Introduction:

- Choose a topic
- Know your audience (general or specialized)
- Research the topic

Turning on the ruler under the view tab can help you in formatting your text.

Turning gridlines under the view tab can give you greater detail when you are lining up the elements of your poster.

When using bullets, having your text flush makes it easier to read.
Under the View Tab, you can also switch back forth between seeing the entire poster and a zoomed-in view.