

SETUP



Start a new folder on the desktop with your name, course number and delete date.

(example:
gallagher c en486 shipdesign 22Nov08)

Open Power Point 2007:
Click
> Microsoft Office
2007 button > New
> Blank Presentation > Create.

CONTENT FIRST, THEN DESIGN

Do not skip this step! Create an outline of the content you want to include. The outline will determine the structure and consequently the design of your poster. Once an outline is created, sketch a few blocks on paper to contain each outline topic. Add all your content, text, pictures, graphs, to the poster file, keeping items organized within the structure you created. Choose a background, formatting and other design elements to complete the poster.

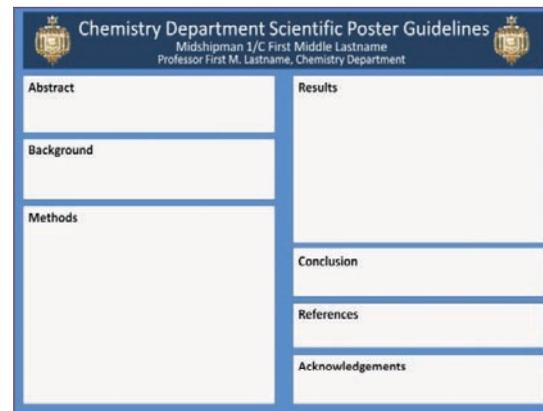


IMAGE RESOURCES

You may use any *.jpeg* format for your background picture. Use a high resolution image so that when it is enlarged, it does not pixelate. MSC Graphics staff will assist you in choosing an appropriate image.

Juice Drops is a collection of high resolution images available for use in MSC and is a great source of background images.

CONTENT

INSERT TEXT

Create a title by inserting a text box. Click>Insert tab>Text Box. Click or click-and-drag where you want your text to be. Begin typing.

To copy text from another document, make the text box first, then copy-and-paste into the text box. Resize text box and font size as necessary. To resize text box, click on block handles to adjust in one direction. Hold shift and click on circle handles to resize in proportion.



INSERT IMAGES/OBJECTS

Images can be added to the poster in two ways, Insert Picture from File or Copy-and-Paste.

To insert images,(.jpeg, .gif, .png formats)
>Insert tab >Picture, then Browse to the current location of the image to select. Alternately, to use the Copy-and-Paste method, right click on the on screen image, >Copy. Click onto the active Powerpoint poster, right click for options and >Paste.



Images can be resized proportionally by using the round corner handles and dragging. Click and drag in the middle of the graphic to move it. Select the picture to edit it with options under the Format tab.



RESOLUTION

Low resolution pictures will be “grainy” when blown up to poster size. When searching, look for images larger than 80k. Do not try to download an image from a search thumbnail. Go to the source site to download. >Right click image>Save Picture As> your folder. To check resolution at full final poster size, set your Zoom view to 100%. If the image needs considerable editing, such as transparency, color fade or close cropping, ask the MSC staff for assistance in using Photoshop or Illustrator.

INSERT SLIDES FROM OTHER PRESENTATIONS

To insert slides from another presentation and retain their background and formatting, open the source presentation. In the (left) slide view panel, click on the slide you want to copy. Right click >Edit>Copy. Go back to your poster presentation file. Click on the place in the poster where you want to position your copied slide. On the Home tab, click on the dropdown arrow under Paste and click >Paste Special.



CREATE POSTER SIZE

Click >Design tab at the top of the screen, >Page Setup



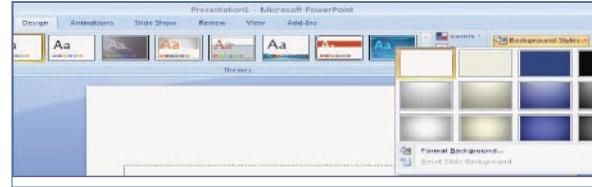
Select poster size and orientation. MSC large posters are 32”x40” full size, or 32”x20” half size. If you are printing a conference poster, you may go up to 40”x56”.

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DESIGN

CONTRAST BACKGROUND

From the Design tab, click >Background Styles >Format Background. Select Fill for a solid color; Fill Effects to create a gradient; or Picture to select an image.



High contrast between the text and the immediate background makes the text the focal point and easier to read. The best backgrounds are either very dark or very light with text in the opposite value. Mid range background colors/values or busy images make it harder for the reader to distinguish the text. To correct this, consider putting an outline, glow or shadow around the text, fade out the background image or place the text in a high contrast box over the background.

ORDER

To place an image, text box or graphic in front or behind another, right click on the object and select bring to front, bring forward, send to back or send backward.

SHADOWS

The shadow icon on the font formatting toolbar (Home tab) is very limited. To shadow text or images, click >Shape Effects on the Drawing toolbar (Home tab) and select the shadow style desired.

OUTLINES

Text Boxes, Images, and other graphic elements can be outlined to group and distinguish objects from their background. Click >Shape Outline on the Drawing toolbar (Home tab) and select the line color and style desired.

SHORTCUT: Right click object >Format Shape and choose Fill, Line, Shadow, Picture or Text box formatting

BALANCE AND FOCUS

White (empty) space is an essential design tool. Use it to cushion text boxes from one another. Margins will group objects and allow the eye to rest between units. Items aligned with one another create a sense of organization and balance. Angles created by white space, color change and image content direct the eye. If content is organized in a grid, it is essential to give the reader a direction to follow by grouping rows or columns closer together.

FORMAT TEXT

You can change the color of the text, the edge, and the fill as well as other options in the Home tab.

Suggested Font sizes for a 32"x40" poster
Title: 100 pts.
Body : 40 pts.
72 points = 1 inch

LINE SPACING

To specify the spacing between lines within a text box, click on the line spacing icon on the Paragraph toolbar (Home tab), > Line Spacing Options, choose Exactly and specify height.

ALIGN AND DISTRIBUTE

To display drawing guides, right-click empty area of the slide, click >Grid and Guides > Display guides. To display the ruler, go to the View menu and select Ruler. Move guides to measure distance from center for precise alignment. Snap option is also available. Position guides, drag objects close to guide so it snaps into alignment.

Arrange objects on the slide individually or group objects to allow them to be aligned as one unit.

On the Drawing toolbar,click >Arrange >Align to distribute.

TIPS

Save your file frequently. >Office 2007 button >PPT Options>Save>Save to set auto-save timing.>OK

Proofread twice.

Create separate Text Boxes for each unit of text, allowing them to be moved independently from each other.

PRINT REQUEST

Your poster should be ready in 3 business days.

Bring your files on a cd, by email or short term file-sharing. Sign into the lab, fill out a poster request form and allow for 15 minutes to sit with a graphic artist to review your file. Please proofread content before requesting printing. There are NO REPRINTS.

MSC will not be able to print posters at the last minute. Please allow three business days for printing.

MSC Graphics is located beyond Circulation, room 105, Main Deck, Nimitz Library .

MULTIMEDIA SUPPORT CENTER

Graphics Technology Lab

Creating Posters using Microsoft Office 2007

Nimitz Library
United States Naval Academy
410-293-5856
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