# **PowerPoint Instructions for MAC OS**

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## Change the size and orientation of a slide

 On the File menu, click Page Setup or select the Design tab and from Slide Size, select Page Setup

F	age Setup		
Size			
Slide sized for:	Widescreen		٥
Width:	33.87 cm 🗘		
Height:	19.05 cm 🗘		
Orientation Slides: Notes, handouts & outlines:			
Header/Footer		Cancel	ок

2. Under **Size** select an option from the *Slide sized for list*. Select **Custom** to manually enter the **Width** and **Height** boxes. For portrait orientation be sure the height is greater than the width.

	On-screen Show (4:3)
	Letter Paper (8.5x11 in)
	Ledger Paper (11x17 in)
	A3 Paper (297x420 mm)
	A3 Paper (297x420 mm) A4 Paper (210x297 mm)
	B4 (ISO) Paper (250x353 mm)
	B5 (ISO) Paper (176x250 mm)
	35mm Slides
	Overhead
	Banner
	On-screen Show (16:9)
	On-screen Show (16:10)
Size	Widescreen
Slide sized for	✓ Custom
Width:	121.92 cm 🗘
	0
Height:	91.44 cm 🗘
Orientation	
Slides:	
Notes, handouts & outlines:	
Header/Footer	Cancel OK

## Add gridlines and guides to your slides

1. On the View menu, hover over Grid and Guides then select Gridlines and/or Guides or select the View tab and check the Gridlines and/or Guides checkboxes.

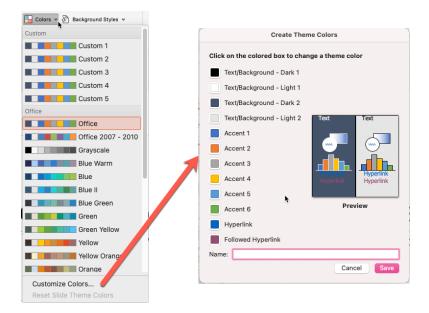
Notes	Ruler Gridlines Guides	Notes
Master	- Caldee	

## Change the default font and colors

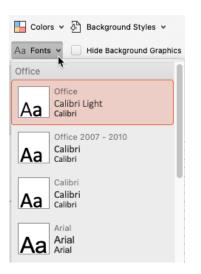
On the View menu, hover over Master and select Slide Master or select the View tab and select Slide Master

			-
Reading	Slide	Handout	Notes
View	Master	Master	Master

Select **Colors** to select a palette, select **Customize** to create your own color palette.



Select Fonts to change the default font for your poster.



a.

b.

#### Change the character spacing

You can change the space before and after text to create more or less white space.

- 1. On the slide, select the text that you want to change.
- 2. On the **Home** tab select the **Line Spacing** icon

For more detailed before/after spacing options click Line Spacing Options...

	Paragraph
	Indents and Spacing Line Breaks and Alignment
	General: Alignment: Centered 📀
1.0 tu 1.5 2.0 2.5	Indentation: Before text: 0 cm 🗘 Special: (None) 😢 By: 🔅
2.5 3.0 Line Spacing Options	Spacing: Before: 10 pt $\bigcirc$ Line Spacing: After: 0 pt $\bigcirc$ Multiple $\bigcirc$ At: 0.9 $\bigcirc$
	Tabs Cancel OK

You can increase or decrease the space between two text characters for a better fit.

- 1. Select the text that you want to adjust the spacing between characters for.
- 2. On the Home tab select the Character Spacing icon
- From the menu that appears, select the tighter or looser spacing that you want between the selected characters. Optionally, for more precise spacing choices, select More Spacing and follow the next two steps.

In the Spacing box, select Expanded or Condensed.	Font       Character Spacing         Spacing:       Expanded       Image: Spacing in the space is a space in the space in the space is a space in the space in the space is a space in the space
In the By box, specify the number of points you want to expand or condense by. We recommend trying .1 or .2 points first, then using a larger value if necessary.	
	Cancel

Font

### **Digital Poster Tips**

If you decide to share a digital copy of your poster you may want to consider setting the reading order and adding alt text to your images.

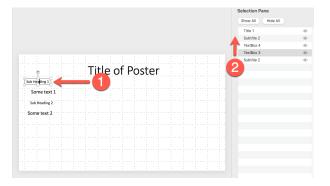
#### **Reading Order**

The reading order tells screen readers what order to read the poster.

- 1. On the **Review** tab hover over **Check Accessibility** and select **Selection Pane...**
- 2. Click on the text box you want read first then drag the highlighted to the top of the list.



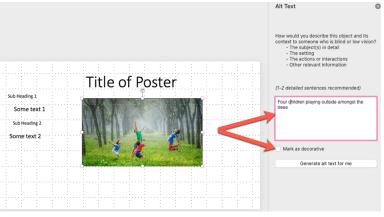
3. Click on the text box you want read second and drag it to be second on the list. Repeat.



### Adding Alt Text to Images, Shapes, Charts ...

Alt text helps people with visual disabilities understand images and other graphical content. When someone using a screen reader comes across a picture in a document, they will hear the alt text describing the picture; without alt text, they will only know they've reached a picture without knowing what the picture shows.

- Right click on the image or object and select View Alt Text...
- 2. Fill in the description text box or mark the image as decorative.



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