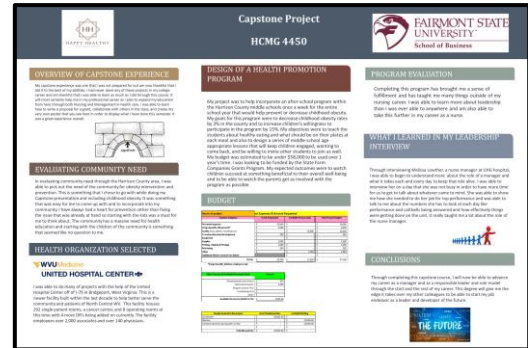
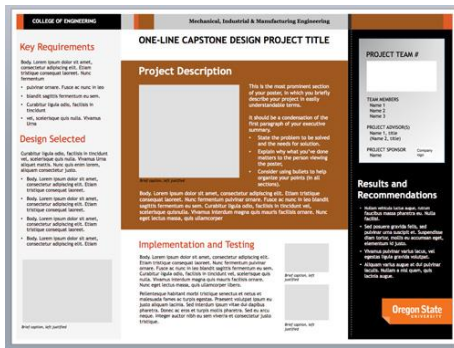




How to Use PowerPoint to create a poster:

Step 1 Organize your contents in the form of text, graphs and photos.

Step 2 Open PowerPoint, choose Blank Presentation and click OK. (or use a template)

Step 3 Choose the Blank slide layout and click OK.

Step 4 Go to File in the toolbar and click Page Setup.

Step 5 Enter the Height and Width of your poster which is 24" x 36" (or whatever poster size you want).

Step 6 Click Insert on the toolbar, choose Text Box. A text box drawing tool will appear on your PowerPoint slide. Click and drag to create the box. This is where you will place your prepared text. Simply cut and paste from Word or type directly into the text box. The box will expand to fit the information entered. Remember to consider your font size and make it suitable for poster use. Font sizes of approximately 36 to 54 are recommended for titles, approximately 18-24 for text. Use your judgment for your specific poster needs. PowerPoint does not recognize all fonts; Arial and Times New Roman are recommended for use. Symbol is the font recommended for scientific symbols. To choose the characteristics of the text box such as line, color or size, go to Format in the toolbar or right click on the text box and select Format Text Box. You can copy and paste directly from Word documents into PowerPoint text boxes. We would suggest using black on a white background in text boxes for easy reading.

Step 7 To add logos, charts or photos, go to Insert in the menu bar and select Picture, and then From File and browse to your file containing your charts or scanned and saved pictures. Select it and click the Insert button. You can also copy and paste photos and graphics from other sources.

Once you have inserted your pictures, you can move or resize them to suit your needs. If you have a photo that would lend itself as a background, you can insert this in your Design tab ('format' and 'insert picture')

Step 8 You may decide to add some color or texture effects. The color options and background effects are found under Format on the toolbar, or you may double click the border of any text box to view Format Text Box with color and line options.

Step 9 Carefully review your poster. When you are completely satisfied with it, save it as a PDF and submit it for printing; do not wait until the last minute).

Examples:

