Creating a Poster Using PowerPoint

You can create a poster just like a normal PowerPoint slide—only bigger.

Set the size of ONE PowerPoint slide to the size of your poster.
Under the File menu, go to Page Setup. For the size of the slide, type in the actual size of your poster. Be sure to check with your conference to find out if there is a recommended poster size. Check with your poster printing location as well to determine the maximum poster dimensions the location can print.

You should always set the page size before you begin laying out your poster. Otherwise, you will likely have to go back and revise your poster layout.

Insert text
Add text to your poster by inserting Text Boxes (under the Insert menu) into your slide. Insert multiple Text Boxes for all of your different text components (title, abstract, etc.). Recommended font sizes are at least 72 point for your title, 48 point for your headings, and around 36 point for your text.

Insert images and objects.
The best way to add an image or object is to insert it under the Insert menu. Make sure your images are high resolution; otherwise, they will appear pixelated once they are enlarged and printed.

Adjust spacing, alignment, and size of pictures and text
Once you have inserted all of the poster elements, adjust the spacing, alignment, and size of pictures and text to create your desired layout. Make sure your poster is easy to follow.

Resources
For the UCLA Logo and brand identity information from the UCLA Library: http://guides.library.ucla.edu/c.php?g=223540&p=1480860. (Note: If you use the UCLA logo, it needs to be the official logo!)

For a detailed 20-minute video on creating a poster using PowerPoint: http://undergradresearch.missouri.edu/resources/powerpoint-video.php