PowerPoint Tips
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Posters from PowerPoint Microsoft

PowerPoint is a presentation software, although its primary use is for slide shows it can be used to create a large format poster presentation, as well. Here are a few pointers to get you started.

If you are used to making "slide shows" in PowerPoint you will need to adjust your thinking - a Poster Presentation is one big print instead of a series of slides.

Also, the optimal colors are the reverse of projected slides - white or light colored background with dark text works best.

Page Set Up

From the **File** menu go to:

- **New**: Choose a Blank presentation

- **Page Set Up**:   Custom

Use these dimensions (VAS will then scale your file to achieve the final poster size):

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Page Set Up Chart

Custom Page Size	Final Poster Size
36.0" X 48"	36" X 48"
33.5" X 56"	36" X 60"
28.0" X 56"	36" X 72"
24.0" X 56"	36" X 84"
22.5" X 56"	36" X 90"
44" X 44"	44" X 44"
44" X 48"	44" X 48"
41.0" X 56"	44" X 60"
34.2" X 56"	44" X 72"
29.3" X 56"	44" X 84"
27.4" X 56"	44" X 90"

All measurements are in Inches.

Insert Symbols or Special Characters

1. Click where you want to insert the symbol.
2. On the Insert menu, click Symbol
3. In the Font box, click the font that you want – Symbol or Winddings - do not use [Normal Text].
4. If you want to get a close-up view of a symbol, click it.
5. Double-click the symbol that you want to insert or click the Insert button.

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Add Text

- New Text - Select the Text Box tool and type in your text.

- Existing text - From Microsoft Word, COPY then PASTE into your PPT document. *Remember to select the Text Tool, so that you have the blinking cursor on your page, before pasting.*

> Suggested Fonts: Arial, Times New Roman, Symbol, Wingdings (Do Not use Postscript fonts)

Add Tables or Graphs

- To Insert graphs or tables from Microsoft Excel or Word, select the Insert menu, point to Insert Object, click the appropriate application. Or COPY then PASTE SPECIAL.

- Files from Non-Microsoft applications use SAVE AS or EXPORT to create a PICT, TIF, or EPS file then insert into your PPT document - on the Insert menu, point to Insert Picture, click From File.

Add Scanned Images and Photos

- Scan images so that they will have a resolution of 180-200 dpi when scaled to the final size the image will appear on the poster. *[You can check file size and resolution in Photoshop by going to Image Size from the Image Menu.]*

- In Photoshop SAVE AS TIF file - **No Compression**.

- Images may be Greyscale or RGB- *CMYK images may not print color correctly. [You can check this in Photoshop by going to MODE from the Image Menu]*

- From the Insert menu, point to Insert Picture, click From File.

Check any existing files before inserting into PowerPoint by opening in Photoshop or similar program *[You can check file size and resolution in Photoshop by going to the Image Size from the Image Menu.]*

JPG Files Should Not Be Placed Into Your Poster!!!

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More Information

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Posters are printed on "Photo Quality" heavy stock paper (up to 44" X. up to 90").

It is recommended that you have an 11 X. 17 test print made prior to having your file printed full size. Test prints are usually ready within 24 hours of request.

Files can be emailed to: visart@stanford.edu
or brought to Visual Arts on disc

Files can also be sent via Fetch or FTP - go to our web site for instructions:

vas.stanford.edu

Please call us for a price quote. Thank you.

This information is provided to you by Visual Art Services. We in no way intend this tips sheet to replace the Users Manual provided by the software manufacturer.