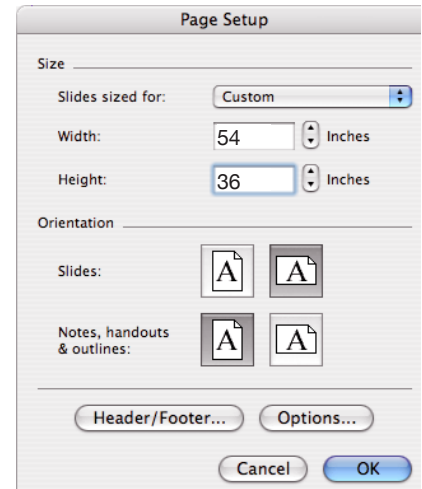
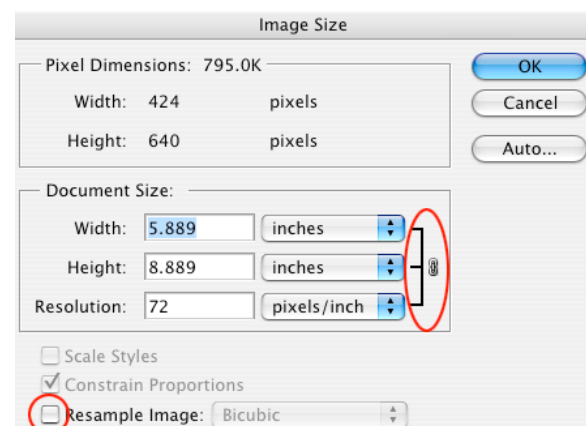


**Document Setup:** Know your final poster size before you begin. To set up your layout size, go to File: Page Setup and enter dimensions that are proportional to your final poster size. The maximum size that Powerpoint allows is 54 inches so you will need to do some calculations and enter dimensions that are proportional to your desired size. For instance, a common final poster size is 44" x 66". If we entered the maximum width of 54 inches, then the proportional height for a 44" x 66" poster is 36." ***If you change your poster proportions halfway through, you will have to resize and reposition all the poster elements.***



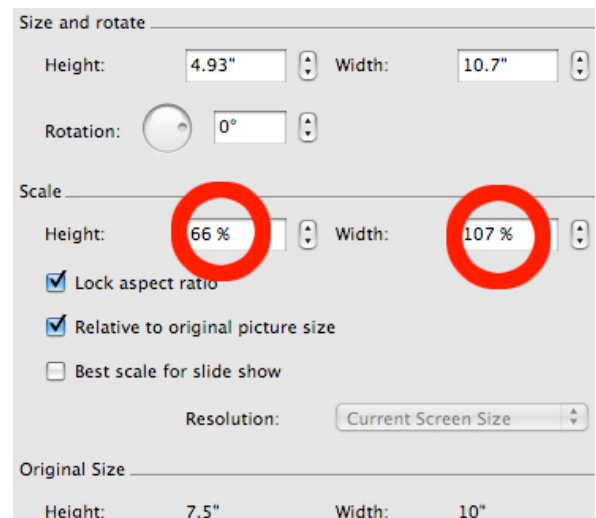
**Resolution:** All images should be 240 - 300 dpi at the size that it will be in the final poster print for best image print quality. If you start with low dpi images and scale them up, you will see a lot of pixelation in the final print. If you have to use low dpi images, you can get better results by opening the file in Photoshop, going to Image > Image Size. Make sure the Resample Image button is unchecked, and that Width, Height, & Resolution are linked. Often images that scaled in PowerPoint do not print correctly. It will look good on screen but not as a final print.



**Bad Scale:** The image to the right shows a situation to avoid in PowerPoint. If you do have to scale an image in PowerPoint be very careful and scale proportionally. The example to the right shows an image that was scaled disproportionately. This means that the image and /or text will be stretched. This may look OK on the screen, but if you print a poster with a stretched image/text on a much larger scale it will be obvious.

### To scale an image proportionally:

Select the Image > Click on a corner box > Hold down the Shift Key and drag to whatever size you need. If you increase the size it will decrease the resolution.



## THINGS TO AVOID

1. DO NOT use images that are too large. Images that are too large can cause problems and make your poster really hard to work with. Use images that are high enough resolution for good print, but not higher. JPEG images work best with PowerPoint.
2. DO NOT adjust brightness, contrast or color settings of imported images in PowerPoint. It may look good on the monitor but will print out with unexpected results. If you need to adjust the contrast, brightness or color of an image, do it in Photoshop first and then reimport it into PowerPoint.

## Quick Tips for Making PowerPoint slides ready for poster printing...especially if you are moving from Windows to Mac.

1. Use PPT as the extension ... the part after the period. Your filenames should look like XXXXXX.PPT
2. Ungroup, then regroup imported graphics to convert them to PowerPoint shapes. Do the same to charts if you don't need them to be editable on the other platform.
3. Links to most media files and graphics will break UNLESS you copy the media file to the folder where the PowerPoint file is, and then insert it.
4. Watch your fonts. Check Format, Replace Fonts to see what fonts are used in your presentation. Safe fonts: **Arial, Arial Black, Arial Narrow, Arial Rounded MT, Baskerville, Chicago, Courier New, Georgia, Geneva, Gill Sans, Verdana, Helvetica, Times, & Times New Roman.** If you have superscript or Greek symbols let me know because this will cause problems if I print from PowerPoint X, posters that contain these symbols must be printed from PowerPoint 2004.
5. Don't squeeze your text too tightly into placeholders. Font substitution and slight differences in text rendering on Mac vs Windows can cause your text to get truncated or spill out of too-tight text boxes.

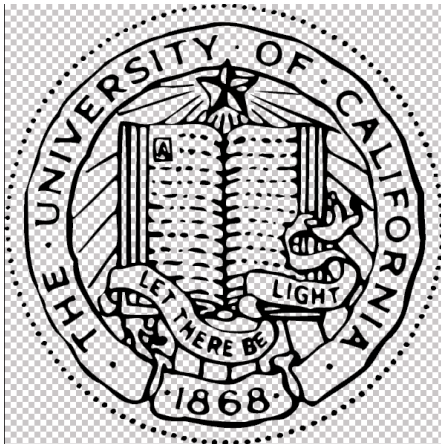
### Other Tips:

**Transparent fills:** Will print out with black checker pattern. In PowerPoint 2004 if a color is using transparency do not group. If a transparency is grouped it will print with a black checker pattern. When not grouped it prints correctly.

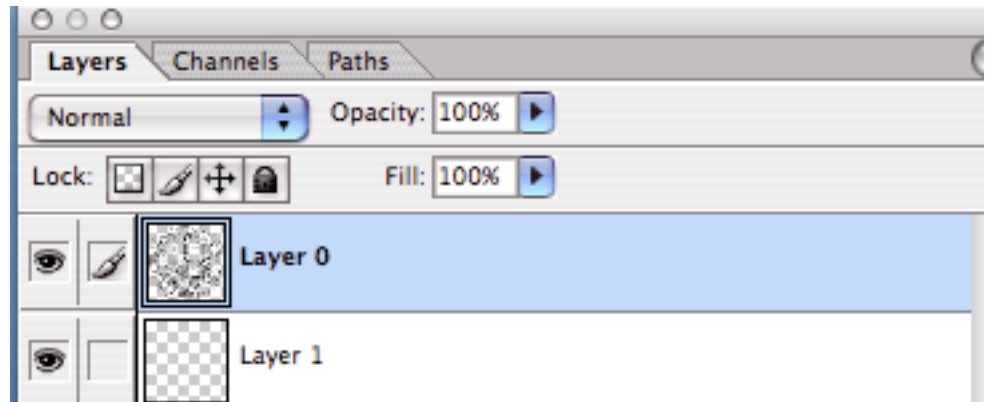
**Gradients:** In PowerPoint 2004 gradients that have been created with no outline will print across the entire poster even if they are only used in a small section. To resolve this problem, double-click on the gradient, add automatic line and set transparency to 0%.

**Images with Transparent Backgrounds:** Often you will want to import a logo or other image and place it on a colored background and make the image background transparent. If the logo is a vector art file with a transparent background, you can import it directly into PowerPoint with the transparent background. If you have a bitmap file however you will need to follow the instruction below.

1. Open up your logo file in Photoshop. Make sure your logo is on a layer with a transparent background.

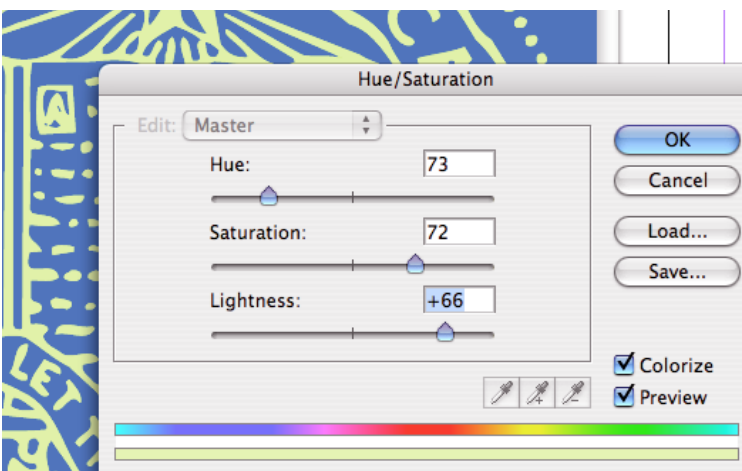


2. Create a new layer **below** the layer with your logo art and fill it with a color that is close to the colored background that it will be on in PowerPoint.



3. Select your logo art on the top layer and go to Image: Adjustments: Hue/Saturation. You may need to check the Colorize checkbox. Adjust the sliders until you are happy with the color of your logo. Then click OK.

4. Go to File > Save As. Select JPEG as your file format. Rename your file and click Save. Close the original logo file and Don't Save changes.

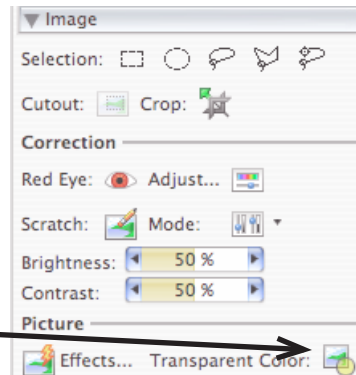


5. Launch PowerPoint, import the new logo file you just created and place it on top of the color background. Click on it to select it and open the **Picture Palette**. Click the **Set Transparent Color Button**. Your cursor will turn into a white arrow. Now click the area on your logo image that you want to be transparent.



Before

Set Transparent Color Button



After

**Changing background color in PowerPoint:** If you use one of the PowerPoint templates you might want to change the background color. To do this:

1. Goto **Format** on the menu bar
2. Select **Slide background**. To change color, click on the arrow next to the current color bar, then you can select More Colors...
3. If there are any other bands of color that you would like to change you can double-click on the color box, and then change color through the **Format AutoShape** window that opens.

