Changing Slide Dimensions in PowerPoint

by Alexandria Yeager, CLT Intern

If you choose to electronically generate a poster through Penn State, you can easily create the poster on a PowerPoint slide. However, keep in mind that the width of the poster may not exceed 40 inches; there is no limit on the height.

If you are creating your poster by using Microsoft PowerPoint you can easily select the dimensions of the slide. Simply follow these steps:

1) **Create a new PowerPoint presentation.**

2) **Click Design** from the horizontal tab menu at the top of the screen.

3) **Click Page Setup**, which will appear on the left side of the screen under the **Design** tab.

4) A box will pop up showing the default setting: a width of 10 inches and a height of 7.5 inches.

5) **Highlight the 10 and 7.5** and type the chosen dimensions for your poster.

6) **Click OK.**
   The example shown below would create a poster that is 38” wide and 13” high.

7) **The slide you now see on your screen will be proportionate to the dimensions you selected.** You can begin creating your poster.
8) To aid in the placement of text and graphics, you may want to click View from the horizontal tab menu and check the boxes next to Ruler and/or Gridlines.

2) Click More Fill Colors... and a box like the one below will appear. Select Custom.

3) Highlight the box next to Red and type 53. For Green type 72, and for Blue, type 139. Then, click OK. The box shown below gives the values of the “Penn State Blue” color.

Using the “Penn State Blue” color
You may chose to use the “Penn State Blue” color (RGB 53-72-139) somewhere on your poster. Doing so takes only a few simple steps.

1) Select the color box that corresponds with what you want to change; this may be the font color, the background of a box, or an outline of a shape.

Changing the Layout of Slides / Reformatting Text Boxes
The title slide will automatically appear when you open PowerPoint. However, you may choose to change the layout of the slide.

1) Right click the small version of the slide that appears on the left side of your screen and select Layout. You can now choose from a handful of layouts. Select one that is most appropriate for the poster you want to create. The slide on the next page is an example of the “Two Content” slide.
2) You may want to resize or reposition a text box. To do so, click on the text box so the outline appears around it like the box shown below.

3) To resize the box proportionally, click on a corner of the box (a slanted, two-sided arrow should appear as your cursor) and move your mouse.

4) To change the height or width of the box, select the center of any of the four sides of the box (a two-sided arrow should appear as your cursor) and move your mouse.

5) To move the location of the box, select anywhere along the outline of the box (a four sided arrow should appear) and move your mouse.

6) To rotate the text box, click on the green dot that appears above the box and move your mouse.

7) You may want to add text boxes to the slide. If you want a text box that is the exact same size as a text box that is already on your screen, right click the box and select Copy. Deselect the text box, right click anywhere else on the slide and select Paste.
8) To add a completely new text box, select the **Insert** tab and then select **Text Box**. Move your cursor over the slide, left click, and drag open a textbox.