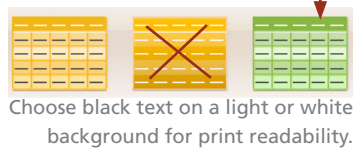
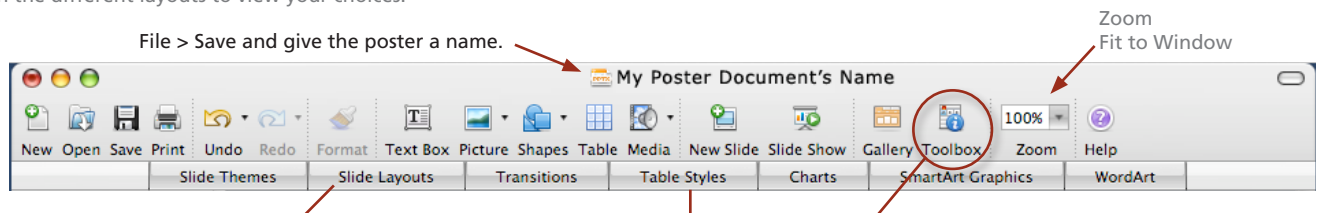


To bring a file designed in Excel into PowerPoint, open the file, select the chart or graph, go to Edit > and choose Copy. In Powerpoint go to Edit > Paste Special – Paste as: choose Picture.

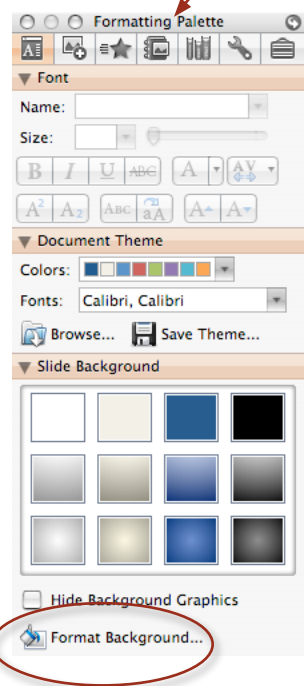
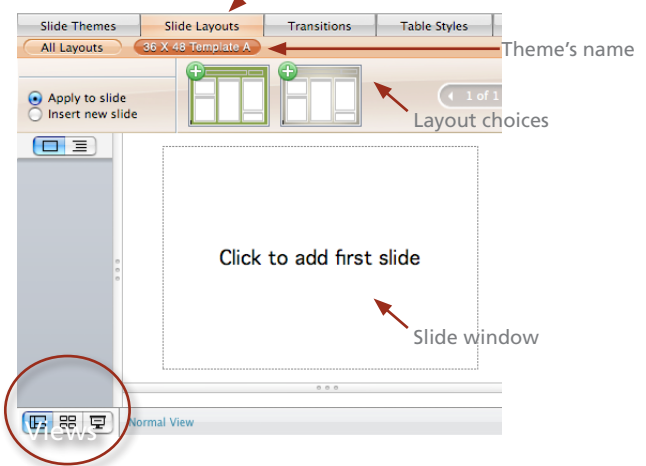
OPEN a poster template.
 Click on SLIDE LAYOUTS TAB.
 With **Apply to slide** button selected, click in the slide window to add a slide.
 Click through the different layouts to view your choices.



Choose black text on a light or white background for print readability.



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.



Background Color and Gradients
Prompt text found on some templates:

MAC: To edit this poster's background click on the TOOLBOX to bring up the Formatting Palette. Select from Slide Background to see gradient Choices. Choose one that keeps the white boxes behind the text white for readable printed content. Or click (toward the bottom) on Format Background. This opens the Fill window. Select a solid color or a one color gradient. Choose a dark color background for a poster with a white title and logo.

Don't use a TWO COLOR gradient or TRANSPARENCY because this will cause printing problems.

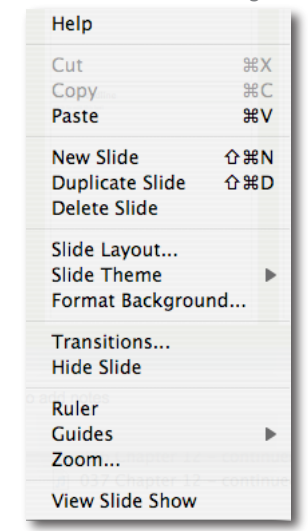
Double Clicking an object will bring up a format menu.

Control Right and Left arrows nudges selection.

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

CONTEXTUAL MENUS:

CONTROL click on the background



CONTROL click on an object

