Converting a Poster to a Presentation
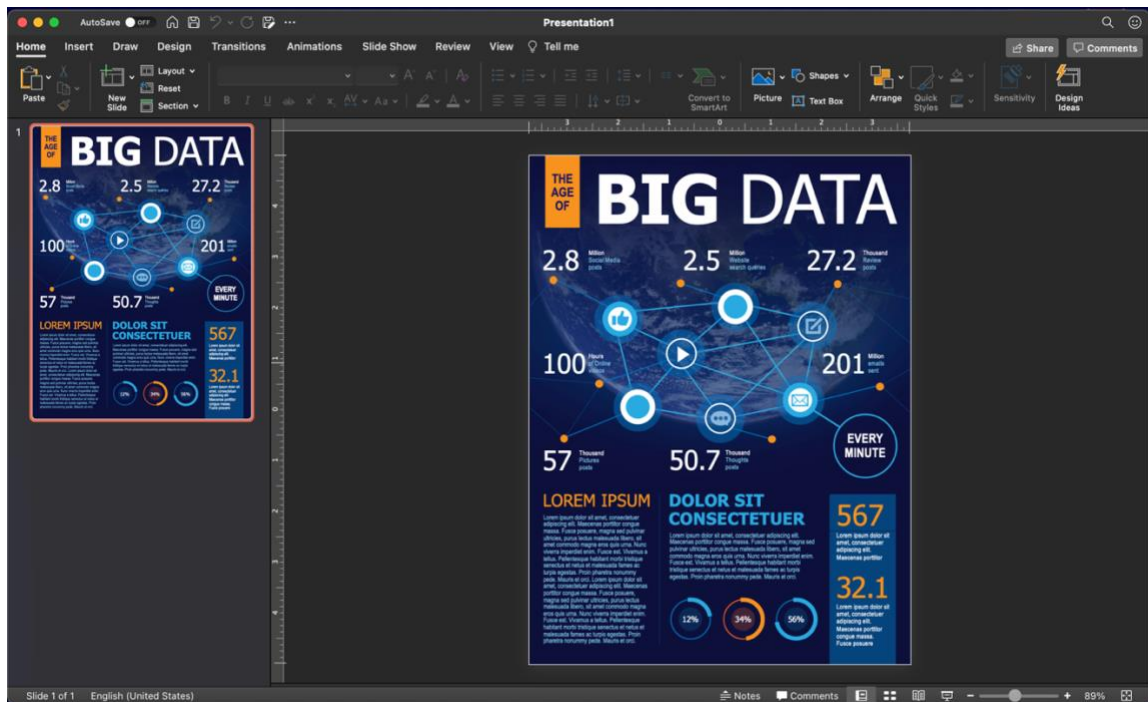
Overview

- This document shows you how to convert an existing poster in MS PowerPoint to a presentation.
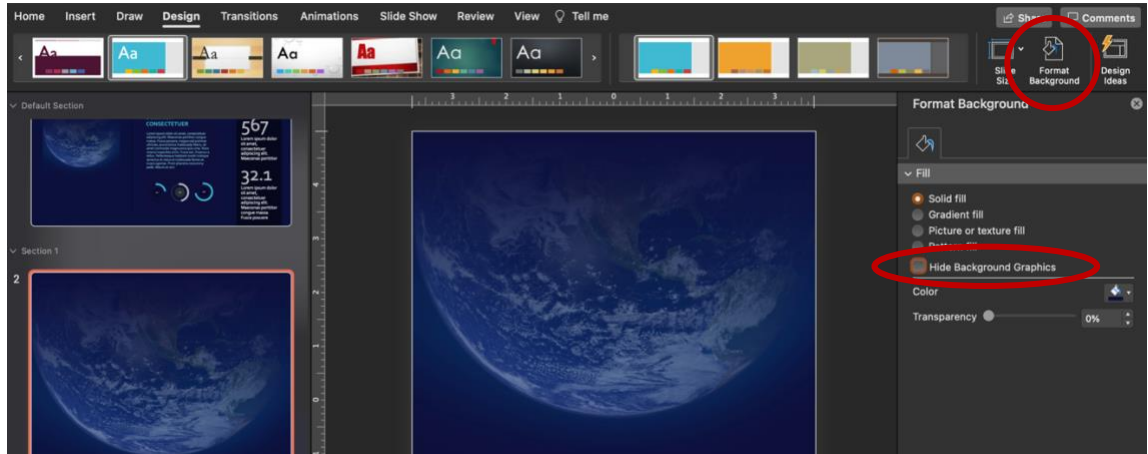

Preparing Sections

- Decide on which sections of your poster you would like to zoom in on during your presentation.
- You will create a new slide for each of these sections.
    - To create a new slide, you can right-click in the area where the slides are shown.
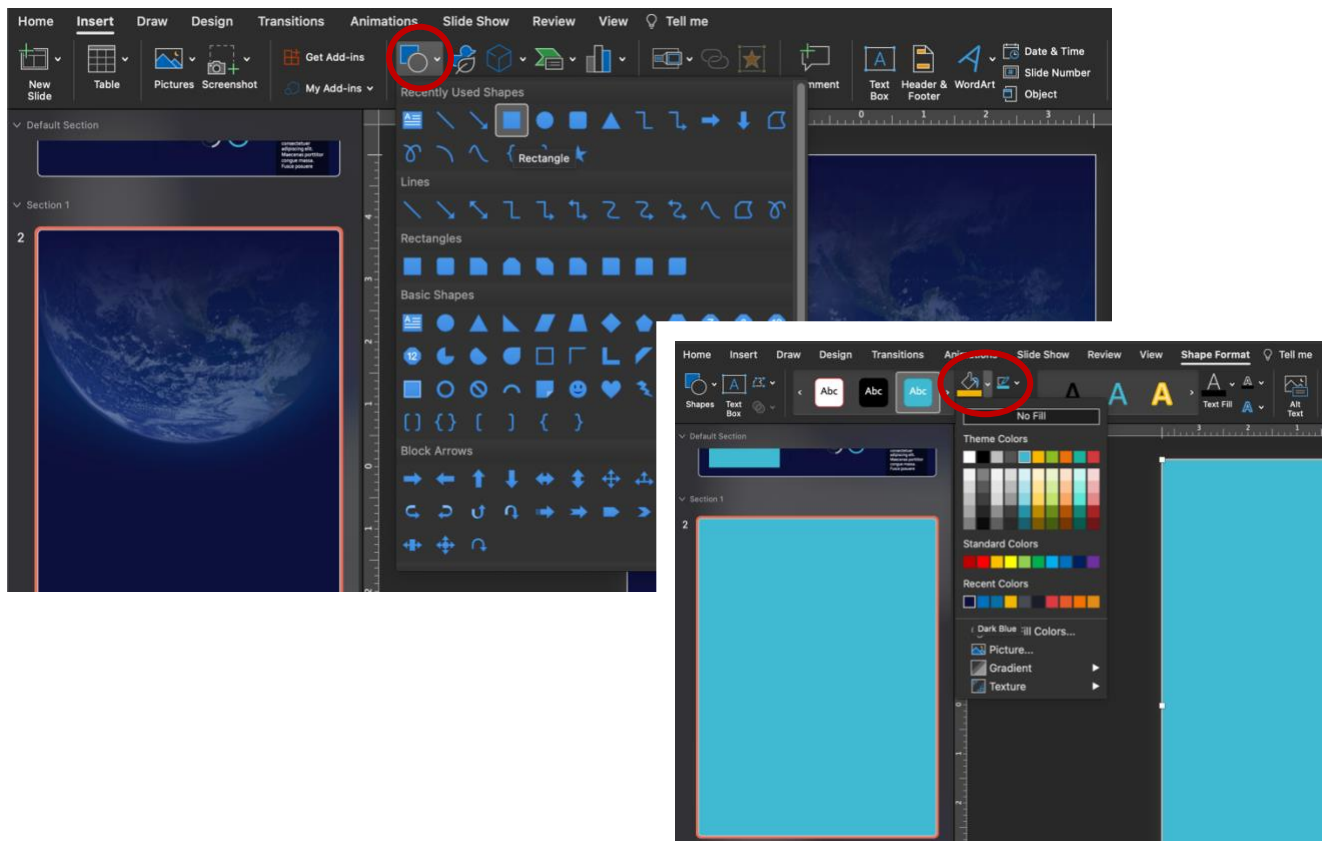   - Alternatively, you can select Insert -> New slide.

Themed Backgrounds

- If you are using a themed background, you may need to change the background of your new slide.
    - Under the Design ribbon, select Format Background.
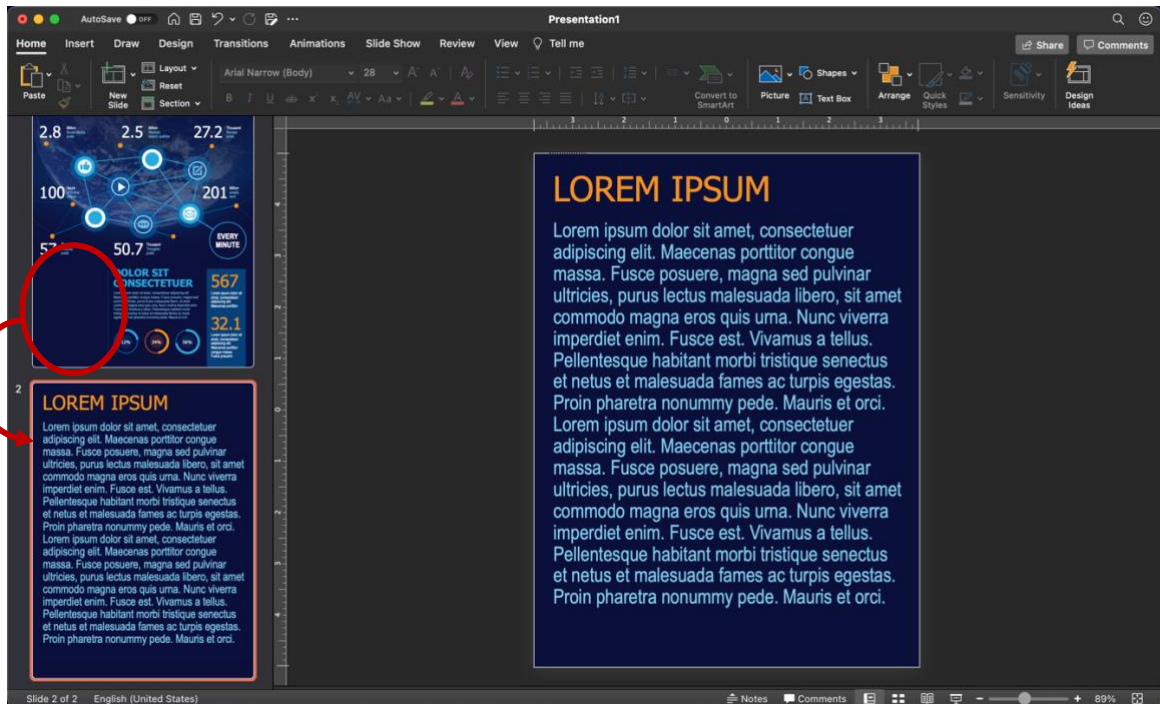   - Select Hide Background Graphics.

- Alternatively, you could insert a rectangular shape to cover the background with your desired color.
    - Under the Insert ribbon, select the rectangle shape, and resize the rectangle to cover the slide.
    - With the rectangle still selected, under the Shape Format ribbon select the paint can icon to change the shape fill color.
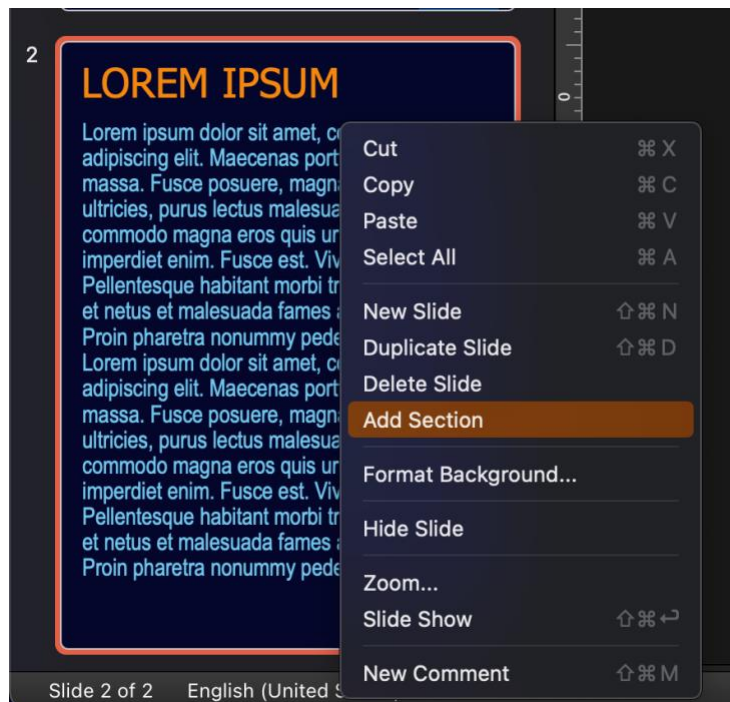   - You can do the same for the shape outline color by selecting the pencil icon.

Creating Sections

- Cut the information from your original poster and paste it in the new slide.
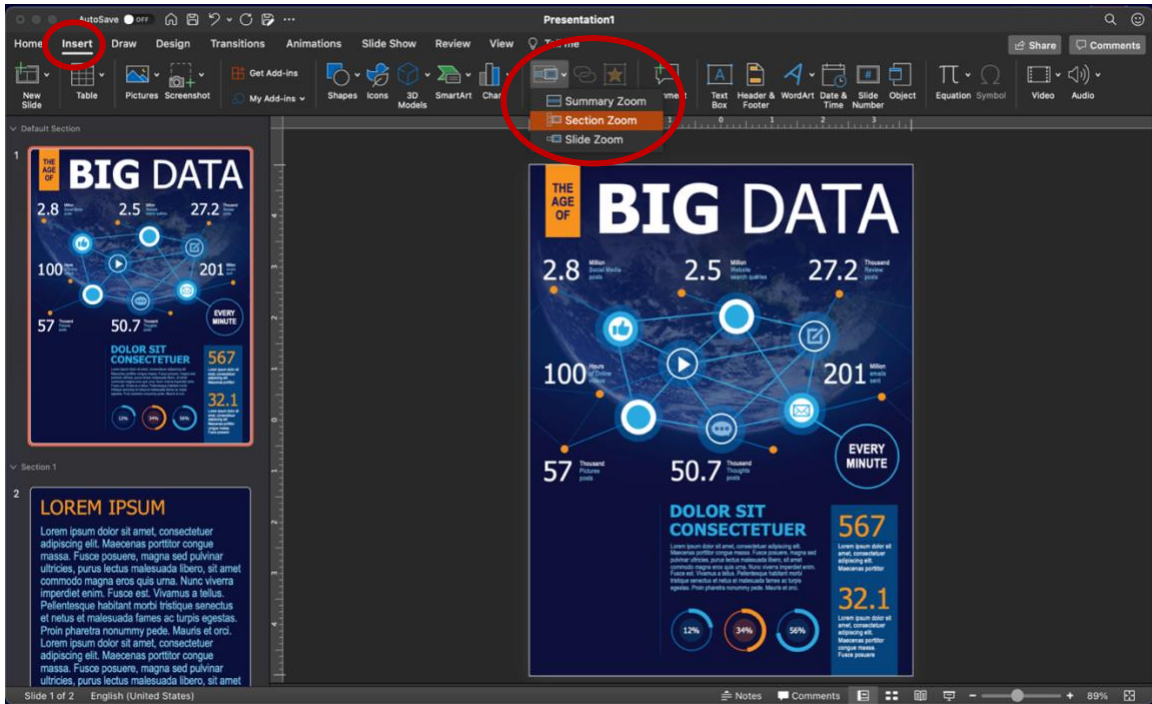- Resize the information as needed.

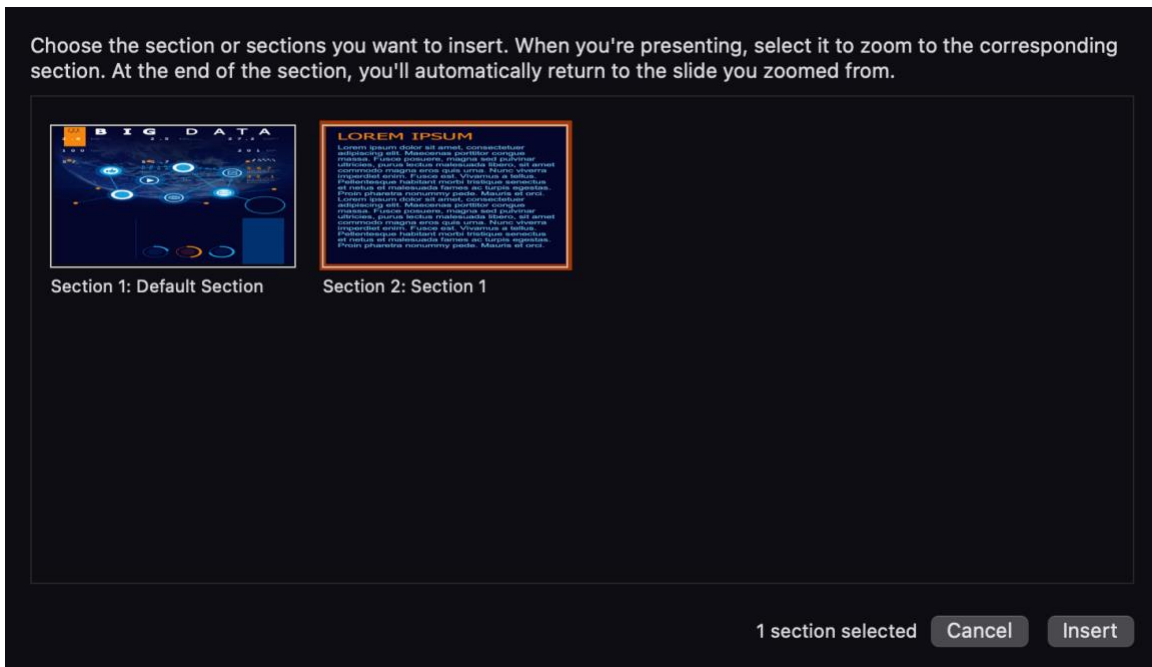Portion of poster that was cut and pasted to the new slide

- For each new slide added, right-click and select Add Section.
- Give the section a title.

- While on the original poster slide, select the Insert ribbon at the top of the screen. Then select Zoom and Section Zoom.
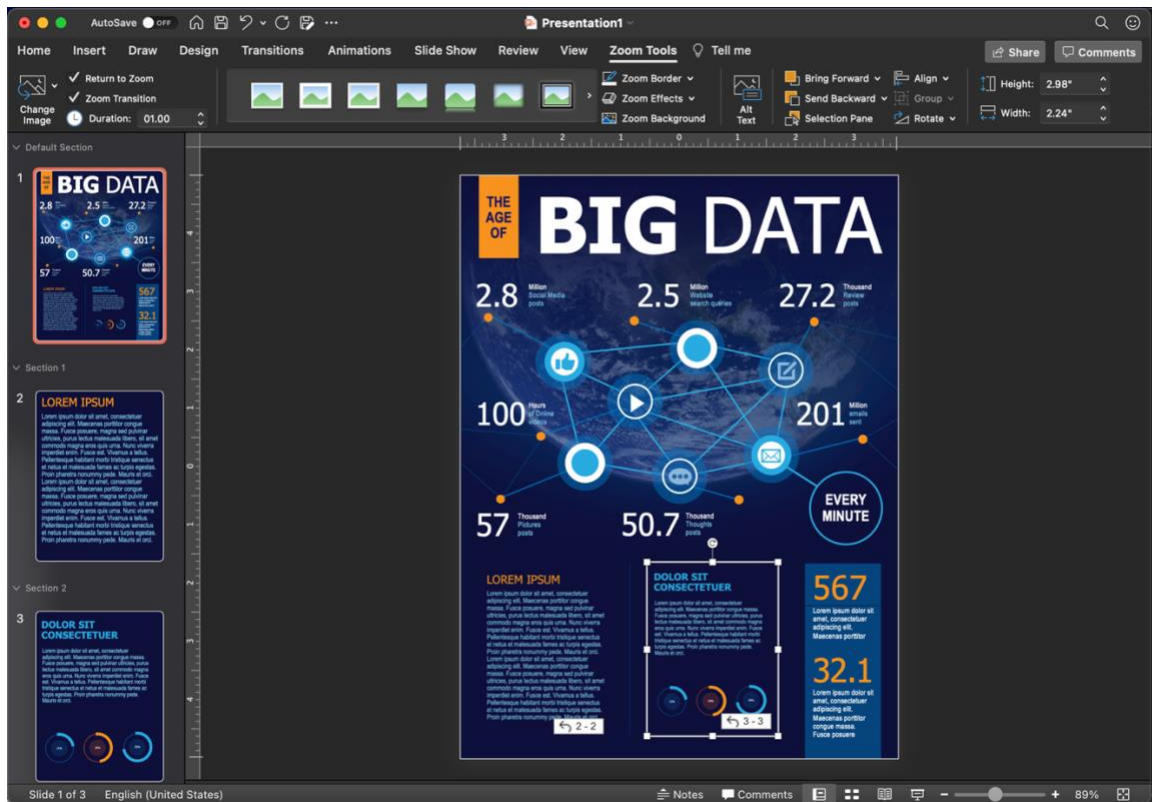

- Select all your new slides and then Insert. Each slide will show up on your original poster slide as a mini version of itself.

- Resize and rearrange these on your original poster. These images will be clickable during your presentation.

- You can use the Zoom Tools to change the section image layout (e.g., change the shape or get rid of the outline). You must be on the original poster slide with a Zoom image selected for the Zoom Tools ribbon to appear.

- More information on Zoom Tools can be found online from Microsoft.