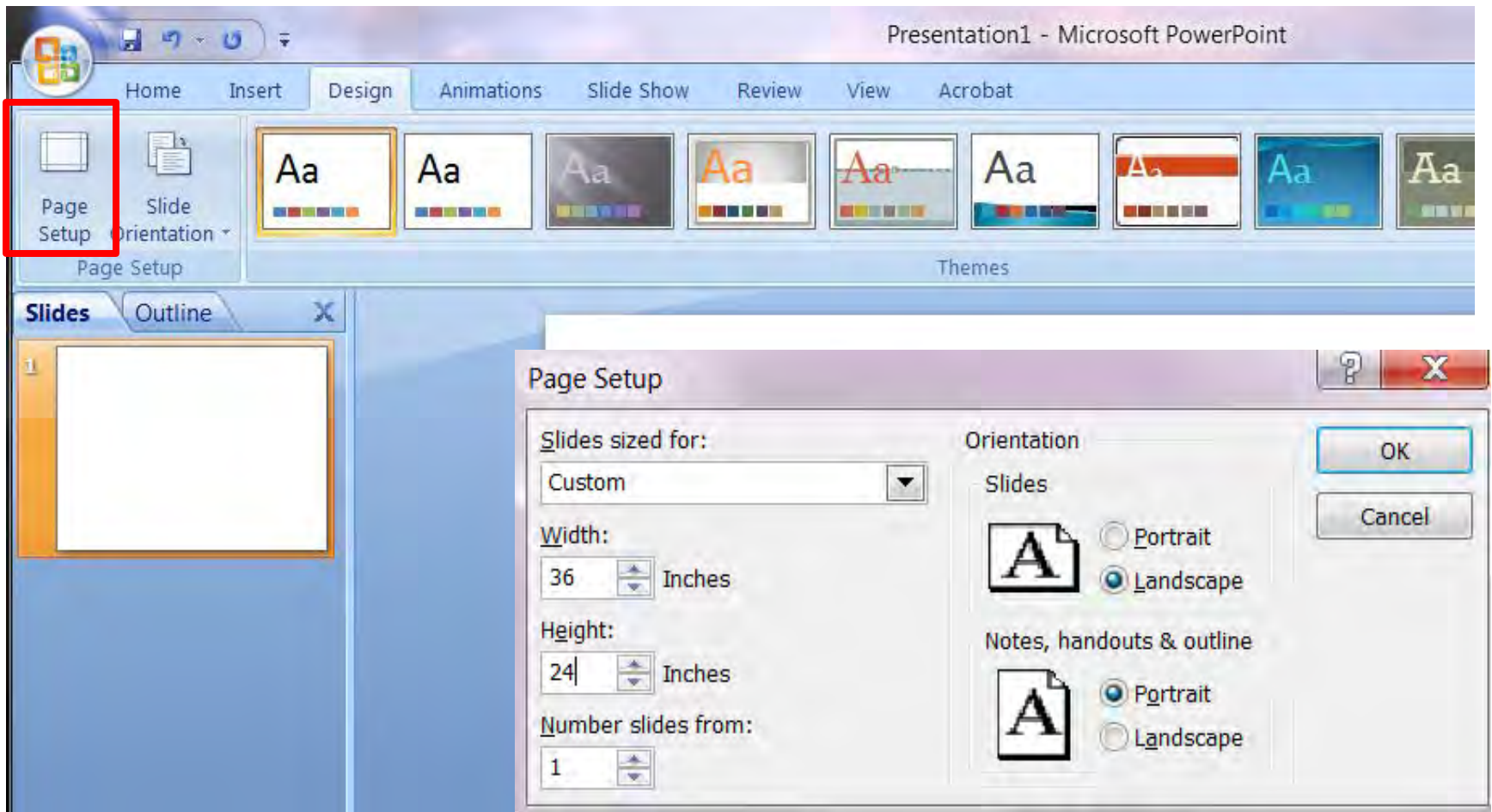


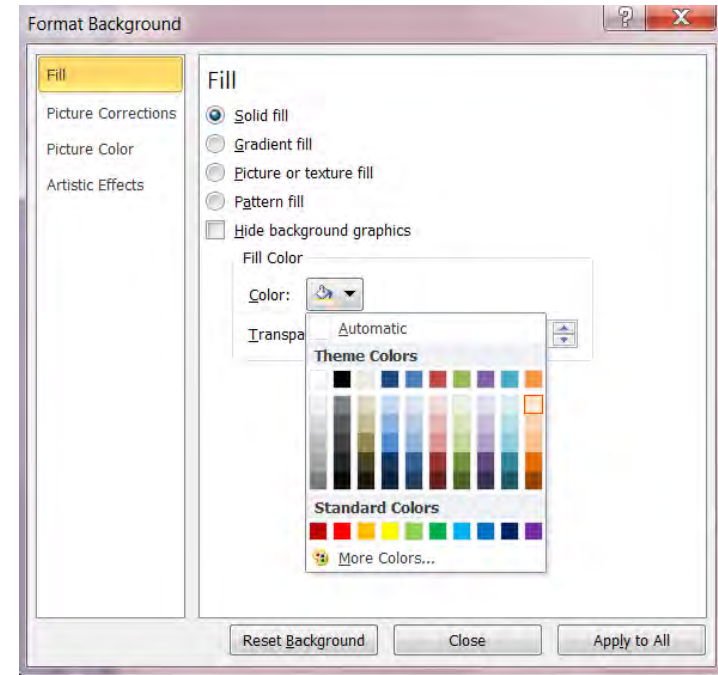
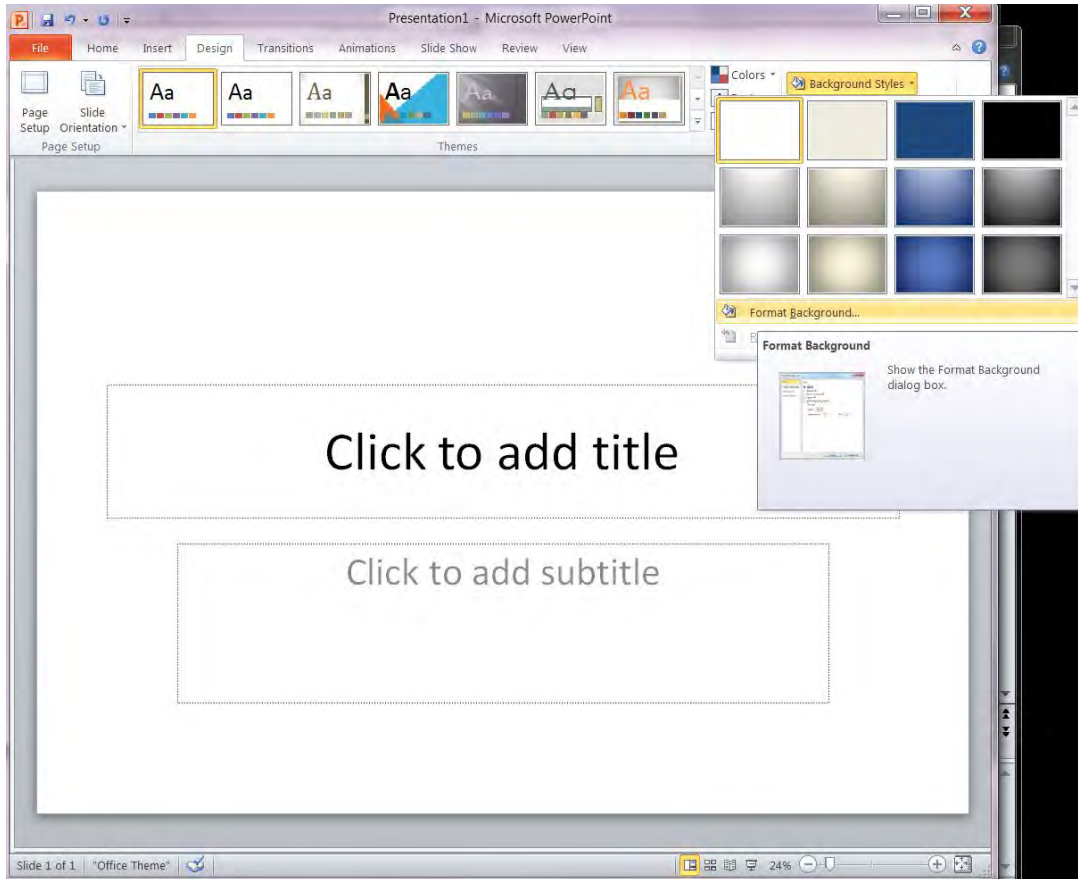
# Tips for building a poster in powerpoint

Create a poster size presentation



# Tips for building a poster in powerpoint

## Choose a background color for your poster



# Tips for building a poster in powerpoint

## Understand font sizes

72+ pt font – good for a title

36-48 pt font – good for section headings (“Introduction”)

28-36 pt font – good for text

24-28 pt font – good for figure captions

18-24 pt font – good for legends & text in maps

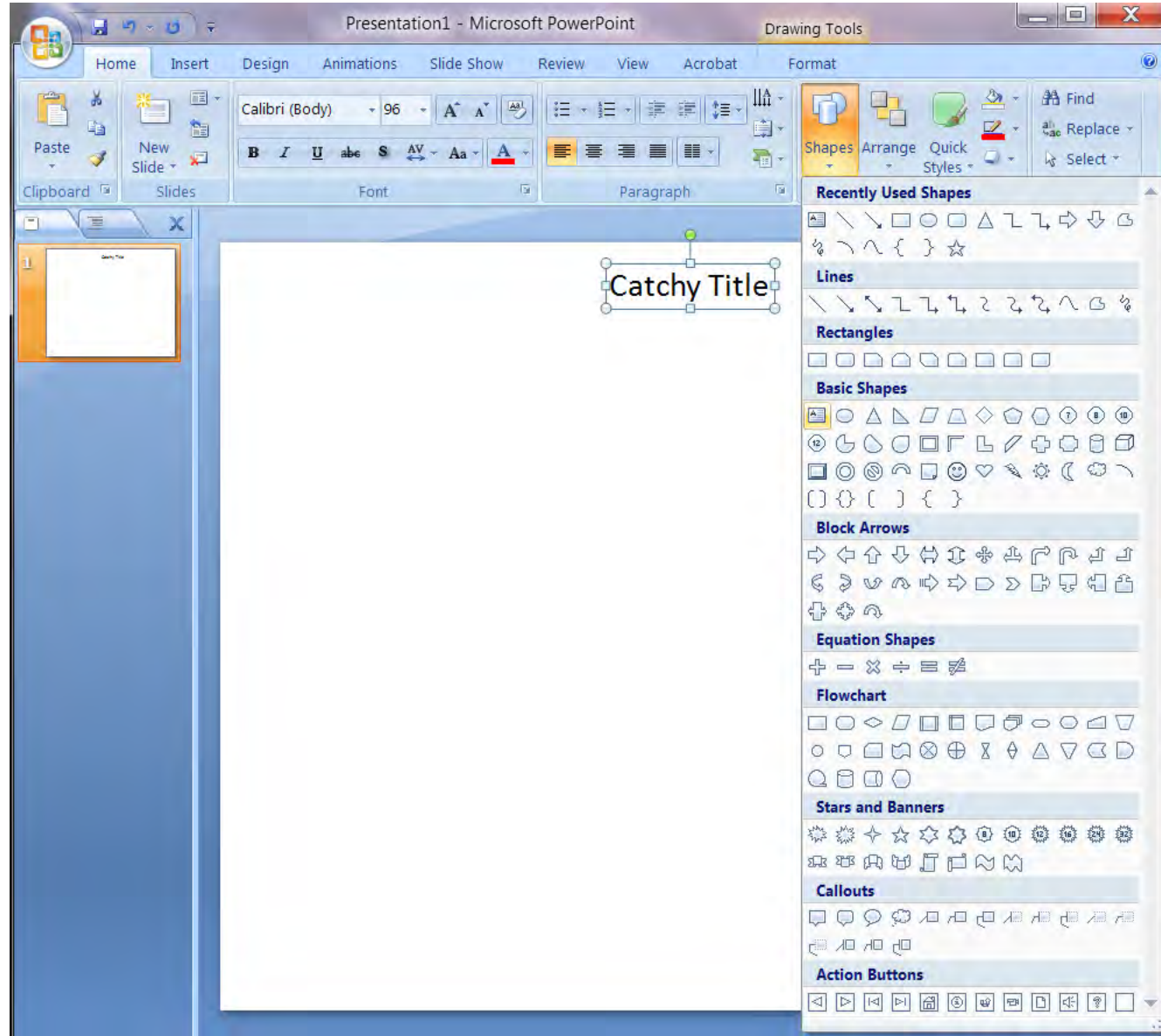
*Remember that you’re making a 3 foot wide poster. Use zoom to 100% to see the actual size*



# Tips for building a poster in powerpoint

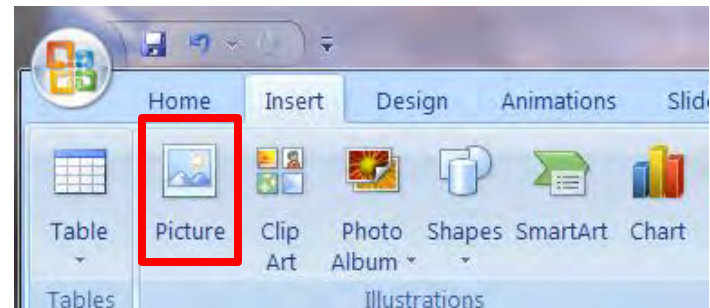
**Add a text box  
& make a title**

**Add a text box  
& add your  
name**



# Tips for building a poster in powerpoint

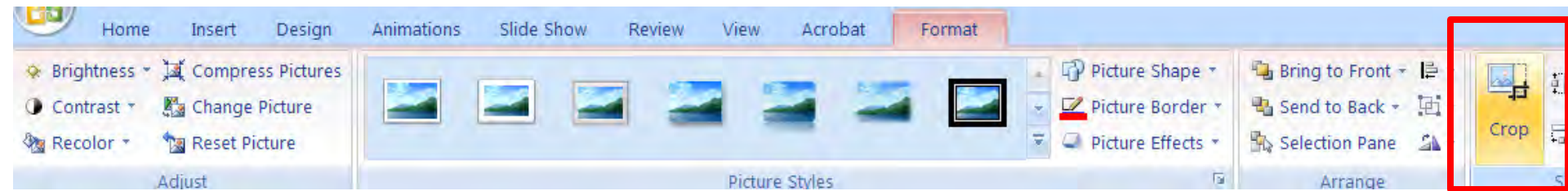
**Insert a picture from an outside file  
(jpeg format is easiest)**



*Use google images to download a UMass logo to include on your poster*

# Tips for building a poster in powerpoint

## Crop a picture that you've inserted



# Tips for building a poster in powerpoint

## Align pictures and text



Figure 1: Baby Fisher cat

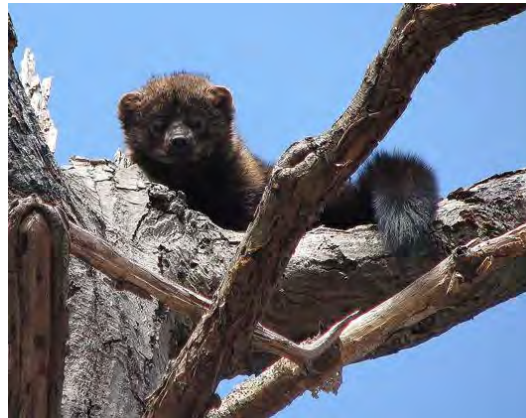


Figure 2: Fisher cat in tree



# Tips for building a poster in powerpoint

## Align pictures and text



Figure 1: Baby Fisher cat



Figure 2: Fisher cat in tree



# Tips for building a poster in powerpoint

## Align pictures and text



Figure 1: Baby Fisher cat

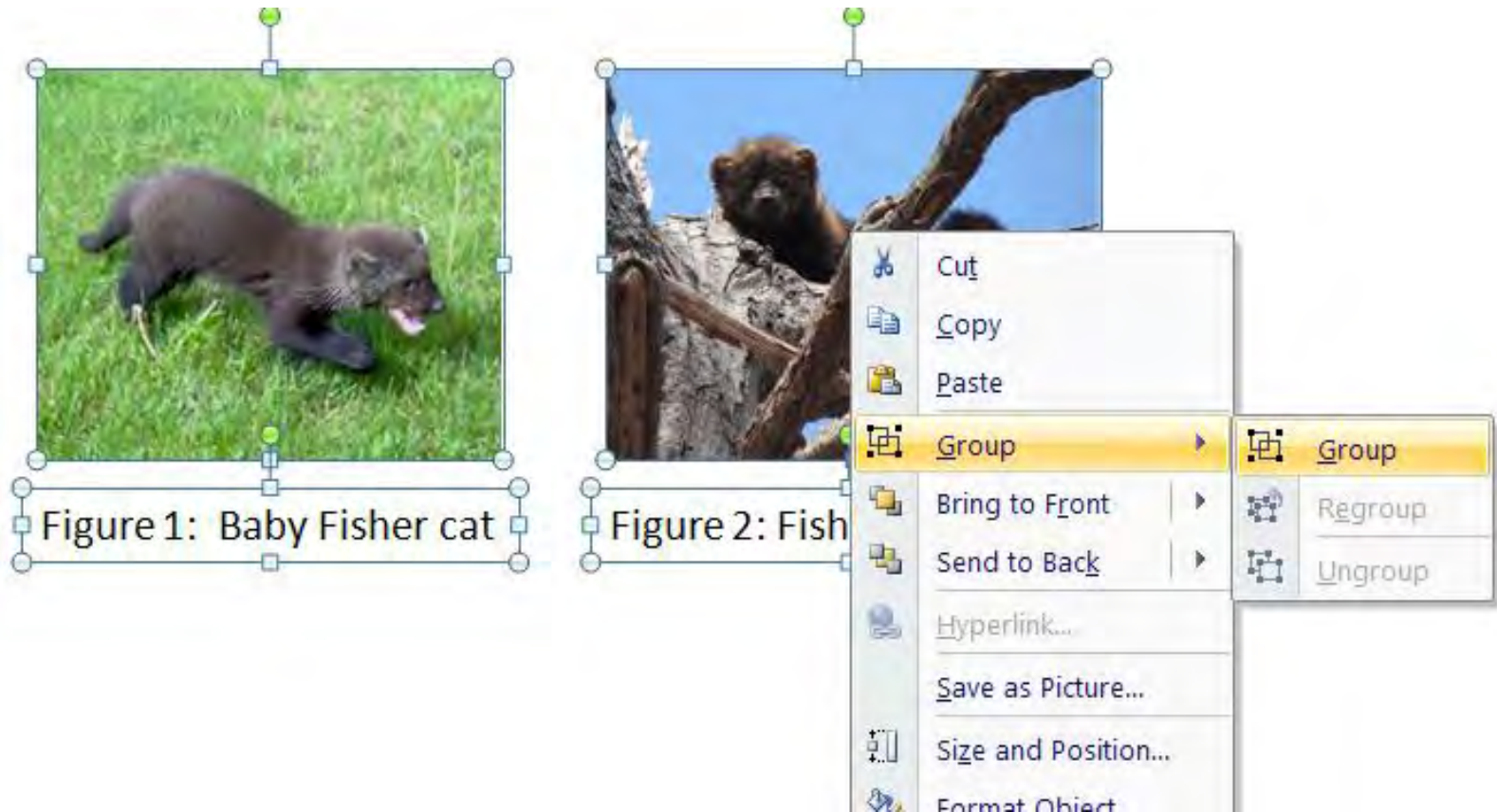


Figure 2: Fisher cat in tree

# Tips for building a poster in powerpoint

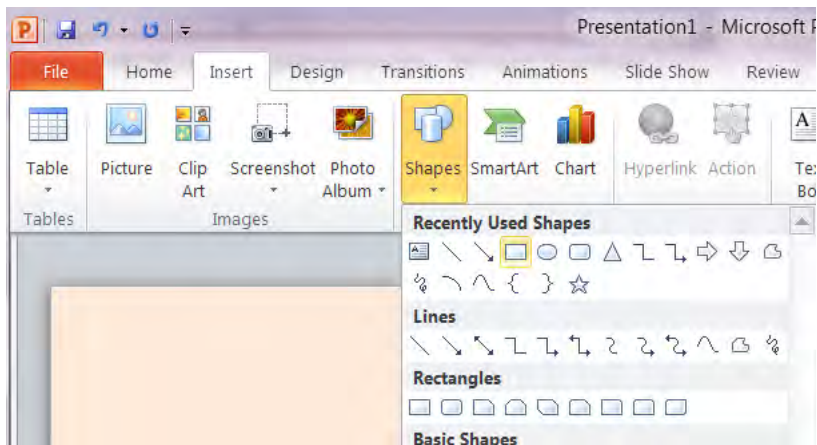
**Group pictures/text or sections so they stay aligned**

Select images you want to group, right click > Group



# Tips for building a poster in powerpoint

**Create rectangles to visually define your sections**

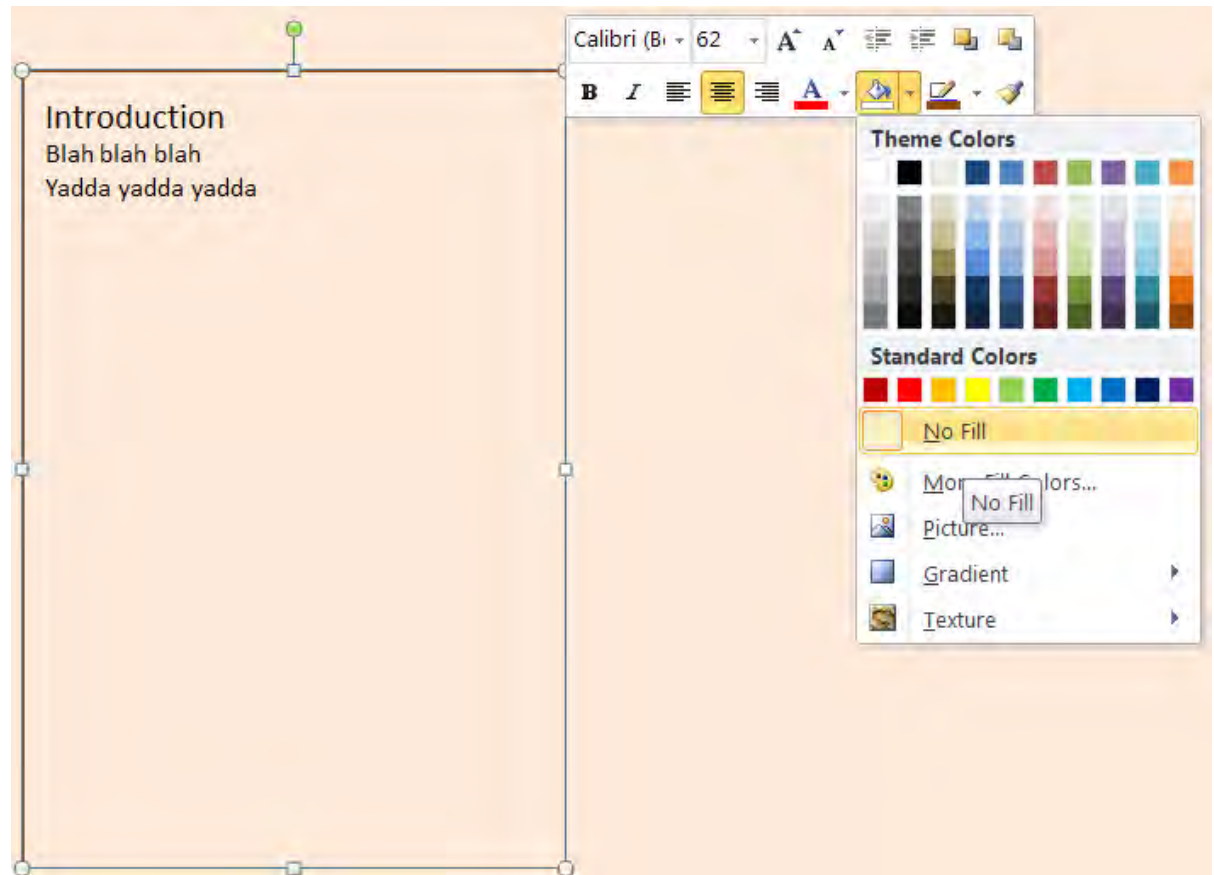


# Tips for building a poster in powerpoint

**Create rectangles to visually define your sections**

Change the fill color to 'no fill'

*Right click ->*



# Tips for building a poster in powerpoint

**Export the poster in a format that the Du Bois printer can read**

If you use a Windows/PC, “save as” a PDF

If you use a Mac, “save as” a jpeg