

Designing Posters in PowerPoint 2007 on Windows

INSERT TAB > To make an Excel chart/graph in PowerPoint, click on the Table button, from the dropdown menu- choose Excell Spreadsheet. The tool ribbon now holds Excell tools. Format your sheet and enter your data.

To bring a file designed in Excel into PowerPoint, open the Excel file, select the chart or graph, then Contl + C to copy, or on the Home Tab use the Clipboard Menu and click on the copy icon. In Powerpoint, on the Home Tab use the Clipboard Menu. Click on the word "Paste" to see the dropdown menu and select "Paste Special". In the Paste Special window, select Picture (jpeg) then OK.

DESIGN TAB > Page Setup, Background Group: Background Styles (gradients and colors)

REVIEW TAB > Proofing Group: Spell Checker

VIEW TAB > Show/Hide Group: Rulers and Guides

New Open Save



Color Accuracy and Paper Choices : **PURPLE ALERT**

Colors print accurately from the six color printer on the high quality semi-gloss paper.

Blues will print purple from the four color printer on standard matte paper.

If this is an issue for you come in and see our color chart which shows this shift.

Prompt text found on some templates:

Click to edit this text.

You can change the color of this poster's background. Right Click in background to bring up the Fill Window. Click on the Color icon to choose a color.

Choose a dark color for the background so the white poster title text, and logo in the header shows up. Don't do a TWO COLOR gradient and don't use TRANSPARENCY because this will cause printing problems.

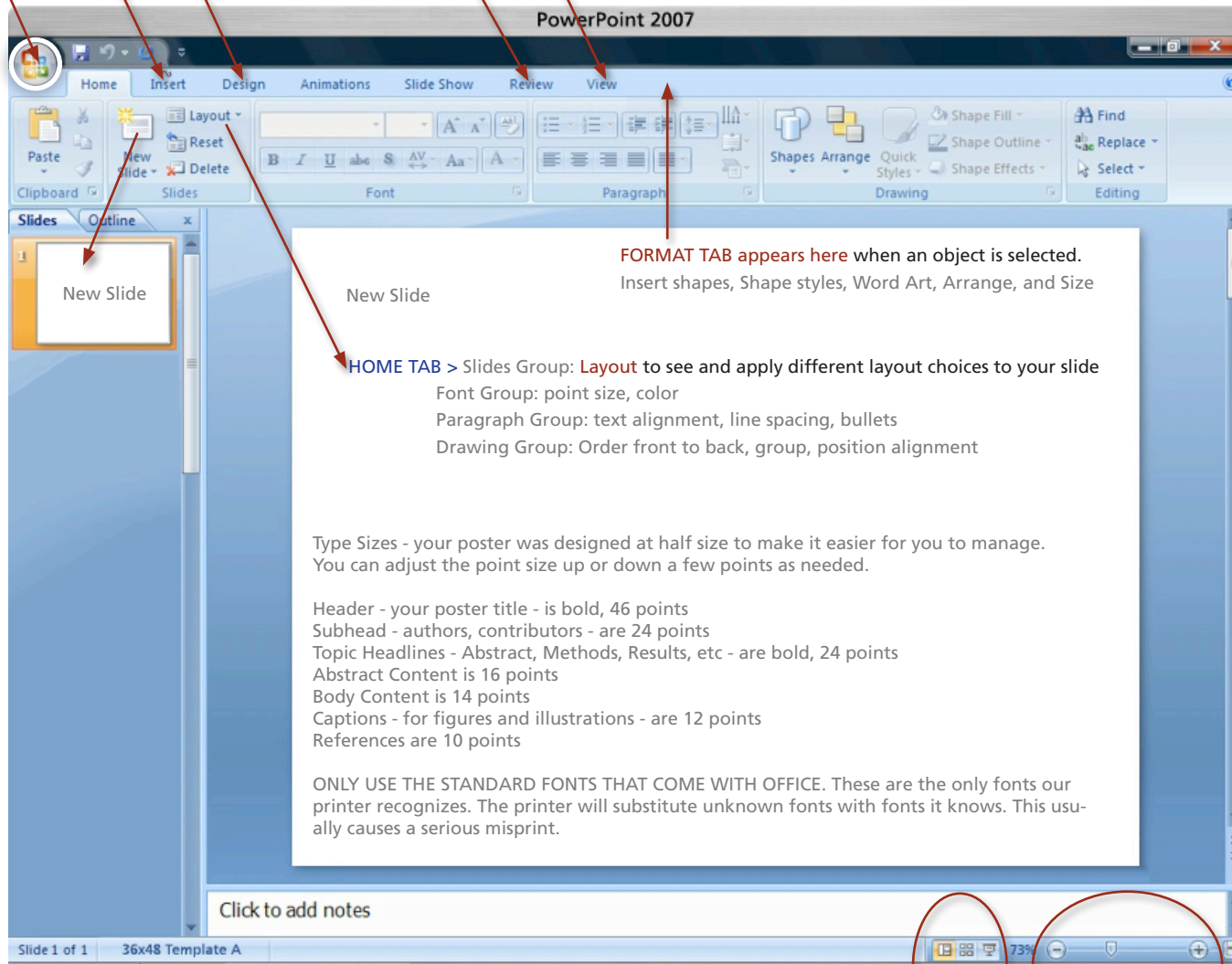
Click to edit this text.

To edit this poster's background click on the DESIGN TAB then Background Styles in the Background Group. Click on Format Background to see your Fill Choices. Choose one that keeps the white boxes behind the text white for readable printed content. Click on Format Background (toward the bottom). This opens the Fill window. Click on the Color icon to choose a color. Don't do a TWO COLOR gradient or use TRANSPARENCY because this will cause printing problems.

To add a guide, hold down OPTION and drag an existing guide.

Select an object then Right Click to bring up a menu.

Control Right and Left arrows nudges selection



FORMAT TAB appears here when an object is selected.

Insert shapes, Shape styles, Word Art, Arrange, and Size

HOME TAB > Slides Group: **Layout** to see and apply different layout choices to your slide

Font Group: point size, color

Paragraph Group: text alignment, line spacing, bullets

Drawing Group: Order front to back, group, position alignment

Type Sizes - your poster was designed at half size to make it easier for you to manage. You can adjust the point size up or down a few points as needed.

Header - your poster title - is bold, 46 points
 Subhead - authors, contributors - are 24 points
 Topic Headlines - Abstract, Methods, Results, etc - are bold, 24 points
 Abstract Content is 16 points
 Body Content is 14 points
 Captions - for figures and illustrations - are 12 points
 References are 10 points

ONLY USE THE STANDARD FONTS THAT COME WITH OFFICE. These are the only fonts our printer recognizes. The printer will substitute unknown fonts with fonts it knows. This usually causes a serious misprint.

Click to add notes

Slide 1 of 1 36x48 Template A

Theme's name

Select an object on the poster, then click on the in the **Zoom Slide**. The object will center on the page.

Views

Zoom Slider

Fit to window