

Visual Media Resources

Using PowerPoint to Create Page Layouts for Papers & Theses

1. Set up Document

- Open PowerPoint, click on **New Presentation**, then add a **New Slide** by clicking **OK**
- Go to **File > Page Setup** and set the orientation to **Portrait**.
- Change the **width and height** to 8.5 x 11. (NB: The PowerPoint default of 8 x 10 will give you less control over the margins when printing.)
- Set the **page number** to the first page number for illustrations. (optional)
- Press the **OK** button.

2. Turn on Page Numbers

- Go to **View > Header and Footer**, select the **Notes and Handouts** tab, then click the **Page Number** checkbox
- Press the **Apply to All** button.

3. Turn on Rulers and Guides

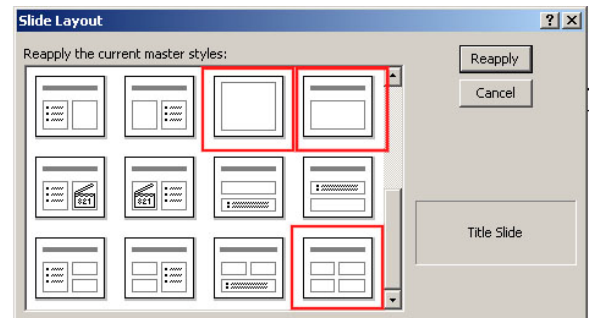
- Go to **View** and select **Rulers** and then **Guides** if they are not already turned on.

4. Position Page Numbers

- Go to **View > Master > Slide Master** and position the Page Number box using the Ruler to help you set your margins. The default location is in the lower right-hand corner and is marked **Number Area**. The symbol **<#>** is the actual insertion point for the page number.
- Go back to **View > Normal** to create templates.

5. Create Templates for Illustrations

- Create a variety of slides with the appropriate layouts; use pre-existing layouts with **Object** boxes to make it easier to insert images. These layouts may be selected from the **Format > Slide Layout** menu. Appropriate choices are marked in red in the image on the right.
- For the thesis be sure to remain within the margins set out in the guidelines (**1" from the top and right 1.25" at the bottom, and 1.5" on the left.**) The left margin is particularly important since this is where the page will be bound.
- Once you have created the necessary number of templates, save the file as "templates" or some other appropriate name. You are now ready to create your illustration file.



6. Create your Illustration File

- With your template file open, create a new PowerPoint file and follow the directions for setting up the document outlined above in **Step 1**.
- Copy the appropriate slides from the template file and paste them into your working document. This can be done from the left menu in the Normal View or from the Slide Sorter View by right-clicking and selecting paste and then copy.

- Insert images by first clicking on the **Object** box and then selecting **Insert > Picture > From File**. Once the image has appeared on the slide, click on the image and move it slightly and it will pop into place and be properly resized.
- If you are using page numbers, change the page number in **Page Setup** as outlined above in **Step 1**.