CREATING CONFERENCE POSTERS

STEPS FOR MAC

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**

![Slide Size and Page Setup](image)

Format as follows:

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

![Page Setup](image)

**Landscape**

**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? Something else?)
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

Adjust the text box margins

You may want to do this after you have added some text. This will help you ensure that your text is not squished into the box outlines.

1. Click the outer edge of the text box to select it.
2. On the Shape Format tab, click Format Pane.
3. Click the Shape Options tab if it isn’t already selected.
4. Click the text box icon, and then click Text Box.
5. You can adjust the left, right, top, and bottom margins.
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.