**Getting Your Poster Started in Power Point**

1. Open A1 Academic Poster template.
2. Add your title and subheadings (use the pro-forma or copy and paste from a document).

*Change font colour/ size* – *home menu.*



1. Change background colour– *design menu* (*far right)* *- format background* (in drop down menu choose solid fill, choose colour etc).



1. Add text boxes – *Insert - text box,*

*(or copy and paste multiple text boxes from pro forma).*

1. Give boxes a colour – *Far right of home menu – Shape fill.*



1. Add photos – *Insert menu - picture symbol. Find images in file or browse and save. Move image to poster and resize (or copy and paste).*

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1. Add graphs and charts –
2. Choose a chart format in PowerPoint – *insert menu – chart. Right click on chart to change colours, values etc.*
3. Import *or copy and paste* files or charts from Excel or other folders– *insert menu - object*.



1. Once you have all your essential elements move them around, change colours and resize elements to create a balanced layout.
2. Save as a power point document.
3. For printing – save as a high-resolution PDF.
4. Follow instructions on Brookes Print website – Wide Format (A1) Call them if you are unsure.