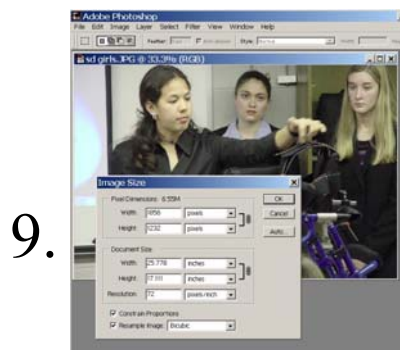
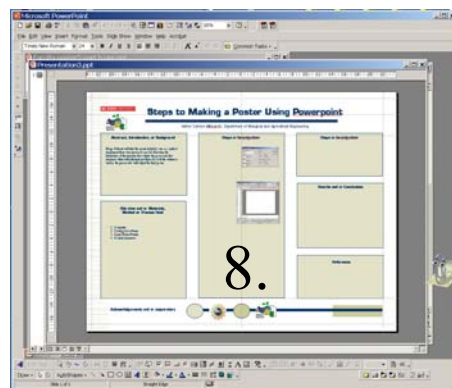
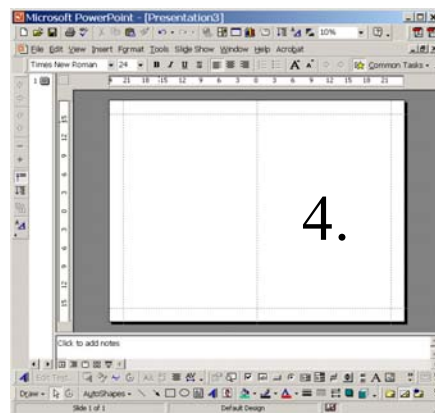
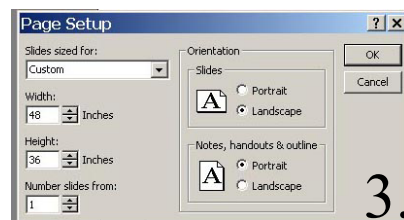


Steps to Making a Poster Using PowerPoint

1. Using PowerPoint is an easy way to set up a poster. Other programs can be used but PowerPoint offers flexibility.
2. For a page background you can use a design template or create one as you work. Note: Dark colors are good for text. Please use light colors for the background as it saves on ink.
3. To create the Big Page—on the menu go to **File/Page Setup**- change slides sized for to **Custom** and make orientation **Landscape**. Make the width no more than 48” and height no more than 36”. The preferred size is 42” x 36” for optimal BAE printing and laminating.
4. For printing reasons keep all copy and pictures an inch from the paper edge. Keep a visual 1” border around the paper. Use guides to line things up. Find guides and rulers under **View** menu or right click to add. For additional guides hold down the ctrl key while dragging on a visible guideline.
5. Get NCSU and BAE logos at:
<http://www.bae.ncsu.edu/support/graphics/logos.htm>
6. Type for headline should be 96 points to 120 points. Body copy ranges from 24 to 36 points.
7. A good way to think about the layout is in terms of blocks of information. You may have these elements Abstract or Introduction, Site view and/or Materials, Method or Process Used, Steps in Investigation, Results and/or Conclusions, References, Acknowledgements and/or Cooperators.
8. Inside the blocks use a combination of text and pictures to describe each area. Use picture captions whenever you can. Import pictures (at a minimum) the same size as they will be viewed. You can change the size of an image in Photoshop under menu **Image** then choose **Image Size**- Adjust the photos changing inches or pixels. Note how the picture size changes in the line at the top of the dialogue. Pictures 250K to 1k will print OK on posters. Just remember that all those 1k pictures will add up fast and create a very large PowerPoint file. Don't go picture crazy.
9. Another way to get text and pictures on the page is to create all your information as regular PowerPoint slides then save them out as a set of .JPG's files. The JPG are then reinserted into the big PowerPoint file and organized. To do this go to **File /Save as** change the **Save as type** to JPG. Keep looking it is an option. Then follow the dialogue directions. A folder will be created on your machine with all your slides converted to individual JPG's. On the big poster page find and insert the JPG's importing them in one at a time until you have all the JPG slides on the same page---Arrange. Caution about this option. The quality of the JPG files can range from good to poor depending on the quality of the resolution of the machine you are using.
10. To see how big your PowerPoint is getting . Look in **File/Properties**- choose the **general tab** and note the size. Don't forget to save before you check the size.
11. P.S. This poster template is on the web at:
<http://www.bae.ncsu.edu/support/graphics/posters.htm>



10.

