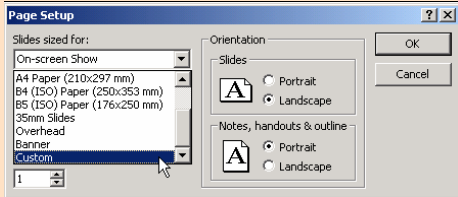
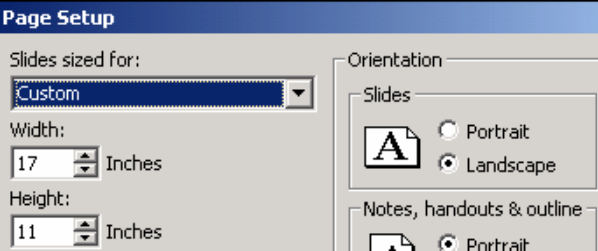
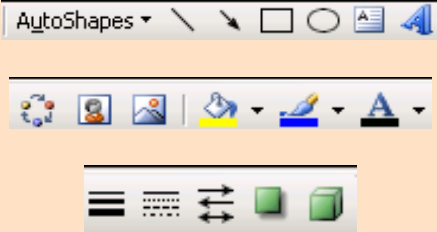
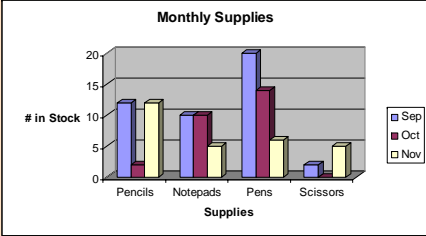
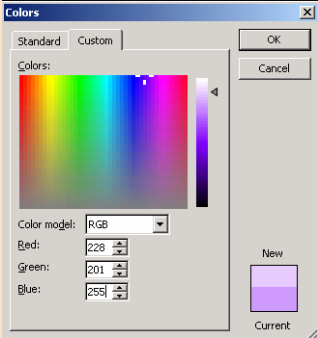


PowerPoint can be used to produce large posters that have a professional appearance. Using PowerPoint for the creation of posters is recommended for those who do not have the time to learn a high-end graphics package, such as In-Design, but need to produce posters in a hurry. Follow the steps provided below for creating a poster.

1. Setting Specifications	2. Organizing Poster Space	3. Images, Graphs & Tables	4. Output																				
<p>Page Setup</p> <p>Go to File Page Setup Drag down to "Custom"</p>  <p>Insert width and height specifications (convert ft. to in.: 3' x 4' = 36" x 48")</p> <p>Use 17" x 11" specs for this project</p>  <p>See Skirball Media Services for more information on poster sizes</p>	<p>Think of your desktop as a canvas. Where are you going to place pictures or objects in relation to one another for a pleasing display?</p> <p>You will be working with the icons from the Drawing Toolbar</p>  <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Title Centered</p> <p>Work with 3 columns and place your data and pictures, tables and/or graphs where needed</p> </div>	<p>Using Google, insert an Image from the Internet. Provide the URL.</p> <p>Create a graph using Excel</p> <table border="1" data-bbox="1430 597 1865 743"> <thead> <tr> <th></th> <th>Sep</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>Pencils</td> <td>12</td> <td>2</td> <td>12</td> </tr> <tr> <td>Notepads</td> <td>10</td> <td>10</td> <td>5</td> </tr> <tr> <td>Pens</td> <td>20</td> <td>14</td> <td>6</td> </tr> <tr> <td>Scissors</td> <td>2</td> <td>0</td> <td>5</td> </tr> </tbody> </table> <p>Use graph feature Copy graph Paste it into the poster</p>  <p>Word Tables</p> <p>If you have a Word document with a table, copy it and paste it in the poster. You may have to edit the table.</p>		Sep	Oct	Nov	Pencils	12	2	12	Notepads	10	10	5	Pens	20	14	6	Scissors	2	0	5	<p>Colors</p>  <p>Record your RGB numbers to get the exact color match</p> <p><i>Beware: Pixels are not handled well with PowerPoint</i></p> <p>Final Poster</p> <p>Ehrman Medical Library Color Printer (\$1.00 per page)</p> <p>Digital Imaging Center (Skirball)</p> <p>http://saturn.med.nyu.edu/facilities/mediaservices/</p>
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Consult the PowerPoint Basics or PowerPoint Intermediate guides on the Instruction navigation bar, "Library Class Resources." For additional assistance consult Books 24x7 or Safari Tech Books Online. Both are accessible via MEDCat, the library's online catalog, or through e-resources by typing the title in the "Resource Title?" search box.