Step by step – Creating a poster submission of an assignment

Student version

Accessibility note:

1. In Adobe Acrobat/Reader, click on the bookmark buttons
2. In a desktop browser, first move the cursor to the screen's edges to unhide the mini toolbar, then access the bookmark buttons

Internet Explorer users should click on the Adobe Acrobat/Reader icon to reveal the main toolbar

Bookmark icon examples

THIS RESOURCE WILL BE EXPANDED TO ANSWER QUERIES WE RECEIVE, MAKE SURE YOU ACCESS THE MOST UP TO DATE INSTRUCTIONS BY RETURNING TO CANVAS TO VIEW THIS DOCUMENT.

Contents

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We're using PowerPoint in this step by step because it's a commonly used professional tool and positioning, shape formatting and layer editing are transferable skills within the rest of the Microsoft Office suite.

Edit your text in Word

You're starting point should be a word document with your title, subheadings and concise paragraphs.

Editing your plain text in word before you start styling the poster in PowerPoint is recommended as the information is the most important part not the style. The following step by step avoids the use of pre-existing templates so that the style of your poster doesn't restrict the information you convey.

Method summary

- Edit text in Word
- Copy and paste text from the word document into text boxes in PowerPoint
- Resize text boxes and position to create a layout that will be easy to follow
- Add style to paragraphs and headings
- Add background boxes with borders
- Add images
- Add a border to the page
- Add a background colour

Check you have PowerPoint installed

1. Check to see if you have **PowerPoint** software version **2016 or 365** - search for 'PowerPoint' in Start (Windows icon in your taskbar) or open PowerPoint, click on 'File' and then 'Account'.

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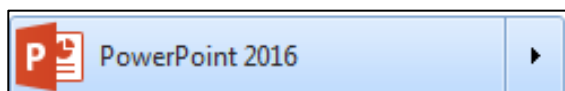
If you are using PowerPoint software version **2016 or 365**, continue to **3**.

2. If you do not have PowerPoint 2016 or 365, go to your **StudyNet Home page** and use the Office 365 link to install the new Office 365 software.

Here is a video tutorial: **How to access and install Office 365**

You have access to this subscription to Microsoft Office 365 until 6 months after you leave.

Step by step instructions

These instructions are based on PCs using Windows 7. Please contact your tutor if you require instructions for a Mac.

3. Open the **PowerPoint** software.

4. Open a new presentation.

Set the size of the slide

5. Set the slide size to A0

- Go to the top menu and select the Design tab, in the 'Customize' area select the 'Slide Size' option and 'Custom Slide Size...'
- Within this window select portrait
- And enter you dimensions for A3 = Width **84.1 cm** x Height **118.9 cm**

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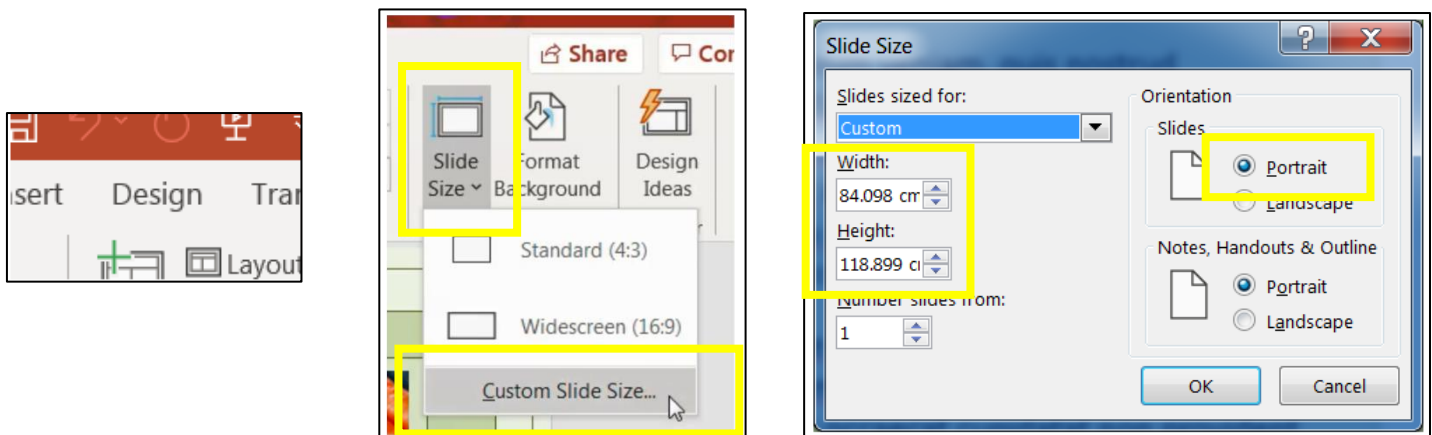
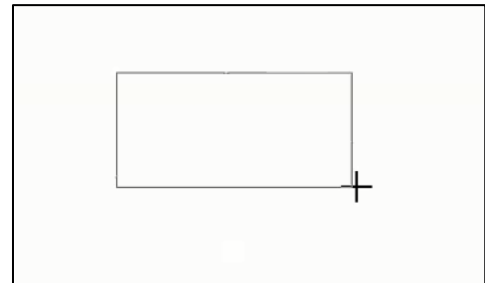# Copy and paste text from your word document into text boxes in PowerPoint

TRAINING VIDEO: [Add, resize and format text boxes](#)

TIMESAVING TIP: Use the shortcut keys CTRL+C to copy and CTRL+V to paste

Hold the Alt key while tapping on the Tab key to move between programs/windows

6. To add a text box to your slide:
    - Go to the top menu and select the 'Insert' tab
    - Open the 'Text' options (right side)
    - Select 'Text Box'
    - Click (but don't release pressure) and drag from where the text box should begin to where it's large enough for your first title/paragraph and release
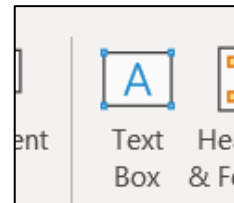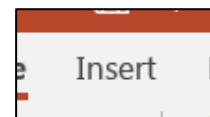
- Copy and paste your first title/paragraph from you word document into your text box
- Repeat the process ensuring your titles and paragraphs are each in their own text box

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Resize text boxes and position to create a layout that will be easy to follow

TRAINING VIDEOS:

- [Add, resize and format text boxes](#)
- [Group and ungroup shapes, pictures, and objects](#)

AVOIDING CONFUSION TIP: Clicking into the interior of a text box activates the text editing options, clicking on the border/edge lets you reposition the box.

TIMESAVING TIP: You can group the text boxes and layers to make it easier to move more than one of them at the same time:
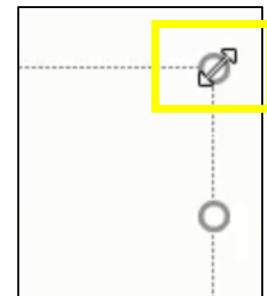
- Press the Shift key as you click on multiple text boxes
- Whilst still holding Shift, right-click on one of the boxes
- Select the 'Group' options and click on 'Group'
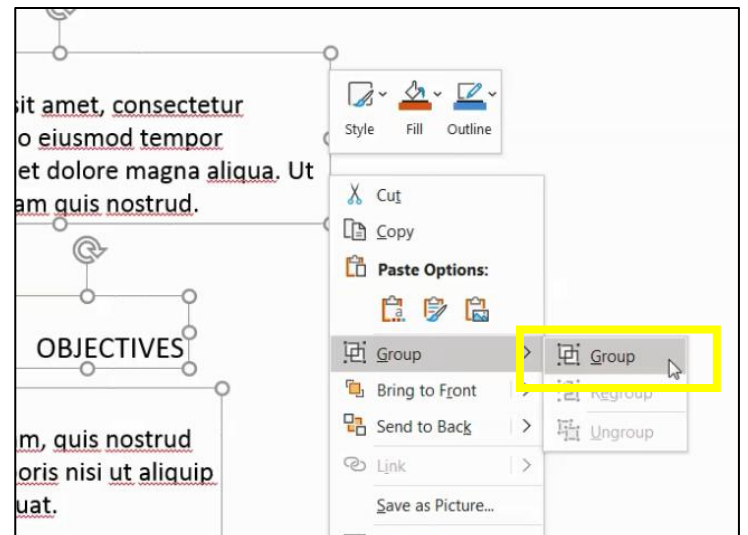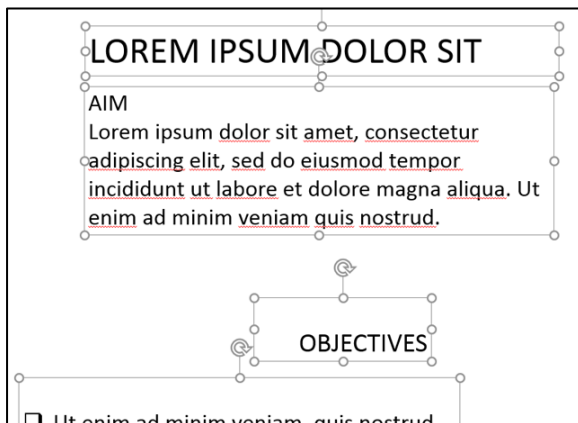
7. To resize a text box:
   - Click on the text box to make it active
   - Click, hold and drag on the corner pins
   - Release once the text box is the correct size

8. To position the Text Box:

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- Click onto its border/edge, hold and drag to desired location
- Release once the text box is in the desired location

9. Take some time to get the layout right, the layout you chose can convey:
   - the flow or order in which you should read
   - the importance of the different elements
   - the relationship between information (e.g. opposing views, groupings, patterns)

## Add format to paragraphs and headings

PLEASE NOTE: For guidance on the preparation of your references please refer to the assignment information unit

TIMESAVING TIP: You can select multiple text boxes at once by holding the Shift key as you click on them one after another. If you set a text format with multiple text boxes selected, it will set that format for all of the selected boxes.
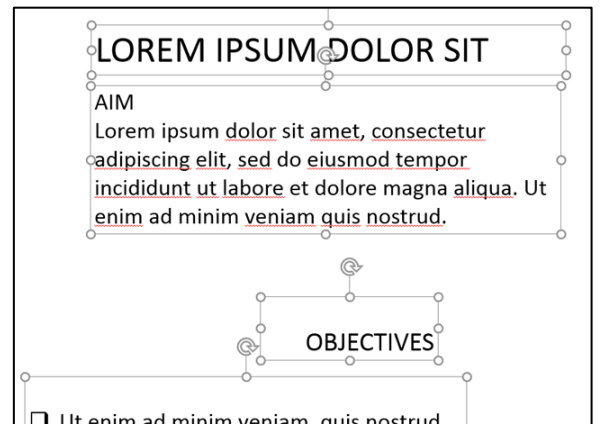
10. Font size - Select a consistent size for the title, headers and paragraph text:
    - Select all the text boxes that you want to have the same size (see tip above)
    - Go to the 'Home' tab in the top menu and the 'Font' section.
    - If your titles are in the same text box as your paragraph text, click into the text box and highlight the individual text before selecting a font size
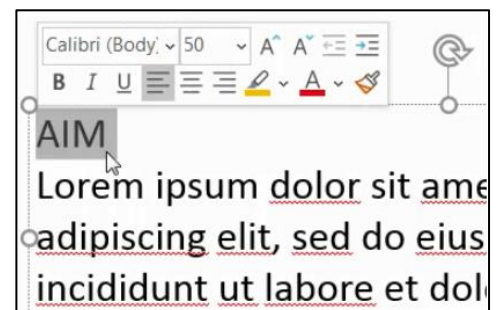
    - A guide font size for A0 paper would be 50pt.

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11. Select font(s):
- If you pick a common font it will be easier for people to read
- Sans-serif fonts like Arial, Calibri and Helvetica (UH font) don't have 'ticks' and 'tails' so are easier to read for some people

Add background boxes with borders

TRAINING VIDEOS:

- [Draw shapes](#)
- [Format shapes](#)
- [Stack shapes, pictures and objects](#)

AVOIDING CONFUSION TIP 1: All the different text boxes and shapes we've added could overlap, so it's important to be able to control which layers are on top and which are at the bottom. Right-clicking on a shape or a text box's edge/border reveals extra options that include how far back or forward you'd like the layers to be.
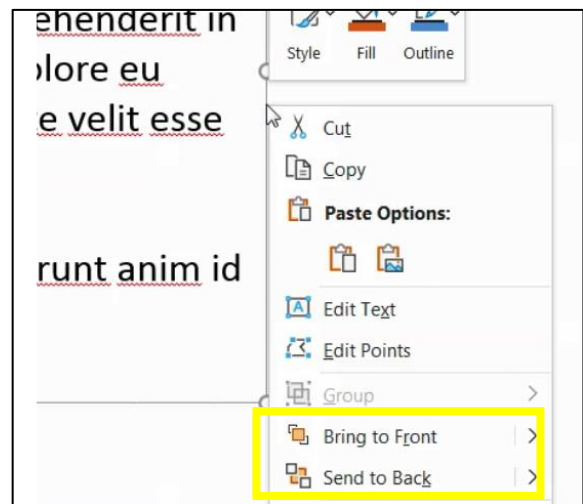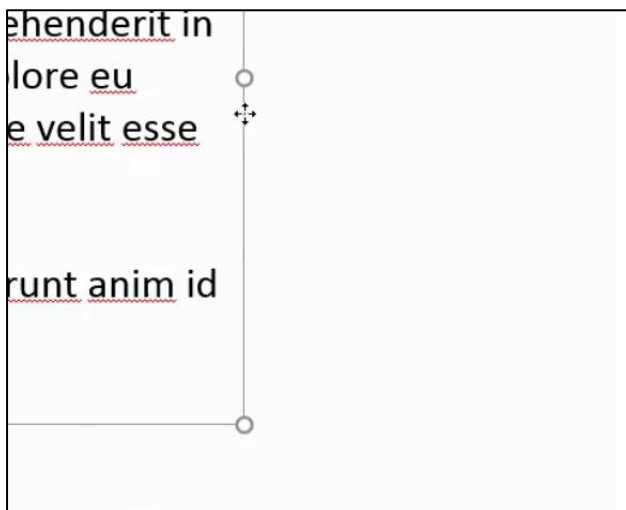

AVOIDING CONFUSION TIP 2: To change the format of a text box, shape or image layer you must first click on the layer to reveal the format options.

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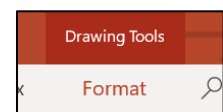
STYLING TIP: Adding a small amount of colour to your poster will make it more interesting however lots of bold colours may distract from your text so:

- Limit the number of colours you use
- If a colour is covering a large area pick a lighter version
- If you need to make a smaller detail stand out pick a darker version
- Limiting the colours you use to decorate your poster gives greater emphasise to the colours you may use to convey information in graphs and diagrams

Select lighter colours to cover wider areas

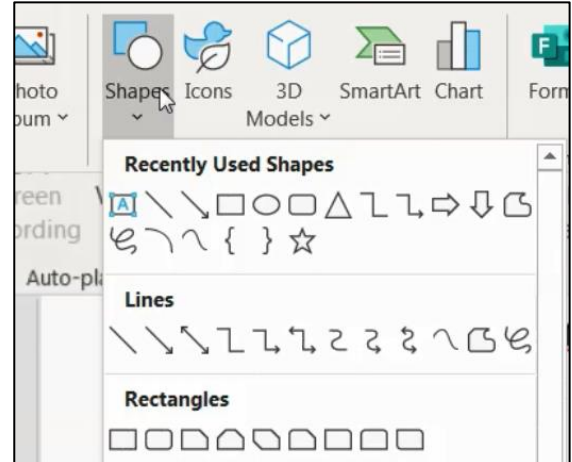Select darker colours to make details stand out
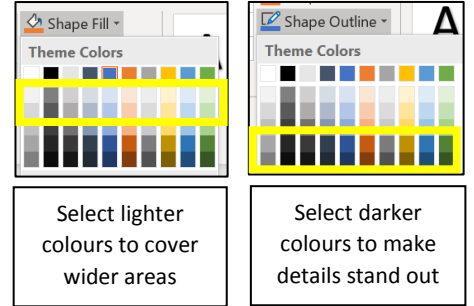
12. Create a shape with an outline to use as a background box for your text:

- Go to the top menu and select the 'Insert' tab
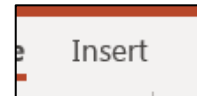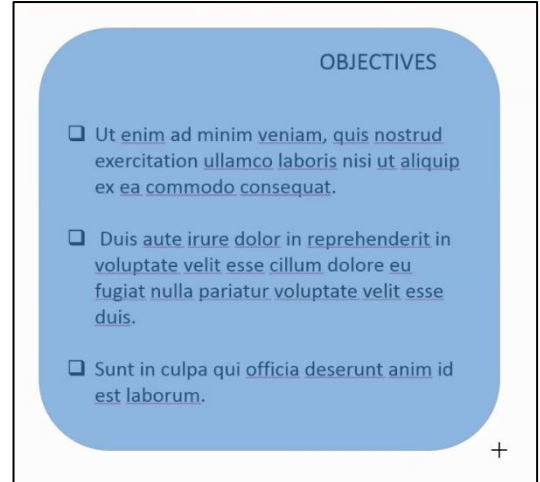
- Go to the 'Illustrations' group
- Select the 'Shapes' options

- Select an appropriate background shape, rectangle/rounded rectangle

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- Click (but don't release pressure) and drag from where the shape should begin to where it should end, making the shape large enough to provide a border to your first text box.

13. Resize your shape if necessary
    - Select the shape to reveal the corner pins
    - Click on a corner pin (don't release pressure) and drag it until your shape is the desired size

14. Add a background colour to your shape and darker border colour
    - Click on your shape to activate the 'Format' option in the top menu (see tips at beginning of section)
    - Go to the 'Shape Styles' area in the top menu, select the 'Shape Fill' options and the select a light colour
    - Select the 'Shape Outline' options and select a darker version of that colour
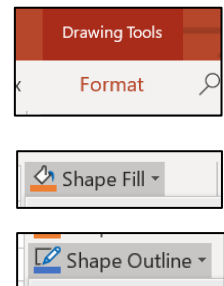
15. Click inside the shape (don't release pressure) and reposition your shape in the centre of your text box

16. Right click inside the shape and select 'Send to Back'.

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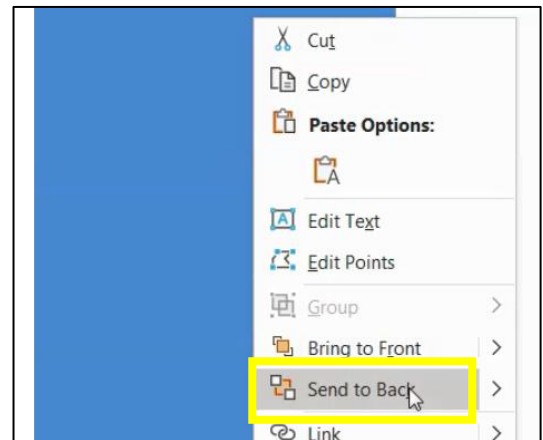
AVOIDING CONFUSION TIP: The text box will now be in front of the border shape, this means to select the border shape you'll have to click where the border shape extends out beyond the text box.


17. Repeat steps 12-16 for all your text boxes

Add images

THESE STEPS PROVIDE INSTRUCTIONS BASED ON THE GOOGLE CHROME WEB BROWSER

18. Find images online that represent some of the ideas within your text:
    - Go to a web browser
    - Think of something visual that represents your topic but is also likely to have been photographed or illustrated, type keywords for this into the search bar
    - Select an 'Images' search
    - Select 'Tools'
    - Expand the 'Size' drop-down list and select 'Large' (this will remove low quality/resolution images)
    - Expand the 'Usage rights' drop-down list and select 'Labelled for reuse with modification'. This makes it more likely a large image will be obtainable that you have permission to use
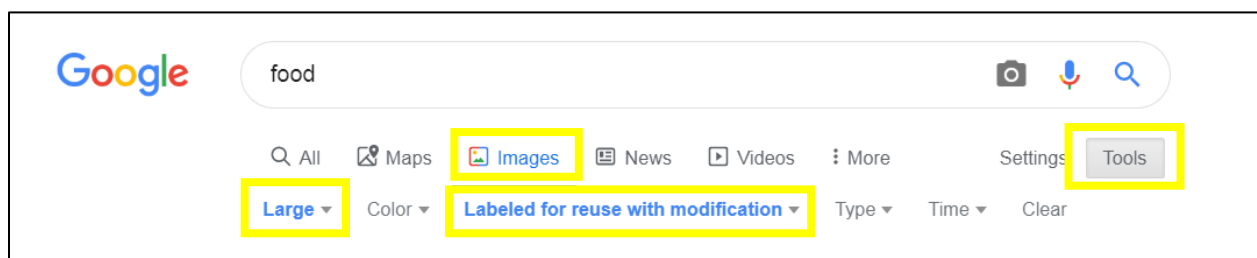

    - Pick the best image from the search results

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19. Make sure you are saving the biggest version of the image and not a smaller thumbnail
    - Right-click on the image and select 'Open image in a new tab'
    - Save the image to your computer by right-clicking on the image and selecting 'Save Image As'

    OR

    - If the image is from an image archive, click on the thumbnail image in the search results to take you to the image archive website
    - Select a free download option at the highest resolution available
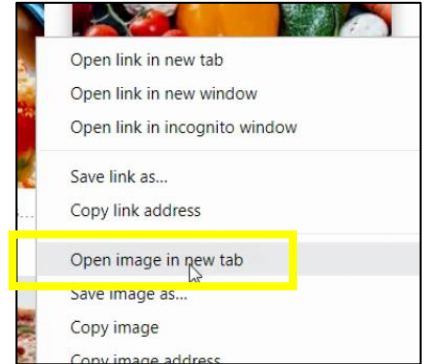
20. Add your image to your poster in PowerPoint
    - Back in PowerPoint, select the 'Insert' tab in the main menu
    - In the 'Images' area, select the 'Pictures' tool
    - Navigate to your image, select it and click on 'OK' to insert
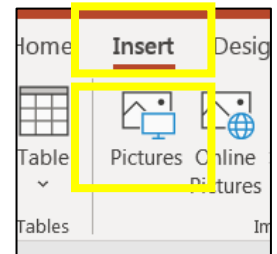
21. Resize your image as per 'Add background boxes with borders' step 13
    - Keep an eye on the ratio of width to height, select 'Undo' if it changes and resize again whilst pressing Shift to avoid distorting the image

22. Position your image
    - Click on the image (don't release pressure) and drag the image to your desired area

Add a border to the page

23. Add a border to the page
    - Add a shape as per 'Add background boxes with borders' step 12
    - Resize the shape so it is equally spaced from the edge of the slide, see step 13 above
    - Remove the fill from this shape by following 'Add background boxes with borders' step 14 **but instead of selecting a colour select 'No fill'**
    - Right-click on the border line to reveal options (right-clicking inside the shape won't work as the fill has been removed) and select 'Send to Back'

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Add a background colour

24. Select the 'Design' tab from the top menu

25. Open the format background options

26. With the solid fill bullet selected, pick your desired colour under the paint bucket icon

27. Once you've selected your colour, you may want to select the 'Gradient fill' bullet to create a transtion from the lighter colour you've been using in your design to a darker
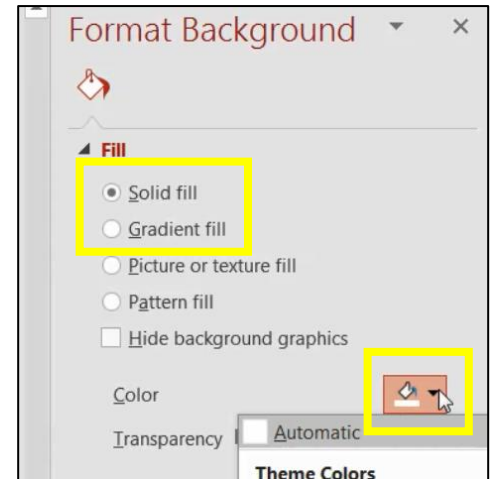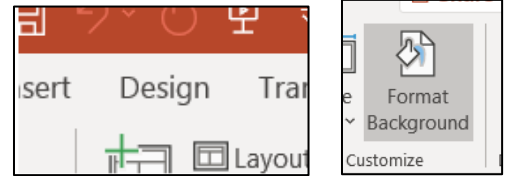
Save your poster as you go

Make sure you save you poster regularly and if you're going to make any drastic changes you're unsure will look right, you can always 'Save As' a new version to keep where you had got to previously separate.

Troubleshooting and support

Please contact your tutor if you have any difficulties and they can refer you on to the necessary support.

Submitting your poster assignment

Once you have completed the design of your poster, check the instructions under the Assignment tab on StudyNet. Instructions can also be found in the Assessment Information unit on the 'Units' page. There may be tasks to complete prior to submission and specific instructions on how you should submit.

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Exporting as PDF ready to get printed (optional)

28. Saving your poster as a PDF as well will ensure it looks the same to anyone that views it:
    - In the top ribbon select 'File' in the top menu
    - Select 'Export'
    - Select create PDF/XPS
    - Select a location to save the document
    - Select 'Publish'

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