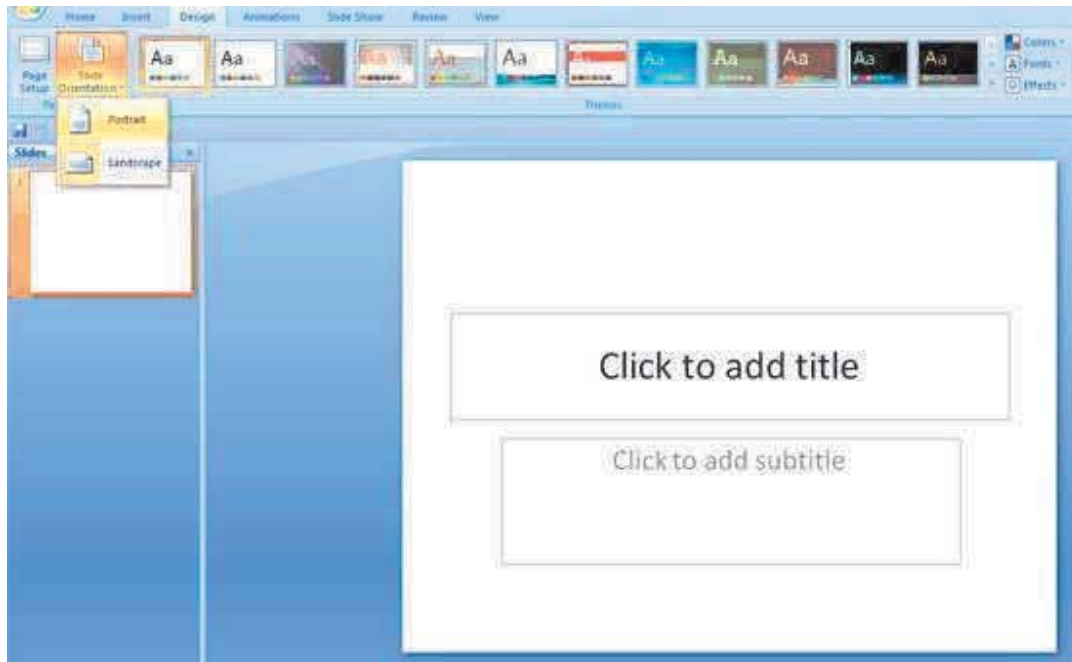
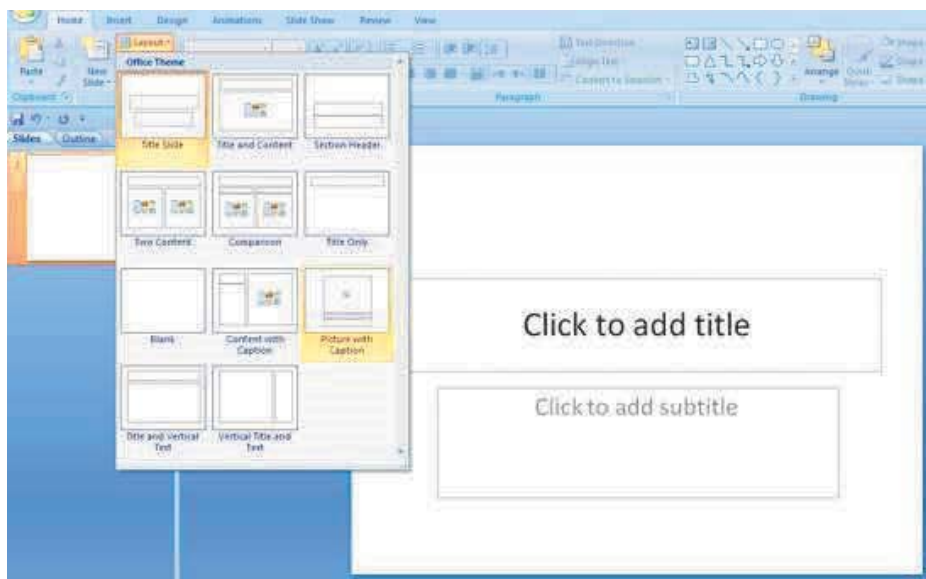


# Make a Poster on Microsoft PowerPoint

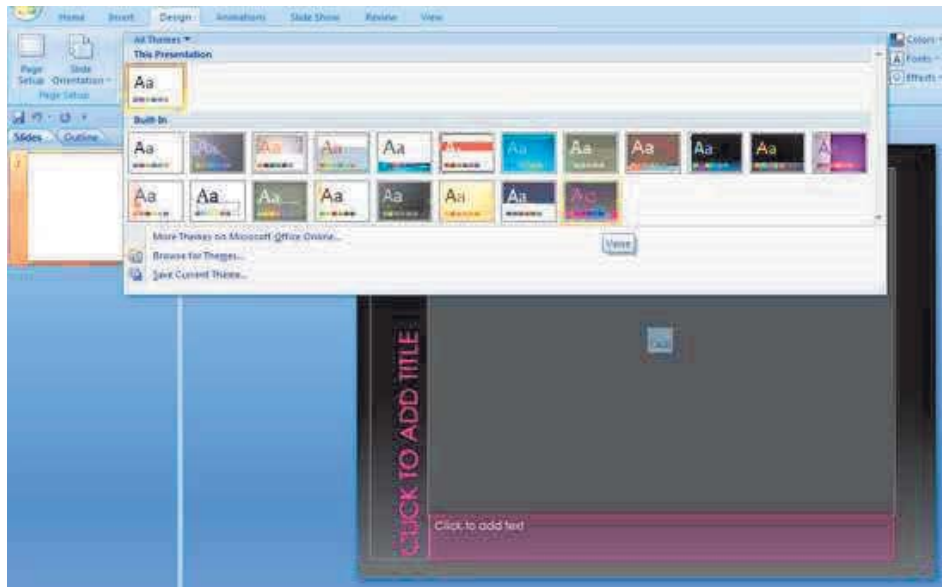
1. Launch PowerPoint on your computer: Open a blank PowerPoint document.
2. Change the slide orientation to portrait: Posters are usually created this way. Go to Design, then Slide Orientation.



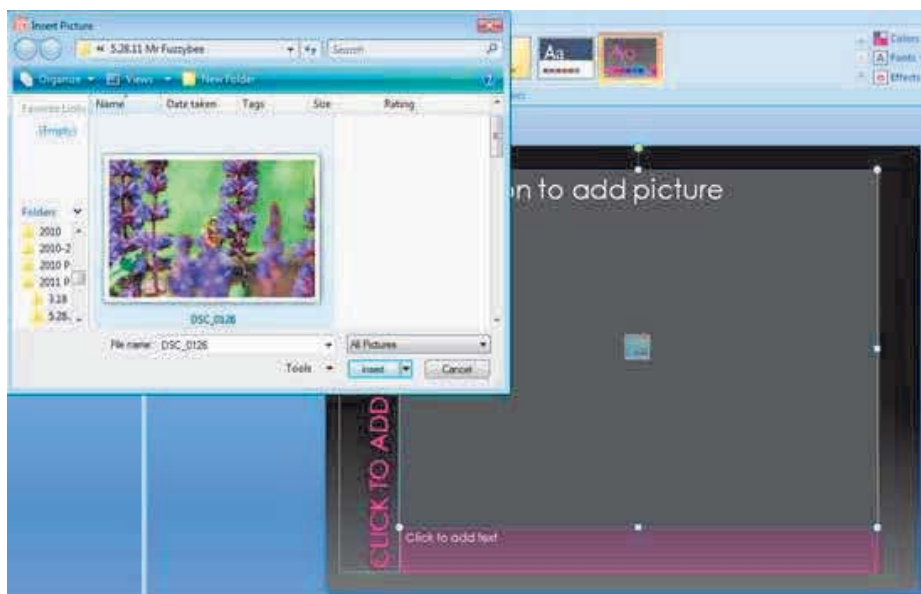
3. Choose a slide layout: The computer will go to the screen with the title and subtitle. You can choose a different layout like a title with an image, or a title with two images. This example uses the picture with a caption layout.



4. Choose a slide theme: Go to Design and then click on Themes. PowerPoint has many themes available.



5. Next, add visual content: Click within the content boxes to add an image. You can browse to a saved photo on your computer. You can also click on Insert and then clip art if you want to find other images.



6. Add a title: Click on the text box on the PowerPoint and add your text. Don't forget: this is your main title so you want the title catchy, big, and colourful.
7. Add secondary information: Click on the smaller text box to add other text that you want on your poster, especially if you want to add extra details.
8. When you have finished and you are happy with the poster, click on file and then save as. You should save it on your computer with the poster name. Then you can find it easily on your computer.