Producing a large poster in PowerPoint 2010

The first thing to consider when producing a poster is its size. If you are tasked with developing a poster presentation, you will have been advised by your tutor of the size requirement which is usually A0 or A1. Specialist Printers capable of producing these images are available on some of our campuses. So what are the ‘A’ page sizes? The table below should help explain.

If you take 2 sheets of normal A4 paper and join them together at their longest edge you have a page the size of A3. Continue doubling like this, always along the longest edge and you will eventually come to A0 which is 16 times larger than A4 with final dimensions of 1189mm by 841mm.
You’ll need to remember these numbers as PowerPoint does not normally have A0 available as a standard size.

To get started making your poster open up PowerPoint and start with a blank project. To alter the page design which defaults to A4 select the Design tab.

In the design tab, select Page Setup.

Here I have set up my page for A0. First select custom in the drop down menu for slides sized for on the left hand size of the menu. Then add in the width and height of your desired page. I have kept my orientation as landscape which is normal for PowerPoint. You can change this at any time by choosing from Portrait (a tall and thin page) or Landscape (a shorter, wider page). Click OK to save your page size.

It’s the same process for A1 or any other size that your tutor may have specified. The required values can be seen in the table at the beginning of this document. You will have to divide the numbers given in millimetres by ten to convert them to centimetres.

For further help please contact digitalskills@cumbria.ac.uk