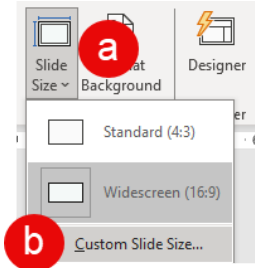


PowerPoint Instructions for Windows

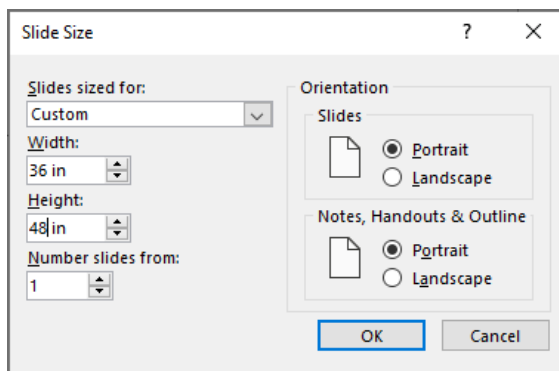
Change the size and orientation of a slide.....	2
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Change the size and orientation of a slide

1. On the **Design** tab, in the **Customize** group, click (a) **Slide Size** then select (b) **Customize Slide Size**



2. Under **Slides sized for** select an option or use the **Width** and **Height** boxes to select custom sizes. For portrait orientation be sure the height is greater than the width.



Add gridlines and guides to your slides

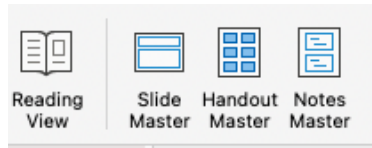
1. On the **View** tab, in the **Show** group, select **Gridlines and Guides**.



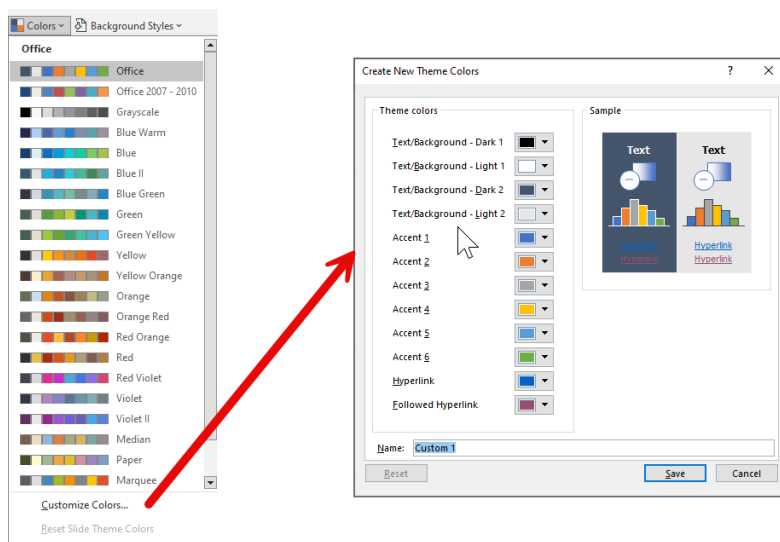
PowerPoint for windows

Change the default font and colors

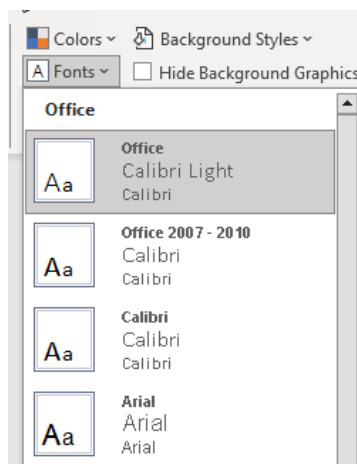
On the **View** tab, in the **Master Views** group, select **Slide Master**



Select **Colors**, in the **Background** group, to select a palette or select **Customize** to create your own color palette.



Select **Fonts**, in the **Background** group, to change the default font for your poster.

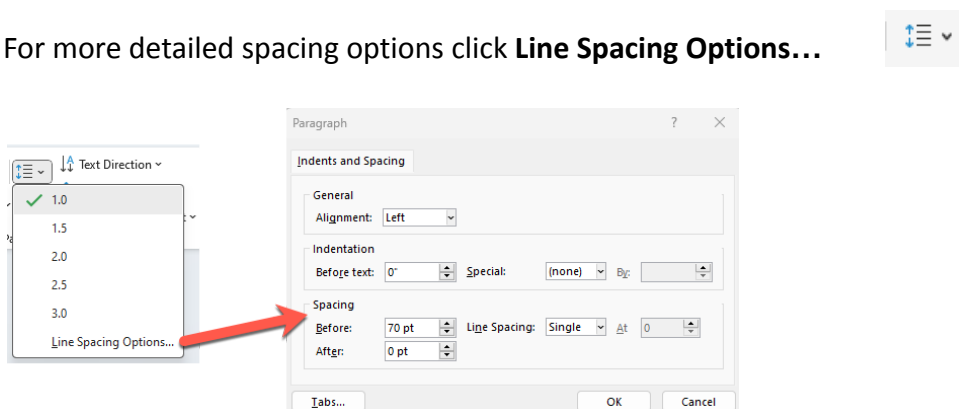


Change the character spacing


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

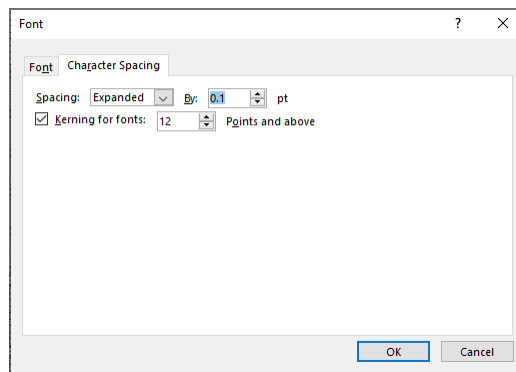
1. On the slide, select the text that you want to change.
2. Click the **Home** tab then click the **Line Spacing** icon

For more detailed spacing options click **Line Spacing Options...**



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 **Character Spacing**

3. 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.
 - a. In the Spacing box, select Expanded or Condensed.
 - b. 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.



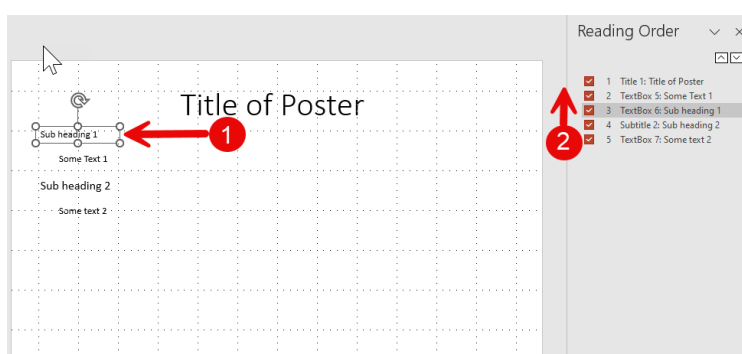
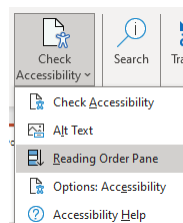
Digital Poster Tips

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 click **Check Accessibility** and select **Reading Order 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. You can also use the up and down arrows. (Use Ctrl + Click to multi-select)



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.

1. 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.

