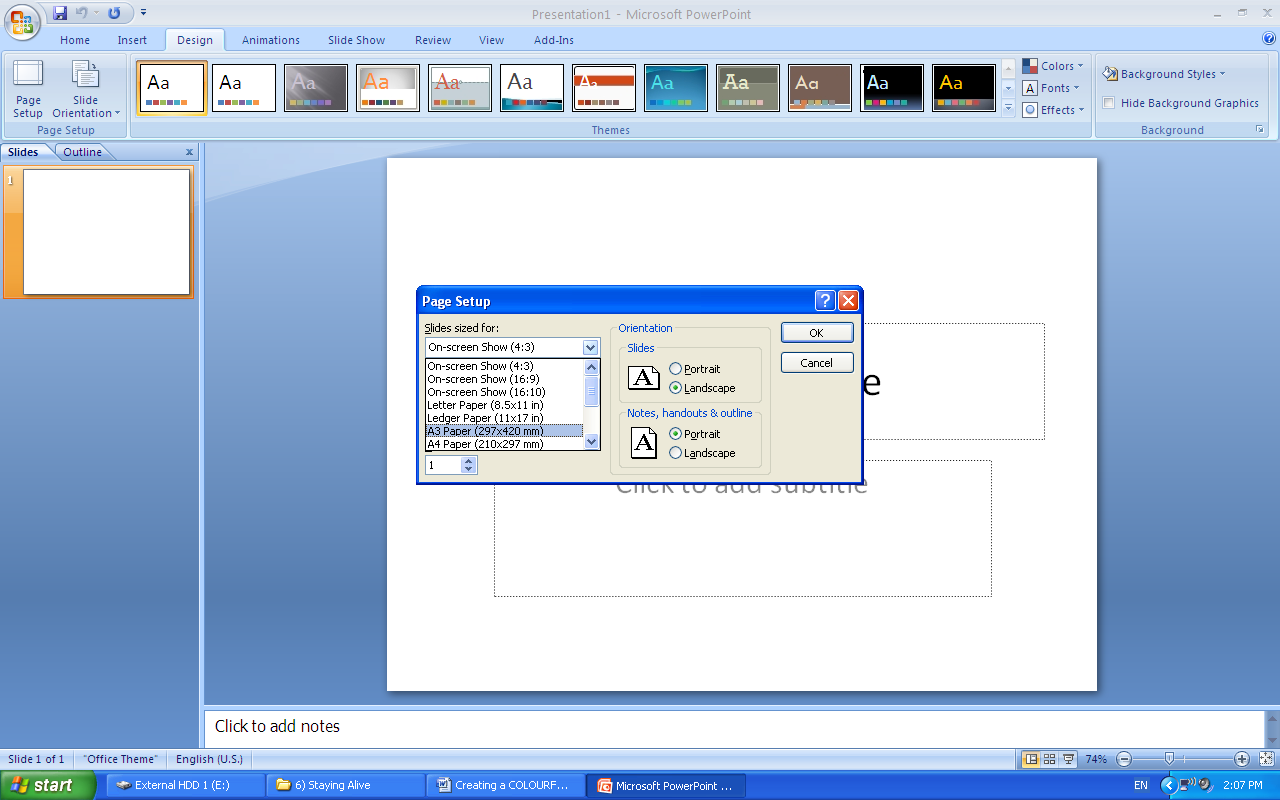
**Creating a COLOURFUL A3 POSTER**

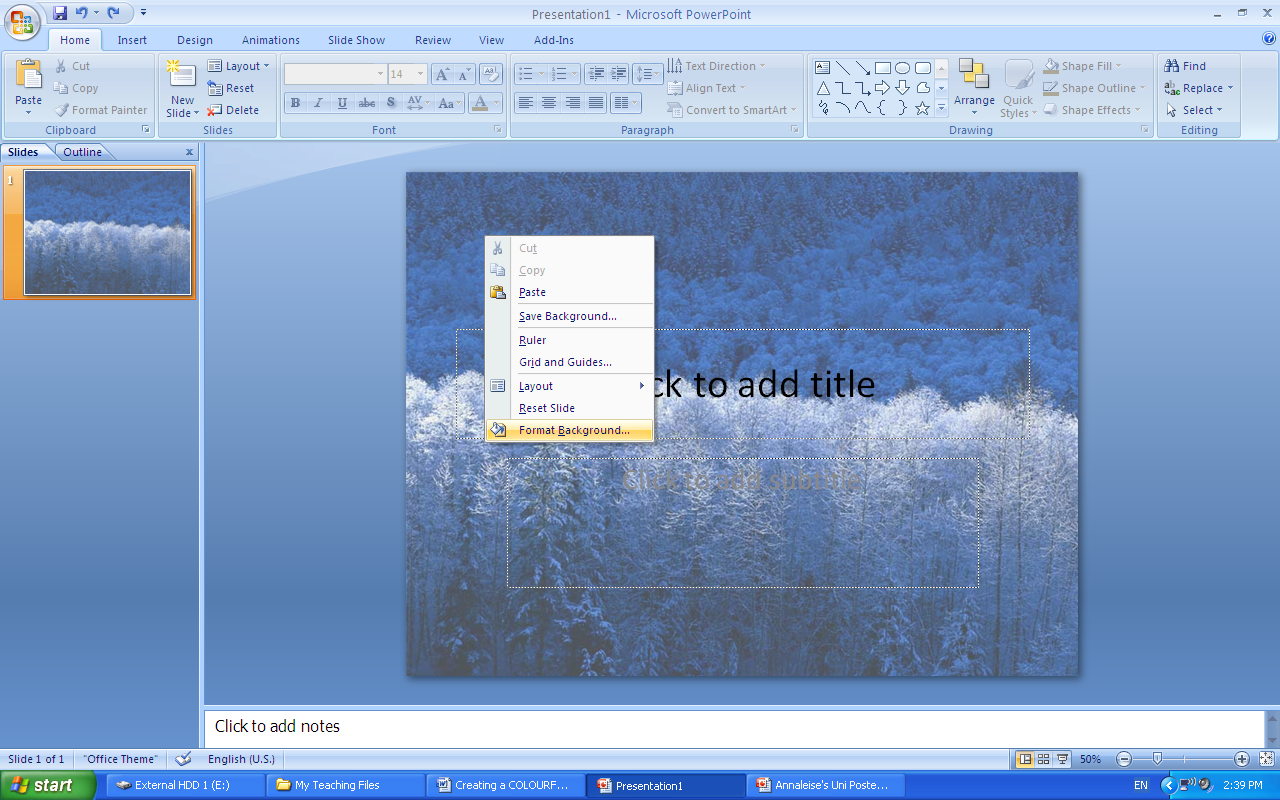
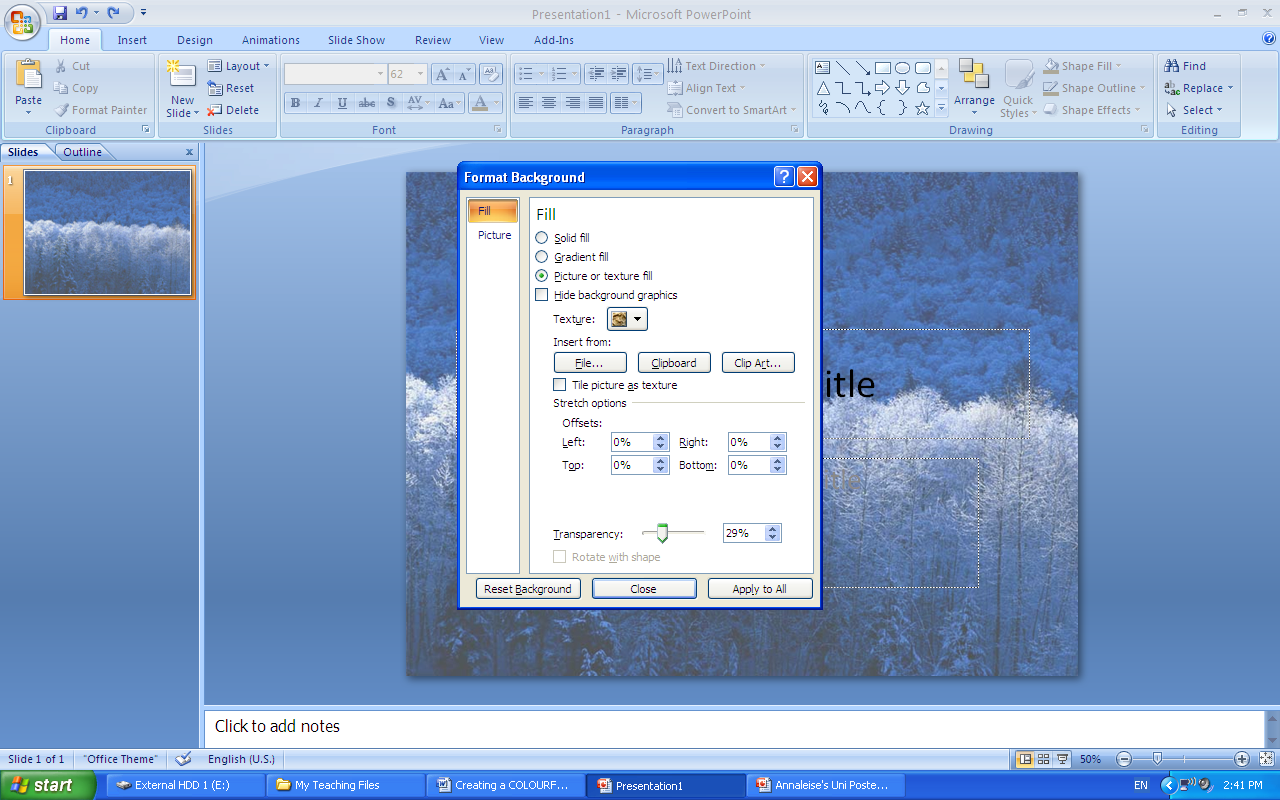
**Using PowerPoint**

1. Open PowerPoint and open the tab “Design”
2. Click on “page set up” to reveal the dialogue box



1. In “Slides sized for” click on A3 pages as shown and press OK

Once this has been selected when you save your document, it can be printed off in A3 size. This means you need to be imaginative about how much can really be stored on each slide.

1. On the lower right hand side, there is the image size tool bar that you can adjust to get an idea of how your poster will look.
2. A few tips for creating a very artistic and visually interesting poster:
3. Writing must be SHORT but filled with INTERESTING facts
4. Writing should be no smaller than 12 points
5. Titles should be about 18 points
6. Subtitles should be about 16 points
7. Background Image
8. Right click on the slide – anywhere but in a text box
9. Click on format background
10. Pick “Picture”
11. Adjust transparency
12. Then when finished, click “Apply to All”
13. Make sure your NAME and PHOTO is on the poster
14. Use the following filename

Yourname.ppt

Eg AnnaleisePizzimenti.ppt