Tips for Creating a Poster in PowerPoint 2013/2016

- **PowerPoint 2016 is very similar to PowerPoint 2013** (PC's) and 2011/2016 (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:**
  - To space 3 or more objects evenly, select them and go to the **Home** tab and click **Arrange > Align > Distribute Horizontally or Distribute Vertically**.

- **Grouping Objects:**
  - To move 2 or more objects together, you can group them.
  - 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.
  - To separate objects you’ve grouped, select the grouped object and click **Arrange > Ungroup** on the **Home** tab.

- **Send to Front/Send to Back:**
  - 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.

- **For perfect squares, circles, or a perfectly straight line: Resize Shapes Keeping Proportions (Aspect Ratio):**
  - 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: [Ask-a-Librarian](#)!

Chana Kraus-Friedberg, Graduate Research Assistant, UNC Health Sciences Library, March, 2016