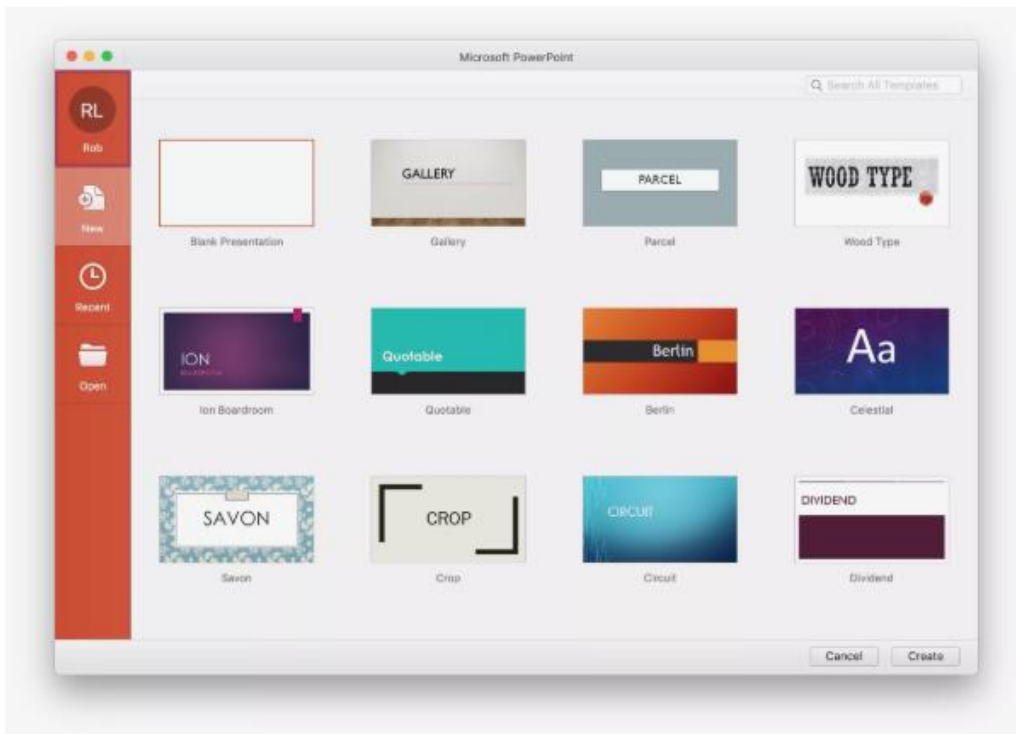# How to Make a Poster in PowerPoint

Defining Your PowerPoint Poster Size
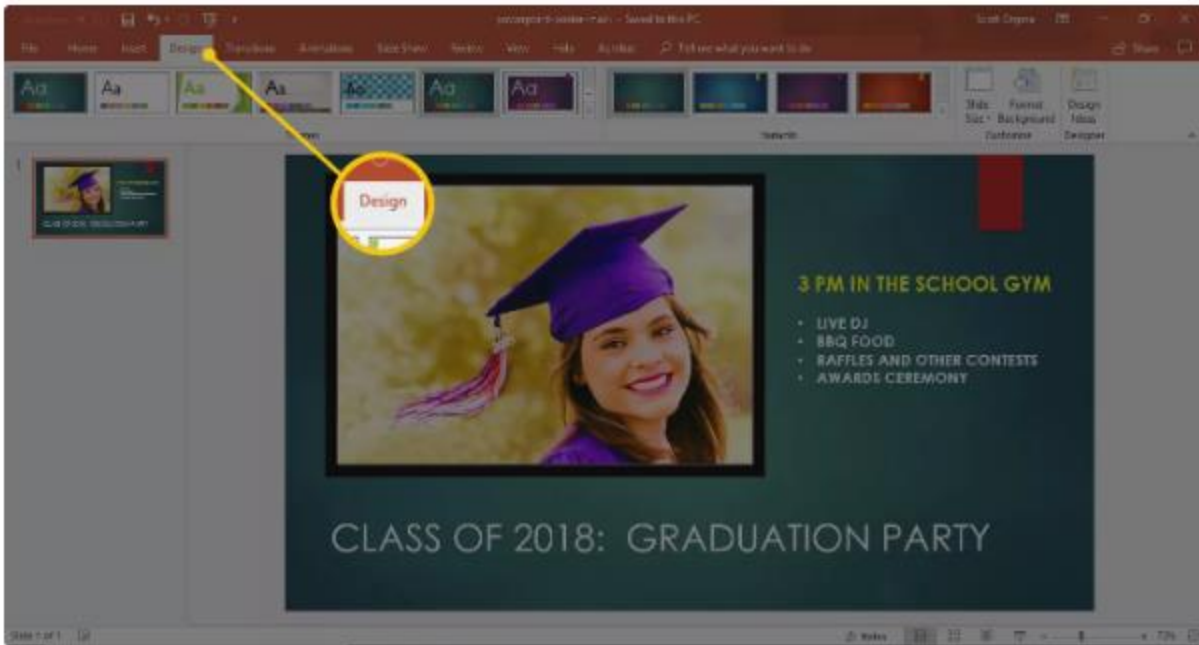When creating a poster in PowerPoint, the first thing you need to do is define its size.

1. Launch PowerPoint.

2. Choose an existing template or open a blank presentation.

3. Select the **Design** tab, located near the upper left-hand corner of the PowerPoint interface.
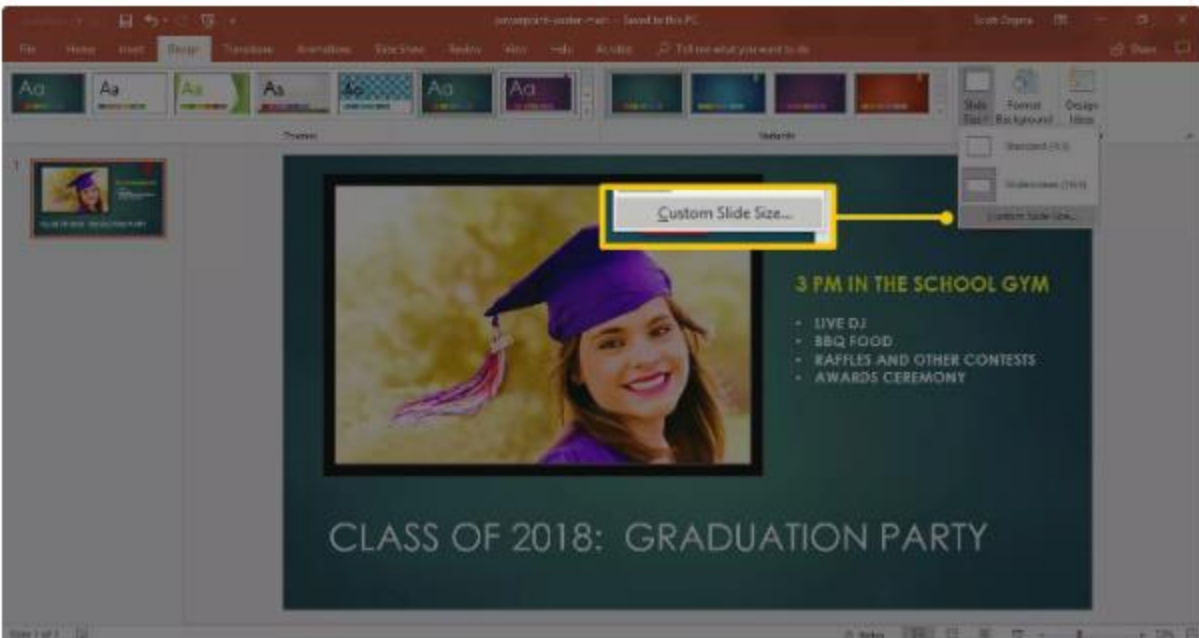

4. PowerPoint 2013 and higher: Click the **Slide Size** button, located in the Customize section of the PowerPoint ribbon.

    PowerPoint 2010: Click the **Page Setup** button.
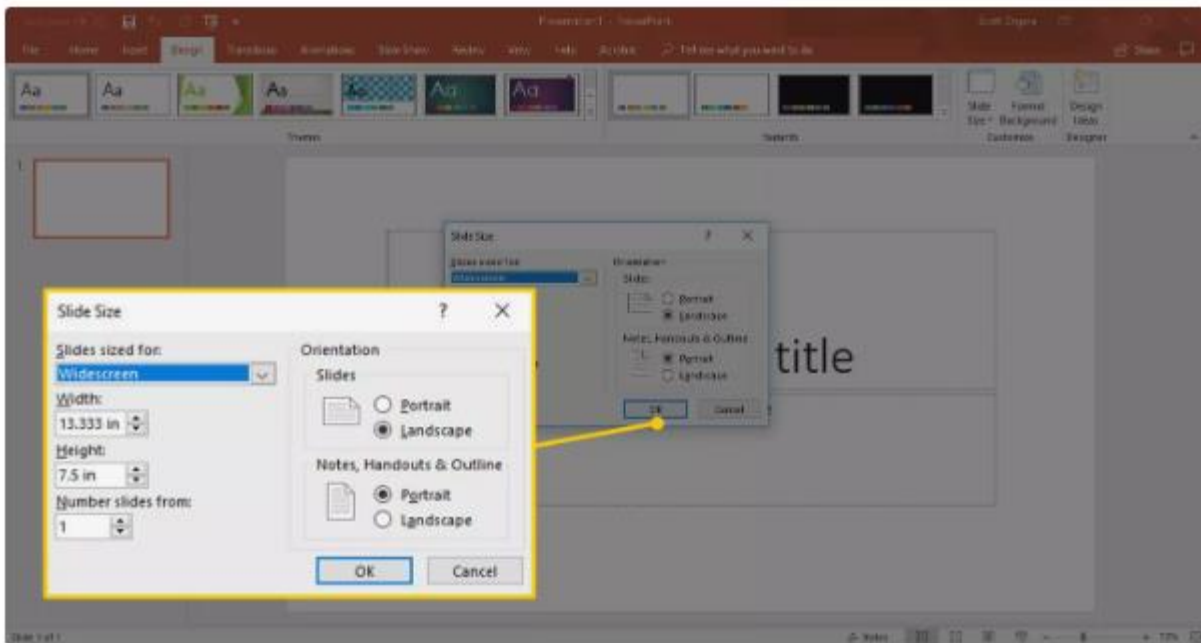
5. When the drop-down menu appears, select:

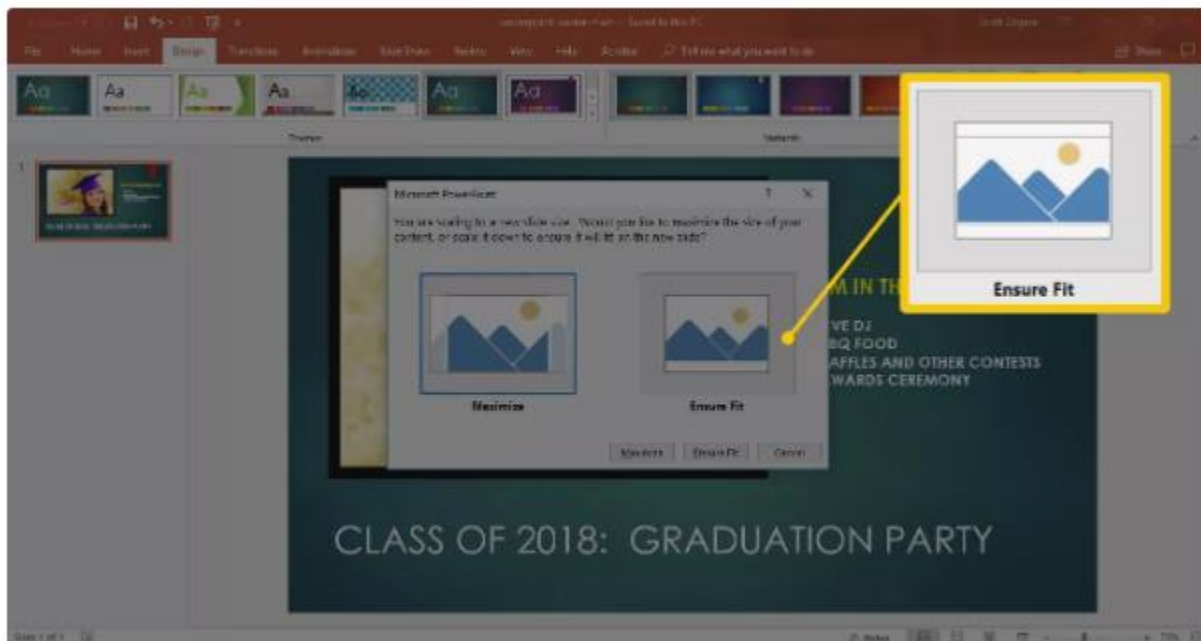   **Custom Slide Size** (in Windows) -or- **Page Setup** (in MacOS)

6. The *Slide Size* or *Page Setup* dialog should now be displayed, overlaying the main PowerPoint window.

Modify the **Width** and **Height** to meet the specifications for your particular poster, keeping in mind that the printer you're going to use will need to support the size that you are defining here. (Some common poster sizes (measured in inches, width x height) are 18" x 24", 24" x 36", 48" x 36" and 56" x 36".)

7. You'll notice that as soon as you change **Width** or **Height**, the value in the **Slides sized for:** drop-down menu will automatically switch to *Custom*. This is the expected behavior and can be ignored. Once you're satisfied with your slide size settings, click on the **OK** button.

8. A message may now appear, noting that you are scaling to a new slide size. It is recommend that you select:
Ensure Fit button (in Windows) -or- **Scale** button (in MacOS)

9. Your poster size should now be fully defined.

Adding Content to Your PowerPoint Poster

At this point you should be back in the main PowerPoint interface, looking at slide 1. This is the only slide that you should be using to create your poster, so all desired contents need to be placed here in whatever style and format that you wish.

Creating content for a PowerPoint poster is essentially the same as if you were creating content for a presentation slide, what you see is what you get. We suggest taking your time with details such as background and fonts as well as image and text placement, making sure that your poster will really stand out once it's printed.