

Using the New Poster Templates & Adding Images

Rule

Before you can use the new file, you must first save it in PowerPoint as a template.

Save the File as a Template

To save the files in PowerPoint as templates...

1. Save the file from the web site somewhere on your computer where you will remember where to find it (e.g., C:\My Documents\TEMP\).
 2. Open the file in PowerPoint.
 3. Select **File, Save As**.
 4. In the **Save as type** drop-down, select **Design Template** and click **Save**.
 5. Repeat Steps 1-4 for the second and third poster files.
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For NEW Presentations

To apply the template to a new presentation...

1. Open PowerPoint.
 2. Select **File, New**.
 3. Select the appropriate poster size from the list and click **Open**.
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Printing

The poster templates are set-up in PowerPoint to be exactly HALF the size of the final print product. Be sure your printer is aware that your poster output must be DOUBLE or 200% of this size.

FONT & SIZE: Therefore, the font size listed on the template will output DOUBLE the size as listed. (50 point headlines will really be 100 point when printed).

GRAPHICS: Should be "high resolution" graphics (not straight off the Web). Image size should be at 300 dpi to output correctly (not blurry).

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Using the New Poster Templates Cont'd

Photo Tips for Posters

1. Save photos as JPEGS or GIFS.
2. Image size should be 300 dpi at 100% size. That is, use “high resolution” images only to avoid blurriness.
3. Avoid resizing a graphic to be LARGER in PowerPoint—always size-down.
4. Always hold the SHIFT key when you size photos in PowerPoint to maintain the aspect ratio and avoid that “squashed” look.
5. *BLACK & WHITE OR DUOTONE PHOTOS*...are preferred. They strengthen the overall cohesion of the poster with the College of Nursing; ask the CON designers, we can help!
6. *COLOR PHOTOS*...are great, too. If a stimulating color photo or graphic meets your goals or objectives, please use it!

Inserting Logo or Image in your Word or Powerpoint Document

OPEN your existing Word or PowerPoint file, or open new file, then:

1. INSERT LOGO or IMAGE (Phogo, JPG, GIF, etc),
2. GO TO: the menu bar
3. **select Insert > Picture > From File** (see **Figure 1**); browse to the drive where you saved the logo

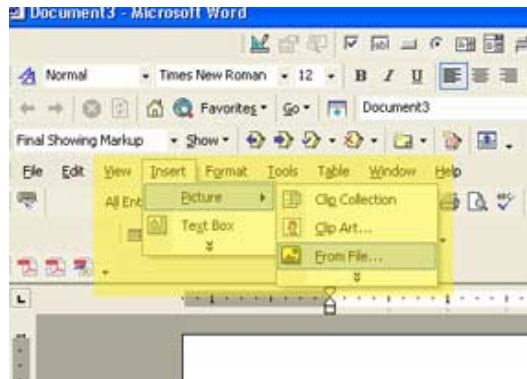


Figure 1

Need Help?

Call the help desk or ask the resident graphic gurus:

CON Help Desk con-help@uic.edu 312-996-0710	David Shuey dshuey@uic.edu 312-413-3407	Mark Mershon markm@uic.edu 312-996-6058
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