Tips for Creating a Poster in PowerPoint 2013

- **PowerPoint 2016 is very similar to PowerPoint 2013** (PC’s) and 2011 (Mac’s).
  - See Using Software (2016 versions) on the Designing Effective Posters guide for new 2016 features (for Mac’s and PC’s).

- **Poster Size (if you’re printing the poster for display):**
  - A PowerPoint slide can’t be larger than 56” by 56”, unless you set the slide size to widescreen (in PowerPoint 2013 this will make the slide width 64”).
  - If you want your poster to be larger than that, you will need to set your slide to be half-size and print the poster at 200%.

- **Aligning Objects:**
  - To align 2 or more objects, select the objects and then click Arrange→Align on the Home tab.
  - You can align objects by their centers, left or right sides, middles, or top and bottom sides.

- **Distributing Objects Evenly:**
  - If you have 3 or more objects that you want to space evenly, select them and go to the Home tab and click Arrange→Align→Distribute Horizontally or Distribute Vertically.

- **Grouping Objects:**
  - If you want to be able to move 2 or more objects together, you can group them.
  - To do this, select the objects, go to the Home tab and click Arrange→Group. The objects you grouped will now behave as though they were one object.
  - If you want to separate objects you’ve grouped, just select the grouped object and click Arrange→Ungroup on the Home tab.

- **Send to Front/Send to Back:**
  - If you want to be able to see an object that’s now behind another one, select the first object and click Arrange→Send to Front on the Home tab.
  - To hide an object that’s now in front of another one, select the first object and click Arrange→Send to Back on the Home tab.

- **To Make a Perfect Square or Circle, or a Perfectly Straight Line:**
  - Hold down the Shift key as you’re drawing them.

- **Check Images for Pixelation:**
  - Zoom your view to 100%.

- **If You Need an Extra Pair of Eyes on Your Poster:** Contact us at Ask-a-Librarian!