

Poster Nitty-Gritty

Consistency is Crucial

FONT

Be sure your font size and style is consistent throughout. If you use Calibri Bold at size 36 for one header, be sure it is the same for all headers. Same goes for the text boxes. Do not make the font size smaller in one box so the text will fit.

BULLETS

Be certain you are using the same style and size bullets throughout your poster. Also be aware of the spacing of the bullet and text after the bullet. The bullets should be aligned vertically and so should the text following the bullet. (If you have two spaces after one bullet, you should have two spaces after every bullet.)

TEXT BOXES

This is where it gets tricky and you will need to pay attention to every detail! ☺

Size -

- Click on a text box to select it
- Click FORMAT (top right in the Power Point tools ribbon under DRAWING TOOLS)
- At the far right should be "Size"... your header boxes have to be the same height and width throughout and your text boxes need to be the same width as your header boxes

Alignment -

- Click on a text box to select it
- Right click for an extended menu to pop up
- Click "Format Shape" at the bottom of the menu
- A "Format Shape" box should appear to the right of your screen
- There should be three icons...click the picture on the far right
- Expand the options for POSITION and TEXT BOX
- These are the things you will want to make sure are consistent throughout all of your text boxes: position (horizontal and vertical), text alignment, and all of your text box margins (also referred to as the padding)
- If you have three columns of text boxes and you want to make sure the top of all three boxes are aligned, you will have to click on each one separately and check the "Vertical position" to make sure the number is the same on each one
- HELPFUL TRICK* - To make sure your boxes are evenly spaced across the page, hold down the shift key on the keyboard and click on each the top three boxes of your columns to select them all. Once all three are selected at the same time, click "Align" in the Arrange section in the FORMAT tool bar. In that menu, select "Distribute Horizontally" and Power Point will situate them across the page for you so that the spacing between the boxes and the margins are the same. From here you can make sure that all boxes below it have the same horizontal position.

Be sure to check and double check your final product before submitting it!!!