

Producing a large poster in PowerPoint 2016

The first thing to consider when producing a poster is its size. If you are tasked with developing a poster presentation, you will have been advised by your tutor of the size requirement which is usually A0 or A1. Specialist printers capable of producing these images are available on some of our campuses.

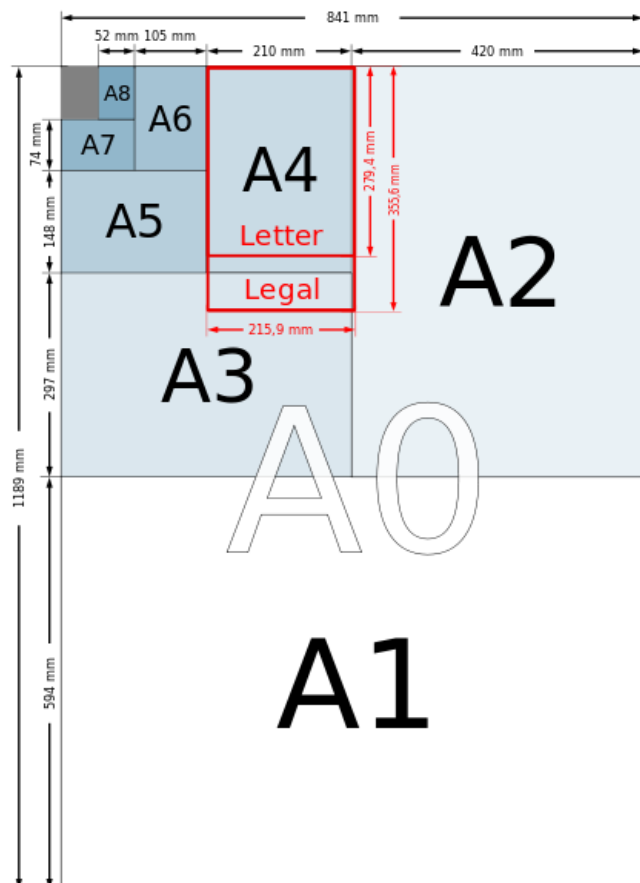
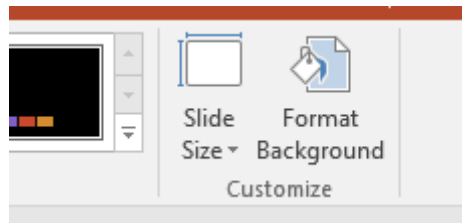


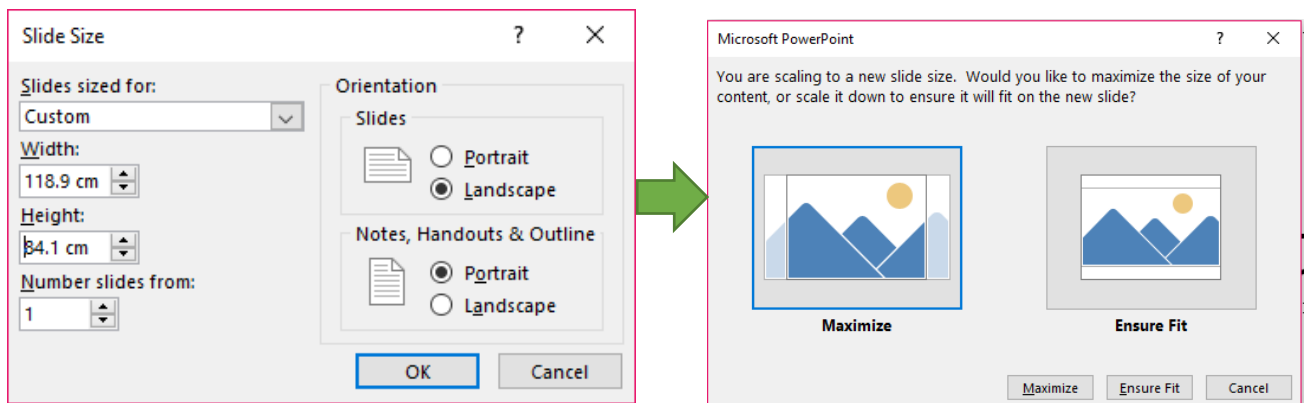
Image: Poster Pigeon (2012) *Poster-size-infographic*
Available at: <http://www.posterpigeon.co.uk/help-questions/2012/11/28/poster-size-guide-a0-a1-a2>
(Accessed: 23rd October 2017).

If you take 2 sheets of normal A4 paper and join them together at their longest edge you have a page the size of A3. Continue doubling like this, always along the longest edge and you will eventually come to A0 which is 16 times larger than A4 with final dimensions of 1189mm by 841mm. You'll need to remember these numbers as PowerPoint does not normally have A0 available as a standard size.

To get started making your poster open up PowerPoint and start with a blank project. To alter the page design which defaults to A4 select the **Design tab**. From here, select the **Slide size** drop down menu and choose **custom size**.



Here I have set up my page for A0. First select **custom** in the drop down menu for *slides sized for* on the left hand side of the menu. Then add in the **width** and **height** of your desired page. I have kept my orientation as landscape which is normal for PowerPoint. You can change this at any time by choosing from Portrait (a tall and thin page) or Landscape (a shorter, wider page). **Click OK to save your page size**. You will also be asked about scaling; select *Maximize* to be able to place part of an item off the edge of your screen, for example a picture. Or *Ensure Fit* to keep everything within the limits of your page.



It's the same process for A1 or any other size that your tutor may have specified. The required values can be seen in the table at the beginning of this document. You will have to divide the numbers given in millimetres by ten to convert them to centimetres.

Font sizes:

Although there isn't a one size fits all guide to font sizes for A1 or A0 posters it is generally recommended to have text no smaller than 28pt. If you can make your font bigger this will make it easier to read. Use larger fonts for headings and subheadings.