## USING GOOGLE SLIDES TO MAKE A POSTER

Slides is Google's version of Microsoft PowerPoint with some Microsoft Publisher mixed in. Follow these steps to start designing a poster.

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## 2. Designing Your Poster.

In the toolbar, you have a number of tools to help you design your poster.

- Select tool lets you click on a shape or text already inserted into your document and move it around.
- Text Box allows you to draw a rectangular text box anywhere on the document.
- **Image** allows you to insert an image saved on your computer or found on the internet.
- **Shape** and **line** commands allows you to draw shapes, lines, or freehand squiggles and pictures on your poster.

Background... allows you to change the background to a color or insert a picture from the internet.

## 3. Printing Your Poster.

We won't be printing directly from Google Slides. First, download your poster as a **PDF Document**. Then open up the PDF in Adobe and hit **File >Print**. Go to Properties, and change the **Page Size** to **Arch D**. If your entire poster is complete colored in the preview and it does not appear tiled, you're ready to Print. If only a selection of your poster is completely in color in the preview or there are tiles around it, recheck to make sure that the Printer is capable of printing out poster-sized images and that you selected the correct page size.

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## 1. Setting Page Size.

Open up a new presentation on **Google Slides**. Go to File < Page Setup. Click the drop down and then click **Custom**. Change to **24 x 36** inches.

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