Step 1: Gridlines

Use the Guides and the Ruler functions to create and move the guidelines.

Click the View tab, and check the boxes for **Ruler** and **Guides**. Two lines will appear. You can drag either of the lines to move them.

To add another vertical line, right-click on the screen and select “Add vertical guide.” You can then move this line. Ultimately, you want your screen to have 3 columns.

Step 2: Set up your poster

Click the **Design** tab.
Click **Slide Size**; click **Page Setup**

Format as follows:

- Landscape
- 48 (width) x 36 (height) in inches OR 121.92 (width) x 91.44 (height) in centimetres

**Step 3: Set your layout to a blank slide**

**Home** tab -> **Layout** -> **Blank**
Step 4: Title and title box

(a) Add a text box across the top (Insert tab -> Text box)

(b) In 100 point (your choice of font), create a title

(c) Add your name & affiliation, slightly smaller, underneath the title

(d) Change the weight of the line around the box
   - Click on the box
   - Click Shape Format tab
   - Choose the weight

(e) Change the shape of your text box if you want
   - Click on the box
   - Click Shape Format tab
   - Open Change Shape menu and select your shape (rounded box?)
**Step 5: Create some boxes**

Using your columns as guidelines, create text boxes with headings (48 point font) for the following sections: Background, Methodology, Results (largest section), Discussion, References, and Acknowledgements.

**Step 6: Add colour from Adobe**

Once you have found a colour in Adobe that you would like to add to PowerPoint:

(a) Select the item you want to colourize
(b) From the Home tab, open the option to change the item colour (if the item is font, click the font button. If the item is a Shape, click Shape Outline or Shape Fill).
(c) Click “More colours.”
(d) Click the 2nd tab. Enter the RGB values.