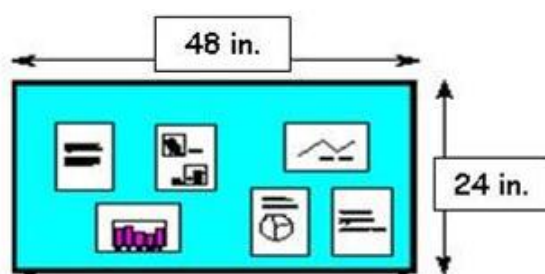


**PowerPoint How and Why:** We recommend you use PowerPoint to create your poster. It is a Microsoft program and is pretty easy to use if you are familiar with other Microsoft applications. If you are completely unfamiliar with it, you may wish to complete a tutorial available on the Microsoft website: <http://office.microsoft.com/en-us/powerpoint-help/#>.

If you plan to present a poster at a conference other than Occidental's End of Summer Research, please be sure to check the conference website to find out what size poster they require.

**Creating the poster:** The URC's large format printer uses a continuous roll of 24 inch paper. For example if your poster is 4 feet x 4 feet, your document will, by necessity, be split in half.

Go to page set up and set the size as, width is 48 inches and height as 24 inches. (Please note that the max width allowed on PowerPoint is 56 inches.)



**To insert and format a chart:** PowerPoint will create charts and tables for you, which we recommend that you do. We've discovered that if they are pasted in they can get pixilated – trust us! Go to insert menu and choose chart. It will open a standard set of options –select the type of chart you would like to make. Enter your data as appropriate into the data table provided. You may have to rearrange your data to fit the form that the program expects. You can paste in data from another source, such as Excel, but you may have to reformat the data depending upon the type of chart you are trying to create – for example, your data might be in rows and you need to have columns. Usually right clicking on the part you need to edit will allow you to do so.

**To insert a data table:** Go to insert menu and choose table and then select your table size.

**To insert a picture/clip art:** Click on the insert menu and then on picture and choose the file that holds the picture you will be inserting. There are also clip art images you can use. You can resize a picture by dragging a corner or side of it – remember, in order to keep the proportions correct, you must drag the corner, not the side of the picture.

**To insert text:** Click on the insert menu and then on the text box. The cursor then looks like a sword. Choose where you want the upper left corner of the box to be and then click and drag. The box will only be one line big until you put your text into it and it will expand to meet the size of your text. Alternatively, you can paste in text from Word. You can also change the size, font, color, etc. of your text by selecting the text you want to edit and going to the format menu, then click on font. Keep in mind that this is a large scale poster so use a type font larger than 28+ for your text.

# 28 Arial

28 Times New Roman

44 Arial

44 Times New Roman

Your title should be 96 Arial-

120 Arial

font size.

**Cost of printing your poster:**

- ✚ Posters consisting of black and white text, drawings, charts, with only minimal color and white backgrounds are printed at \$3.00/running foot of 24 inch wide paper;
- ✚ Posters with colored backgrounds and/or photographs or other areas using large amounts of color are printed at \$9.00/running foot.

**When you are ready to print:**

Proofread very carefully before you bring the completed poster to print -- if you discover an error after you've printed your poster, you will be charged to reprint.

Appointments must be scheduled at least a week in advance, e-mail [urc@oxy.edu](mailto:urc@oxy.edu). E-mail it to [urc@oxy.edu](mailto:urc@oxy.edu) (not your personal e-mail) or bring on a flash drive the day before your appointment. We will print as time allows on the day of your appointment.

If you have any questions or need help setting up your poster please stop by the URC before your printing appointment.