Poster Design Layout in PowerPoint

This tutorial is for use with a PC computer with Microsoft PowerPoint 2010 and newer versions

Change the slide size to create a poster on a PowerPoint slide using the following steps:

1. Open PowerPoint.

2. Select Blank Presentation. The first slide (as shown to the right) will have a title slide layout. You can choose to delete the layout by clicking on each text box to highlight, then click Delete. The page will be blank.

3. To set up the poster format, select Design in the menu ribbon at the top of the screen. Click on Slide Size in the upper right of the screen and select Custom Slide Size.

4. In the Slide Size box, input Width: 56 in. and Height: 40 in. Under Orientation, select Landscape, then click OK.

   NOTE: If you are prompted to maximize or fit contents to slide, select Ensure Fit.

Your slide is now sized for your poster.