PowerPoint can be used to produce large posters that have a professional appearance. Using PowerPoint for the creation of posters is recommended for those who do not have the time to learn a high-end graphics package, such as In-Design, but need to produce posters in a hurry. Follow the steps provided below for creating a poster.

1. Setting Specifications	2. Organizing Poster Space	3. Images, Graphs & Tables	4. Output

1. Setting Specifications

Page Setup

Go to
　File
　Page Setup
　Drag down to "Custom"
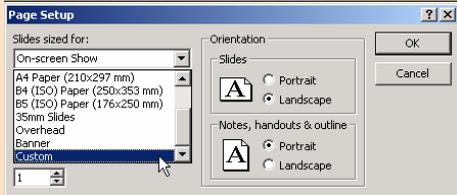
Insert width and height specifications (convert ft. to in.: 3' x 4' = 36" x 48")

Use 17" x 11" specs for this project
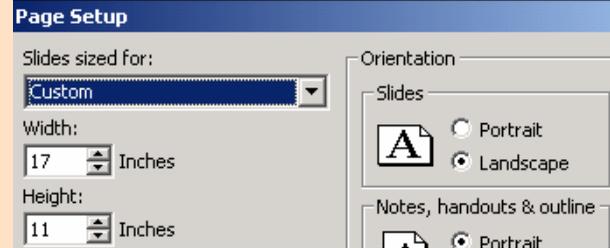
See Skirball Media Services for more information on poster sizes

2. Organizing Poster Space

Think of your desktop as a canvas. Where are you going to place pictures or objects in relation to one another for a pleasing display?

You will be working with the icons from the Drawing Toolbar
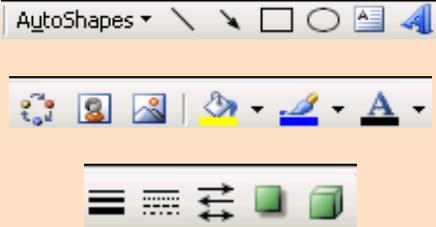
Title Centered

Work with 3 columns and place your data and pictures, tables and/or graphs where needed

3. Images, Graphs & Tables

Using Google, insert an Image from the Internet. Provide the URL.

Create a graph using Excel

	Sep	Oct	Nov
Pencils	12	2	12
Notepads	10	10	5
Pens	20	14	6
Scissors	2	0	5

Use graph feature
Copy graph
Paste it into the poster
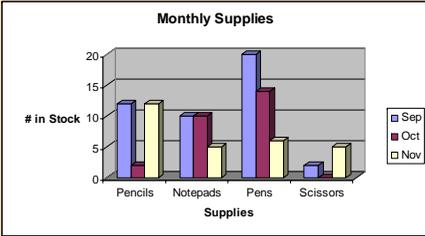
Word Tables

If you have a Word document with a table, copy it and paste it in the poster. You may have to edit the table.

4. Output
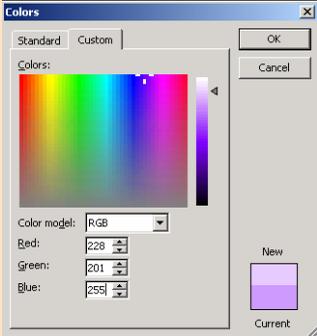
Colors

Record your RGB numbers to get the exact color match

Beware: Pixels are not handled well with PowerPoint

Final Poster

Ehrman Medical Library
Color Printer ($1.00 per page)

Digital Imaging Center (Skirball)

http://saturn.med.nyu.edu/facilities/mediaservices/

Consult the PowerPoint Basics or PowerPoint Intermediate guides on the Instruction navigation bar, "Library Class Resources." For additional assistance consult Books 24x7 or Safari Tech Books Online. Both are accessible via MEDCat, the library's online catalog, or through e-resources by typing the title in the "Resource Title?" search box.