

Making Posters with PowerPoint

College of Pharmacy IT Training

Outline of Workshop Activities:

1. Show final product
2. Set page size
3. Background color
4. Text box
5. Auto shape
6. Guides
7. Copy and paste text into a text box
8. Copy and paste table
9. Copy and paste chart
10. Images
11. Grouping objects

Things to consider before you start:

- What size do you want your poster to be? (Up to 56" x 34.5")
- How long would you like your final output to last? (Paper, laminated, foam core)
- Name your file (graff041602.ppt)
- Always keep a backup



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Abnormal Sibling Rivalry In Northwest Gainesville

K. We, J. Cheatum, C. Ahnd, L. How

Various families from across the Northwest section of Gainesville



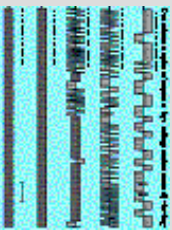
Introduction

This is some sample text to be used with the Making Posters with PowerPoint workshop. This poster deals with Sibling Rivalry. Sibling Rivalry is a commonplace occurrence in homes and has been for years. Here, children struggle with inward and outward issues. What we exactly observe, however, are the seeming petty arguments and physical altercations that stem from this situation.

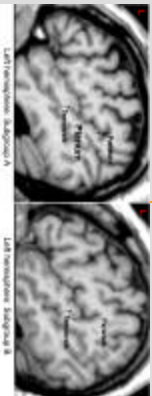
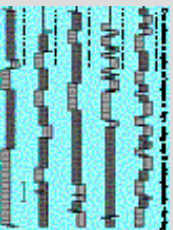
This study attempts to look at the underlying issues and does not deal with the apparent imminent observations. This is some sample text to be used with the Making Posters with PowerPoint workshop. This poster deals with Sibling Rivalry. Sibling Rivalry is a commonplace occurrence in homes and has been for years. Here, children struggle with inward and outward issues. What we exactly observe, however, are the seeming petty arguments and physical altercations that stem from this situation.

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Conclusive Diagrams



Conclusion

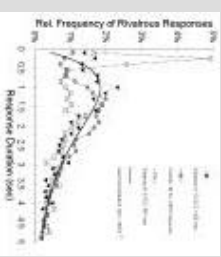
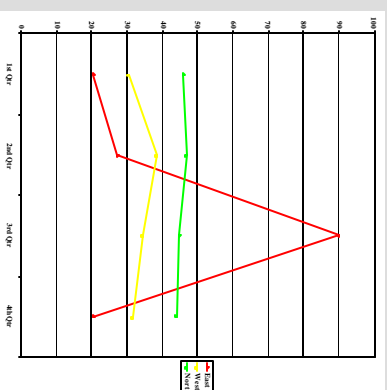
When two or more people come together and live under one roof the framework has been established to ensure conflict. Add to this situation the sibling relationship and rivalry will take place.

This study suggests that similarities between siblings dictate their relationship. The more similar physical and emotional attributes, the more conflict will arise. Siblings that are dissimilar physically and emotionally are more apt to get along.

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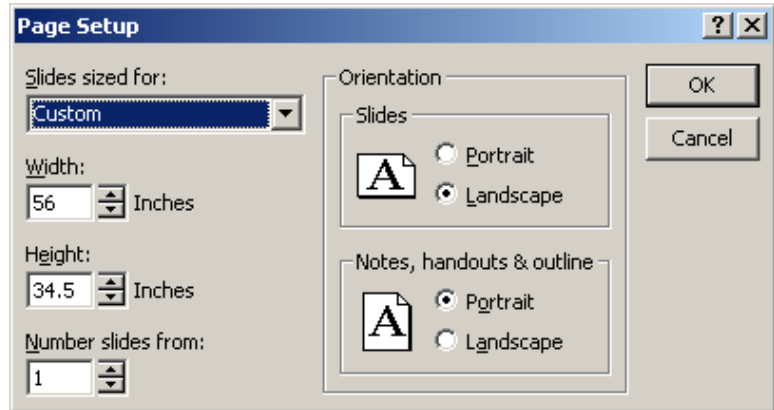
Conclusive Chart



How to Set Sizes

Click on the **F**ile menu and then click on Page **S**etup.

The page setup window will appear. Change the orientation to landscape and set the width and height to 56 and 34.5 respectively.



Turn on Guides

Guides are useful for easily aligning images and text within a slide. To view guides, click on the **V**iew menu and click on **G**uides.

Add or Delete a Guide

To add a guide, hold down the CTRL key and drag an existing guide. To delete a guide, drag it off the slide.

Tip: To hide the guides without deleting them, click Guides on the View menu.

Temporarily Turn off Guides and Grid

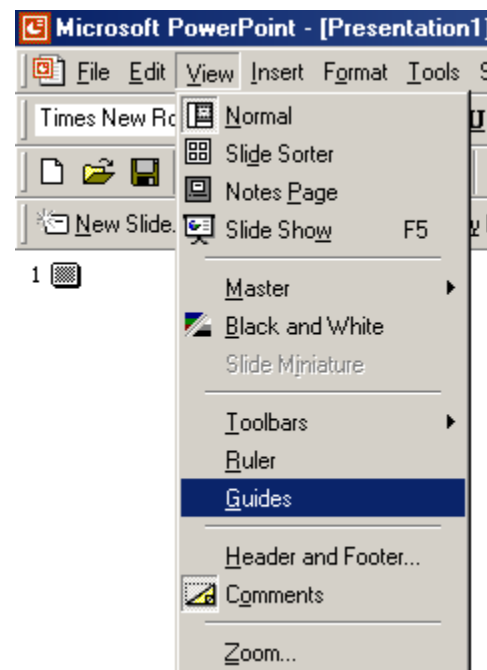
To temporarily override settings for the grids and guides, press ALT as you drag or draw an object.

Align Objects on a Grid

By default, any time you draw, resize, or move a shape or other object, it will position or "snap" to the lines in an invisible grid. This grid of evenly spaced lines helps align objects more precisely.

You can also align or "snap" objects to other shapes so that the new objects will align themselves with the pre-existing shapes. For example, if you want to stack shapes neatly on top of each other, or have lines meet the edge of another shape, you can turn on the Snap to Shape option.

On the Drawing toolbar, click **D**raw, and then point to **S**nap. To automatically align objects on a grid, point to **G**rid and check to see that it is selected (it will look "pushed in").



To automatically align objects with grid lines that go through the vertical and horizontal edges of other shapes, click To Shape. Tip: to temporarily override grid settings, press ALT as you drag or draw an object.

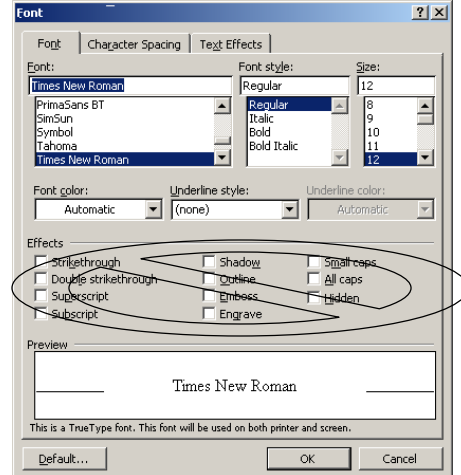
Inserting Images

- Preserve the aspect ratio of your images by using the SHIFT key when you resize graphics.
- If you are scanning images for your poster be sure the images are either 150 or 300 dpi. This will allow for resizing if it becomes necessary.
- Avoid using pictures you find on the web. They are usually optimized at 72 dpi and can look very grainy if resized.
- Do not use WordArt in your posters. It just does not print well at a larger size.
- If you are using graphics in your poster, be sure to include a copy of each of the image files separately along with your presentation. This is useful if the image gets corrupted and needs to be reinserted.
- The tiff (*.tif) format is best for printing images. Jpeg (*.jpg) will work, but may resize awkwardly.
- Edit images out of PowerPoint. Use whatever graphics manipulation software you have. However, you can crop and resize in PowerPoint. Some images will allow you to add transparency as well.
- Insert text in PowerPoint. This assures a higher quality when the image is blown up to poster size.




Formatting Text

Suggested font sizes:

- Title – sans serif, Title Case, 105 pts
- Sub Titles – 72 pts
- Section Titles – 45 pts
- Main Text – serif font, no smaller than 14
- No **Shadow**, **Outline**, **Emboss**, **Engrave** or **Underline** formatted text
- Keep text horizontal
- Use 3 or 4 columns
- Use lines between columns



Color

-  Text Color
-  Background: use a light pastel; blues or grays
-  Lines
- No fill colors for text boxes

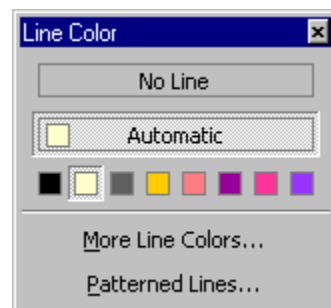


Image Definitions

Digital images are representations of pictures, drawings or graphics stored in an electronic format. With respect to computers, digital images are stored in files in a variety of file types. Digital imaging refers to the process of acquiring, editing and presenting digital images.

What is a .gif?

The GIF (the original and preferred pronunciation is “JIFF”; it stands for Graphics Interchange Format) is one of the two most common file formats for graphic images on the World Wide Web. The other is the JPEG.

GIF format is commonly used for drawings with simple colors and shapes. The GIF format cannot display more than 256 colors, so it is generally not recommended for color-intense images such as photographs. Most web browsers recognize .gif files.

GIF format allows for images to have a transparency. Transparency allows for an image to appear on a background of any color, and allow the background to pass through the transparent parts.

What is a .jpeg?

JPEG (stands for Joint Photographic Experts Group). This file format is ideal for photographs or images with gradual changes in several colors (gradients). A JPEF can handle up to 16.7 million colors. However, it uses a “lossy” compression, which means that depending on how much compression is used, the picture quality is less clear. JPEG format does not allow for transparency.

How do you give your file to BMS staff?

Completed files may be submitted on a floppy diskette. Mac or PC diskettes are accepted. Zip disks (100 megs) are also accepted. BMS is currently unable to handle 200 megs Zip disks. You may also e-mail BMS a customer code and attach the .ppt file.

Prices

Price \$105.00 (Foam core backgrounds and lamination cost extra).

Additional Assistance

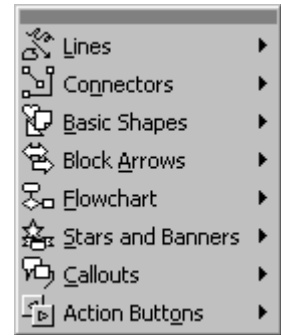
Biomedical Media Services
Contact Roger Hoover
rhoover@bms.ufl.edu
392-0380
<http://www.bms.ufl.edu>

PowerPoint: The Drawing Toolbar



The Drawing Toolbar is usually located along the bottom of the application window, just above the status bar. If this toolbar is not showing, open the **View** menu, choose **Toolbars, Drawing**.

This toolbar gives us two new menus, **Draw** and **AutoShape**. Let's talk about the **AutoShapes** menu first. PowerPoint has **Lines**, **Basic Shapes**, **Block Arrows**, **Flowchart**, **Stars and Banners** and **Callouts**, **Connectors** and **Action Buttons**.

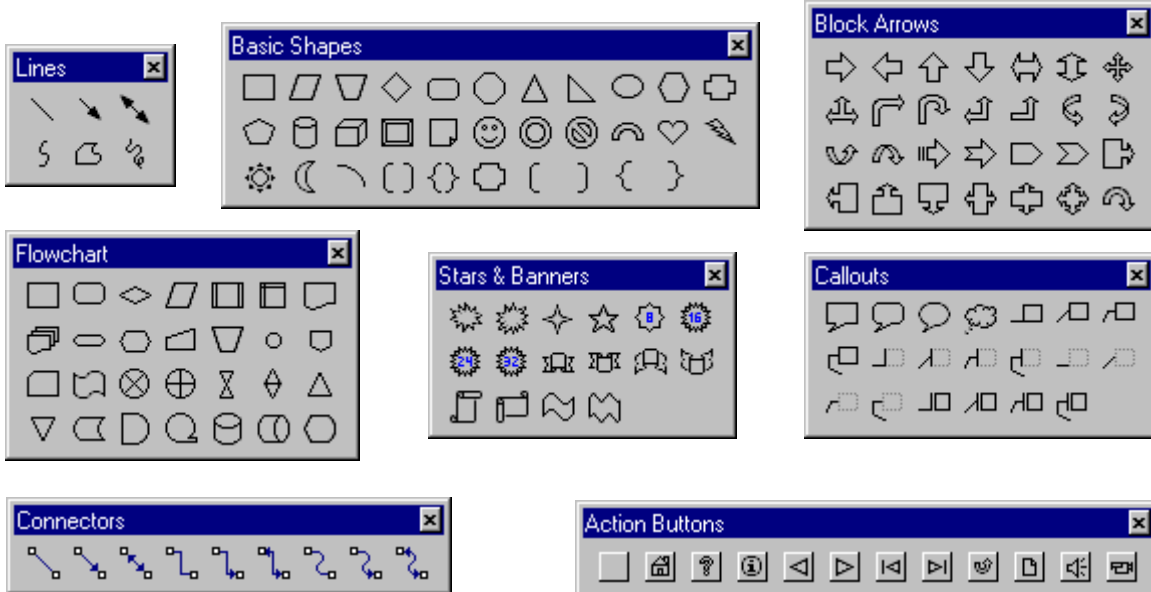



Notice the dark gray bar across the top of this menu. This means you can drag this menu to make it "float", it will make it a separate floating toolbar that will look similar to this:



These menus can be moved to sit next to other menus, or along the right side of the screen. They can be closed at anytime from the little x in the corner. When you pull a menu free, you are not "moving" the menu. The menu will still be where it always was; you are just creating a "copy".

Here are each of the AutoShape menus, pulled free.

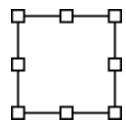


On the Drawing Toolbar, we can see the most common AutoShapes as their own buttons.  The first two (Line, Arrow) can be seen above in the **Lines** menu, the second two (Rectangle, Oval) are from **Basic Shapes**.

To use any of these AutoShapes, simply click on the shape you want. Your mouse arrow will turn into a thin cross. Where you begin to click and drag, will be the corner of your object. The end will be determined by where you let go of the mouse.

- If you just click on the document the AutoShape will be drawn exactly one inch by one inch. (*not applicable to lines*)
- If you hold down the **Shift** key as you draw the shape, you will get a perfectly proportional shape (perfect square, perfect circle...). If you are drawing a line, the shift key keeps the line within 15-degree increments.
- If you hold down the **Ctrl** key, the AutoShape will take the first mouse click as the center of your shape (instead of the corner).
- **Shift-Ctrl** and click and dragging will draw a proportional shape, from the middle of the shape.

When you draw an auto shape it will have 8 sizing handles (2 if you've drawn a line).



To resize the object, put your mouse over any one of the sizing handles, your arrow will change so that it points in two directions. Click and drag away from the image to increase its size, toward the center of the object to decrease.

To move the object, place your mouse over the center or over the actual lines of the object, and your mouse will show a four-way arrow. Click and drag where the object to it's new location.

- If you move your object while holding down the **Ctrl** key, it will create a duplicate object.

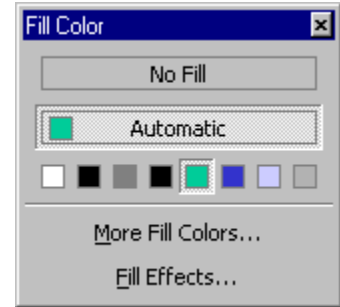
Some AutoShapes have movable parts, such as the **Smiley Face**. You can tell the movable parts by looking for the small yellow diamonds.





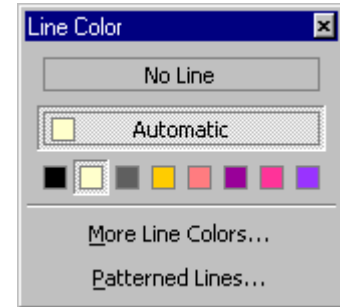
This button is called **Fill Color**. The **Fill Color** controls the inside color of an object. PowerPoint will choose colors from the color scheme you are using.

When you pull these menus free you can see that we have the basic choices of **No Fill**, a set of colors, **More Fill Colors...**, and **Fill Effects**. If you choose **No Fill** your object will become hollow, you will be able to see through it, and you will not be able to select the object from the center.



This button is called **Line Color**. The **Line Color** controls the color of the lines of an object. PowerPoint will choose colors from the color scheme you are using.

When you pull these menus free you can see that we have the basic choices of **No Line**, a set of colors, **More Line Colors...**, and **Patterned Lines...**



This button is called **Font Color**. The **Font Color** controls the color of your text. This button also lives on your formatting Toolbar. This menu will be grayed out on the drawing toolbar unless you have chosen a text-related object.

No matter which of these three color buttons you choose, each has a menu you can pull free and each has the last color used shown on a bar at the bottom of the button. If you want to use the color shown on the button, you don't have to open the menu, simply click on the button.

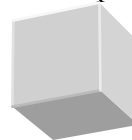
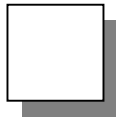


These three buttons give you further control over how the lines appear. **Line Style**, **Dash Style** and **Arrow Style**, respectively. These menus do not pull free, but are identical between the three programs.

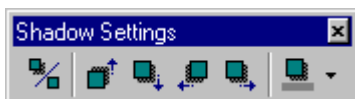
- **Line Style** allows you to change the thickness of the line of an object, or even to double line status.
- **Dash Style** allows you to change your object from a solid line to varies dashed lines.
- **Arrow Style** only works on lines, but it allows you to put arrows at either end of a line.



These two buttons allow you to give your objects more depth. They are **Shadow** and **3-D**, respectively.



These menus cannot be pulled free, however they both have special settings you can use.



These mini control panels allow you to move the shadow, or change the tiling of the 3-D object. **You cannot have a shadow and a 3-D effect at the same time.**



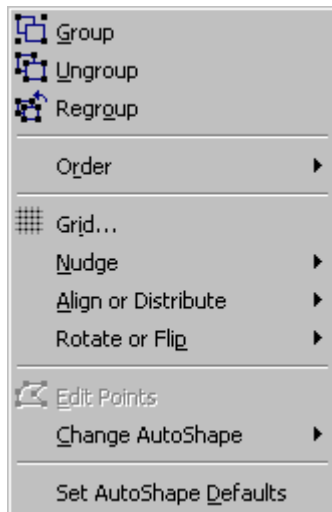
This button is to create a **Text Box**. When you draw it, it will be have as any other object, except it will have a blinking cursor inside the box. All **Callouts** from the **AutoShapes** are automatically text boxes.

If you want to make an existing object a text box, simply click on the text box tool and then click one time on the object. You will now be able to type *in that object*.

Text boxes are tricky, in that when you go to select the box to move it you have to select it via the lines of the box (or object). If you click on the center of the box, it will think you want to type and you will see the blinking cursor



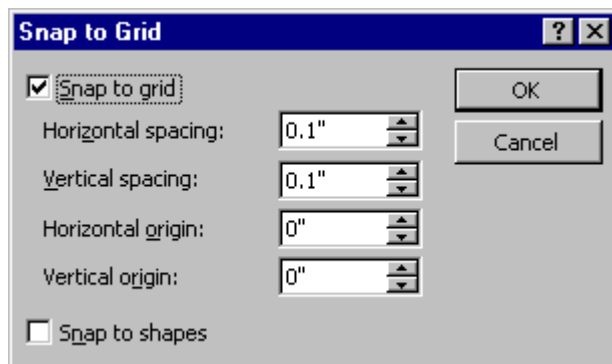
If you would like to change all the text inside the text box to a specific format, you can select the box as if you were going to move it and then change the font and/or paragraph formatting. This will change all the text within that text box/object.



The **Draw** menu has many options to help you work with your drawing objects.

The first three **Group**, **Ungroup** and **Regroup**, are for multiple objects. Use the shift key to pick up more than one object at a time.

Order is a menu that can be pulled free. It allows you to play with the layers of objects as to which object is in front of the others.

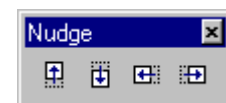


Grid... opens this window:

PowerPoint has an invisible grid that objects snap to. This option window will allow you to adjust that spacing.

The arrow keys on the keyboard and the **Nudge** option on this menu will move the object to the next grid location.

However, you can always nudge your objects just a little bit by using **Ctrl** and the arrow keys on the keyboard.



But no matter where you place your objects you can always have them line up where you want them to, or distribute an equal amount of space between them by using the **Align or Distribute** feature.



If the **Relative to Page** button is pushed, you only need to have one object selected.

The **Edit Points** option allows you to edit the wrap points around an object.

You can **Change AutoShape** option allows you to change the selected object into any other shape, it will maintain it's size, colors and position.

If you draw a object and then change it's options, you can then choose the **Set AutoShape Default** option such that every time you draw that shape again it will retain your customized colors and line styles.