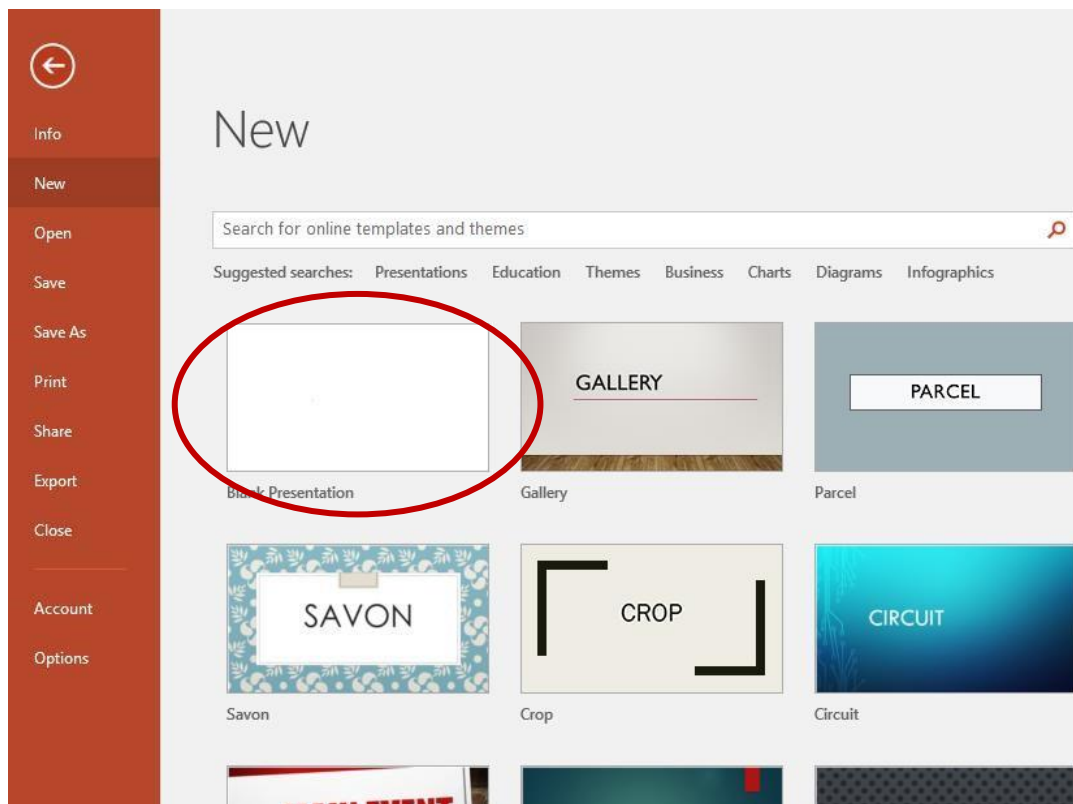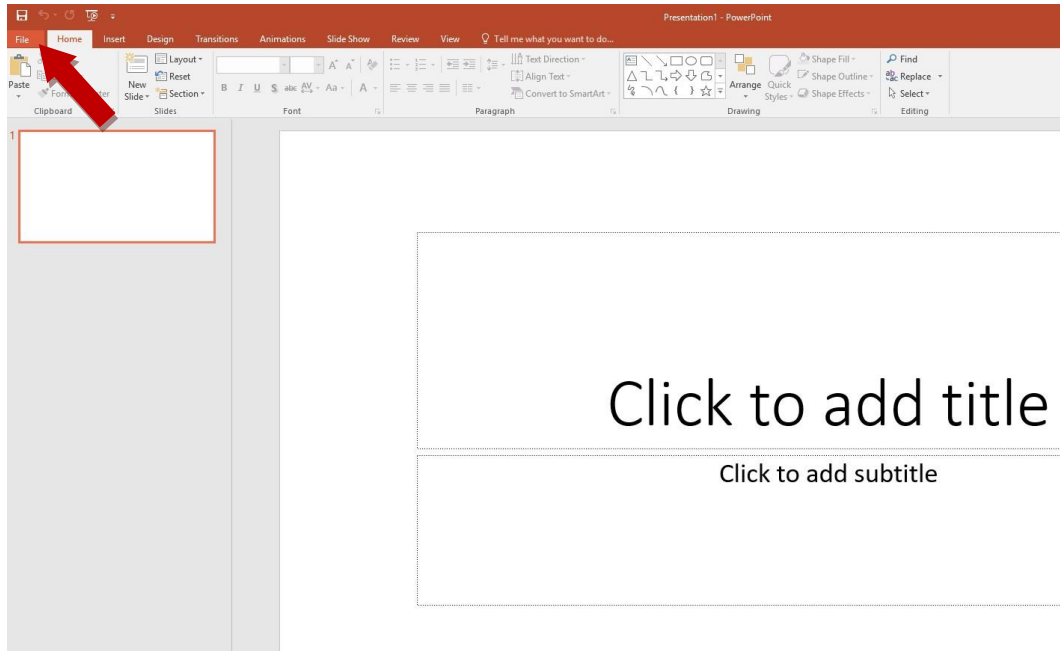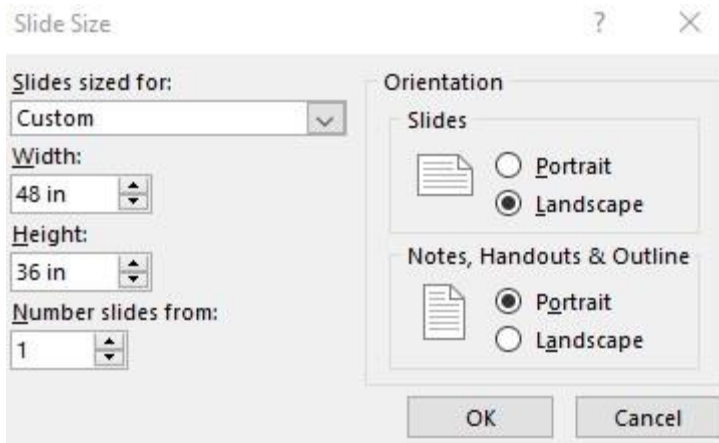# Creating a Poster in PowerPoint

Under the "File" Tab, choose 'New', then at right panel choose blank or a formatted slide.

Click the "Design" tab (top scroll bar), choose "Slide size" and then "Custom Slide Size" and enter the following dimensions – "Custom" 35.5" height (~3') and 47.5" width (~4'). If you make it an even 3'x4' portions may be outside the print margins.

Notes on other dimensions: The paper we print on is 36" (3') wide. That dimension can be the height or width of your document. Remember it will be charged by linear feet in the other dimension. Keep in mind print margins! Call RGSO with further questions.

If a pop up asking to "Minimize" or "Ensure Fit" appears, either option is fine, as long as the document is still blank.

At this time you can choose a background for your poster. Backgrounds are available in PowerPoint under "Design" (top scroll bar).
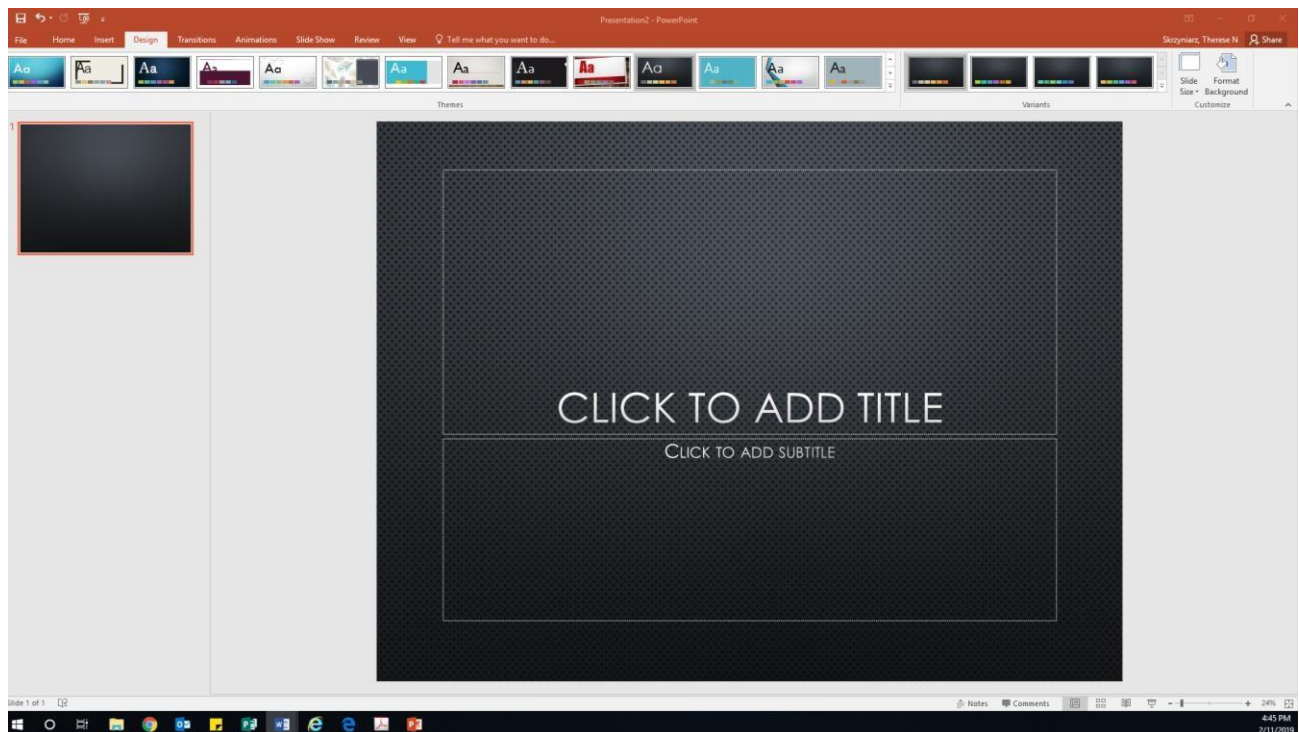

Alternatively, you can import a graphic or copy paste a figure into your slide using the "Insert" tab. You can scan your own photo or find one on the web. (Find an image on the web, right click and select "Save image as" and save to your computer.

However, make sure you have permission to use that image or that the webpage explicitly says it can be used for educational purposes.)


To add text boxes use "Insert" tab. For Poster titles a font size of 72 point is good and for the authors a 60 point font is readable.

For text boxes with your introduction, materials & methods, results and discussion, smaller fonts (36 and 28) work best but you can make adjustments to suit your own presentation style. To change the font style or color, right click on the border of the text box and choose the font style.
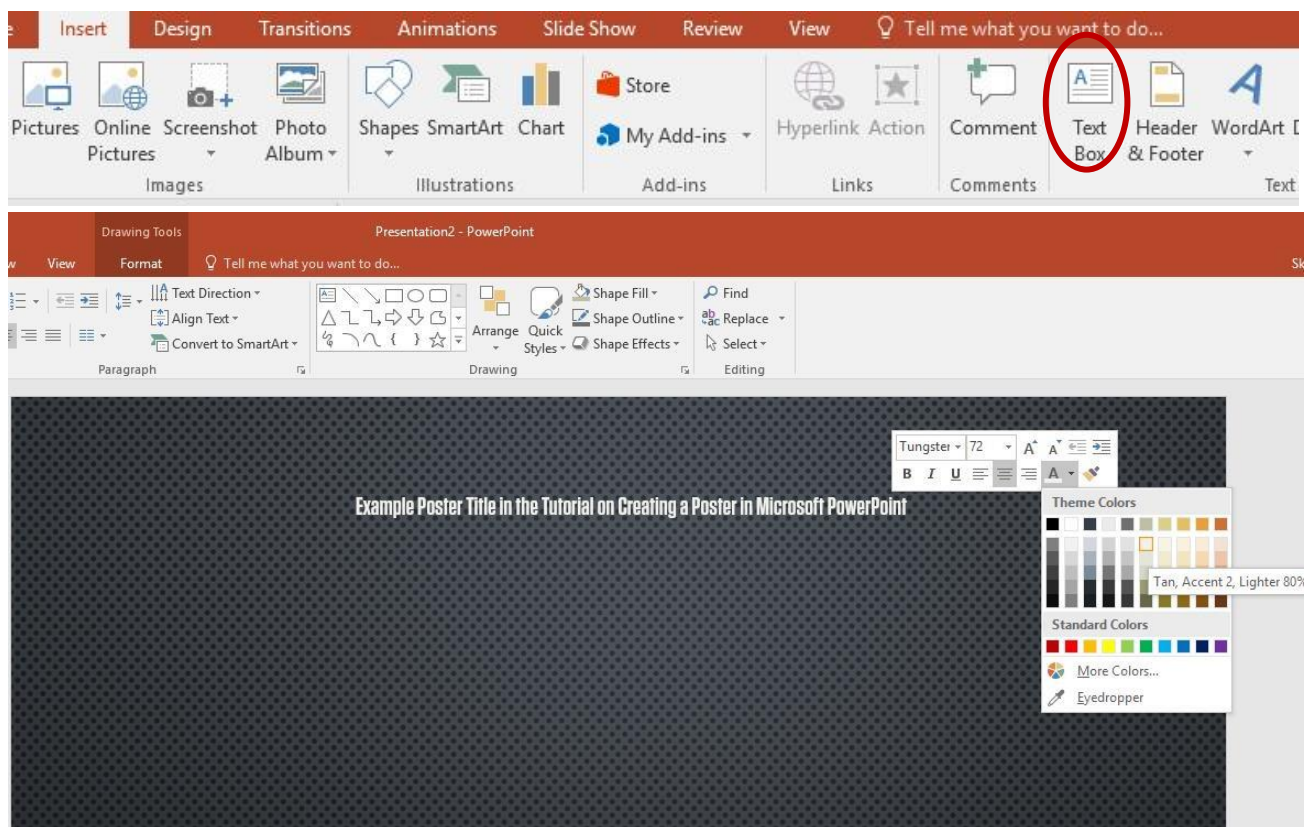
To import data tables or graphics you can either copy/paste them into a new box or import them. Sometimes the resolution is not optimal and you may have to recreate the tables in PowerPoint.

To add the TAMUG logo, please visit the Marketing and Communications website **https://www.tamug.edu/marcom/Toolbox/Logos/index.html** under logo downloads at the bottom of the page along with general guidelines. Here you can choose several different styles and colors as well as file type. Save the file onto your computer and then either import it or copy/paste into your poster.

Read the page if you have any questions on how to use the official logos.
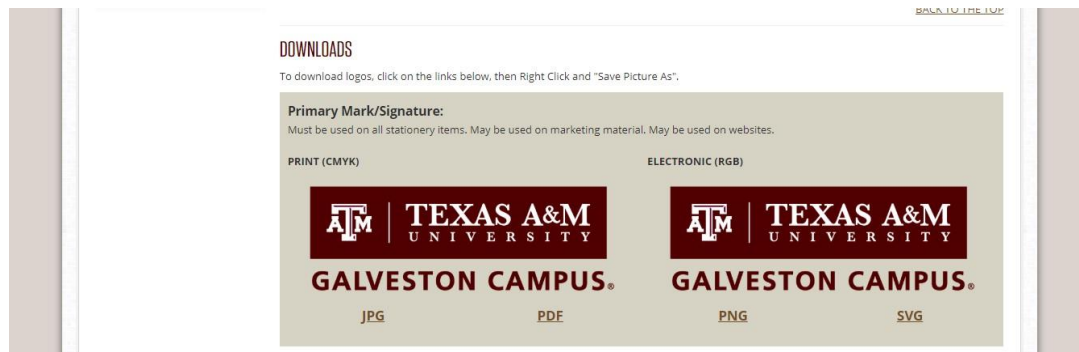
To get a hard copy preview of your poster in 8x11 format:
- Go to the File tab and choose "Print"
- Choose the 'scale to fit paper' option

Once you are finished, chose "Save as" and in the drop down select "PDF". Save your poster on a USB drive and take it to RGSO for printing, or email it to **rgso@tamug.edu**.

Don't forget to save your poster version every time you make a change. You can also save it as different versions in case you change your mind later and want to go back to an older version. Make sure there is a good contrast between the colors of the backgrounds, text boxes, and text.

Good Luck!