, remove backgrounds, add picture styles and borders, and crop



Click: View tab



<p>Click: The check box next to Gridlines Click: The check box next to Guides</p>	
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Note: Doing this will assist when aligning columns, images, and text box material

To insert video from internet :

1. In your web browser, locate the video you want.
2. Copy the URL of the web page from the Address bar of your browser.
3. Switch back to PowerPoint and select the slide where you want to place the video.
4. On the Insert tab of the ribbon, select Video > Online Video .
5. In the Online Video

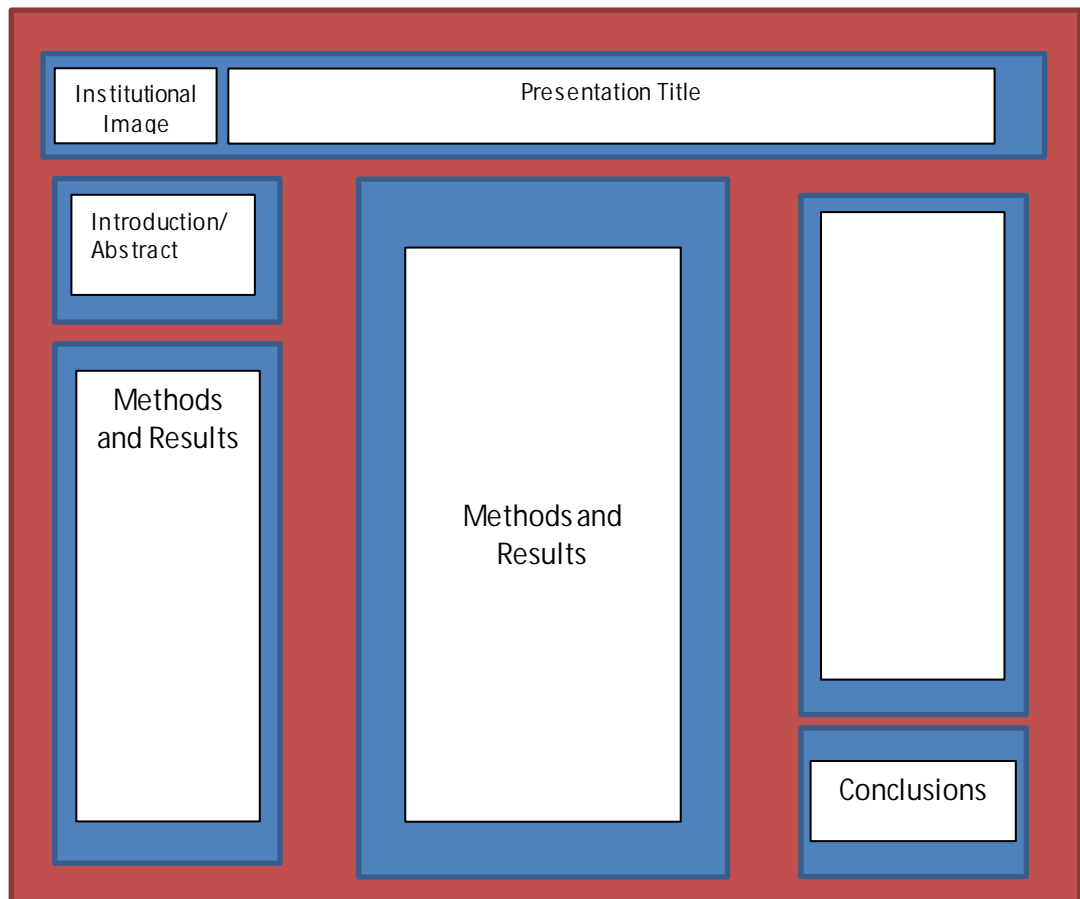






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### Elements of an Academic Poster





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You are the Key, the Presentation should be backing you up, not the focus.