

How to make a 5x4-inch NATL photo sign

by Natalie Hooton, NATL Graduate Teaching Assistant, 12 Nov 2009

1. Using a digital camera, take photographs of each species of interest.
2. Upload photographs to your computer. Be sure to save them in a format that is compatible with Microsoft PowerPoint
3. After identifying each species correctly, use resources to find additional information to include in the sign. The Vascular Plant Atlas is a great resource for common names, scientific names, and species distributions within Florida.
4. Open Microsoft PowerPoint and select a blank layout.
5. Insert auto shape- rectangle (no fill, solid, color- blue, weight- 2.5 pt). It should measure approximately 7.2 in (height) by 9.7 in (width)
6. Insert auto shape- rectangle (no fill, solid, color-dark orange, weight 1.5 pt). It should measure approximately 6.9 in (height) by 9.3 in (width).
7. Select insert Picture (from file) and then choose the photograph that you would like to use.
8. Resize the photo to approximately 5.5 in (height) by 4.3 in (width)
9. Move the resized photo to the left side of the slide.
10. Select insert WordArt. We use a simple black fill using Arial Narrow font at a size of approximately 24. The size will vary depending on the amount of text that you would like to use.
11. After selecting the WordArt, type in the common name of the species that you would like to use.
12. Move the common name WordArt to the top center of the slide just below the orange border.
13. Create a text box. It should be approximately the same height as the photograph (~5.5 in) and should take up the remaining width between the photo and the orange border (~5 in).
14. Inside the text box, using Arial narrow font, size 38, bold and with shadow type "Description:", "Family:", and "Scientific Name:".
15. Next to each of those words, using Arial narrow font, size 38 (not bolded or shadowed) write out the information appropriate for that species.
16. Finally, if you wish to add a website, create another text box at the bottom of the slide using Arial narrow font, size 17 and type in the web address.
17. Center this final textbox at the bottom of the slide, just above the orange border.
18. Save your PowerPoint file.
19. Select all of the components on the slide by holding down the Ctrl button and clicking on each section. Right click your mouse and choose to Group all of the components.
20. Leave PowerPoint open, but also open a blank Microsoft Word document. Set the layout to landscape. Modify the margins so that they are 0.5 in on all sides.
21. Back in PowerPoint, left click on your slide and select to copy it.
22. In the Microsoft Word document, click to paste the slide.
23. Resize the pasted slide so that it measures approximately 4 in (height) by 5 in (width).
24. Four slides should fit on one page.
25. Save the Microsoft Word document on the hard drive as well as on a flash drive.
26. Take the flash drive to the printer's and have them print the document on waterproof paper using a color laser printer.