Using Guides and Gridlines in PowerPoint

Guides and gridlines are two tools in PowerPoint that will allow you to more easily line up text and images when developing a poster. The process to turn them on varies a bit depending on the version of PowerPoint you are working in but the tools should be found under the view tab.

1. Open the poster template file and select the design you wish to work with. Delete the other slides in the deck.
2. Open the view menu and locate the show group. Place a check next to ruler, gridlines, and guides.
3. Click on the arrow in the lower right-hand corner of the show group to open the grids and guides menu.
4. Place a check next to snap to grid. This ensures that all objects will align to the grid that you have put in place.
5. Under grid settings change the spacing to 1". You can alternatively select ½" if you want finer control of your objects. Ensure that display grid on screen is checked.
6. Place a check next to ‘display drawing guides on screen’ and ‘display smart guides when shapes are aligned” and click the ok button.

The horizontal and vertical gridlines can be moved into position like a T-square to assist with lining up objects. The objects will always keep a distance divisible by the spacing (1" or ½") that you previously selected. You may uncheck the guides and gridlines at any time to get a clearer view of your poster.