

LAB 5**POWERPOINT, PHOTOSHOP, ILLUSTRATOR**

****Before you begin, make a new Lab5 folder in your working directory on /geobase ****

SECTION 1: POWERPOINT

Prepare a mock PowerPoint presentation. Your presentation should contain ~ 7 slides. You should have 1 slide for each of the recommended headings provided in the “PowerPoint Tips” handout (i.e., Title Slide, Outline Slide, Introduction Slide, etc.).

You may either use a PowerPoint template background (Format → Slide Design), or you may choose your own color scheme from scratch (Format → Color Scheme). Please use the same background and color scheme for each slide.

For your Title Slide, make up a title, insert your name, the “presentation occasion” (i.e., *2008 GSA meeting* or *GEOL 5215 Demo*, etc.). Also insert the Miners logo picture. You can find this picture at http://www.geo.utep.edu/pub/bkonter/geol_5215/temp. Scale down the size of this picture quite a bit and place it in one of the bottom corners of your Title Slide.

Give each of your slides a heading and sample text with bullets. For this mock presentation, your headings do not have to match the recommended ones (creative freedom is allowed here) nor do they need to coincide with the text & figures you include, but try to express the idea that you’re following the recommended structure of a science talk. You are not required to enter substantial text in each slide, however I do want you to practice formatting text font and bullets. Supply 2-3 bullets per slide. If you wish, simply type “More text goes here” for each bullet. Format your bullets using a symbol other than the default filled circle. Format your text using a font other than Times Normal.

One slide should contain your Excel graph of earthquake depths vs. magnitudes (Lab 4). In Excel, highlight the graph, copy it, and paste it into PowerPoint. Find one alternative method for inserting your graph into PowerPoint, and briefly explain this approach in one of your bullets on this slide (hint: **Insert → Object**)

Select a demo movie from the following website (preferably one of a manageable size < 10 Mb), download it to your computer and copy it to your Lab5 directory on /geobase, and insert it into your presentation (**Insert → Movies and Sounds → Movie from file**). Try to avoid Flash animations – stick with QuickTime movies if you can. Using **SlideShow → Custom Animation → Effect Options**, force your movie to begin playing 5 seconds after you transition to that slide.

Edit all of your slides so that they have a unique transition (**SlideShow → Slide Transition**). Note that you should usually stick with one transition throughout an entire presentation, however for practice purposes you can select multiple transitions here.

Test your presentation by trying out the Presenter Tools: **SlideShow → View Presenter Tools**.

For extra credit, animate your text and pictures (**SlideShow → Custom Animation**). A word of caution here though – it's good to know how to animate PowerPoint items to emphasize ideas and control what your audience sees and when they get to see it, but be careful not to go OVERBOARD on the animations (= tacky presentation).

Save your presentation as a .ppt file, and as also a pdf. Note that your inserted movie will not play in a .pdf file. Post both your .ppt and .pdf presentations on your website. ** Don't forget to also post your movie to your website **. Extra items like movies and sounds must also tag-along with your .ppt file when you save your presentation to the web or to external media (DVD, USB stick, etc.)

SECTION 2: ADOBE PHOTOSHOP

PCs: Photoshop is located inside an "Adobe Products" folder in your Programs menu

Macs: Photoshop is located inside /Applications/Adobe Photoshop

A few hints: To zoom: Propeller (Macs) or Ctrl (PCs) "+" or "-"

Magic Wand is now called "Quick selection tool" in new Adobe versions

Download (if you haven't already) and open up the Miners_logo.bmp file in PhotoShop: (http://www.geo.utep.edu/pub/bkonter/geol_5215/temp). Is the Miners logo a raster or vector graphic (see notes)?

Create at least 5 new image files, based on the original Miners logo, using the following tools. Keep track of what you did (take notes), as you will need to describe the tools you use in Section 3.

Save each of these images as either a .tiff, .jpg, .png, or Photoshop .eps file. Note that for the transparent background image (see below), DO NOT save as .tiff or .jpg file. When saving, usually you can skip through the options and just go with the default settings, but often it is worth skimming the options to check what you're about to save.

All 5 images will next be imported into Illustrator to demonstrate the different styles you created.

For at least 1 of the images, try to remove the white background of the Miners logo. To do this, you will need hold down the shift key and select all white background areas (see pg. 3 of Photoshop handout). Another trick for removing background is to select the white parts and delete them systematically, then save new image as new file. You may find this task very tedious – do the best that you can, then move on.

For the remaining 4 images, practice using the tools for **brightness, contrast, levels, and colors, sharpen/blur, and filters** (Steps 1-7 of Photoshop handout). Make all 4 of your images different – you can choose to use individual tools or combinations of tools to create different images. Just make sure you take notes about what selections you made.

SECTION 3: ADOBE ILLUSTRATOR

PCs: Illustrator is located inside an “Adobe Products” folder in your Programs menu

Macs: Illustrator is located inside /Applications/Adobe Illustrator

Tips: To zoom: Propeller (Macs) or Ctrl (PCs) “+” or “-“

To group items: Select all that you want to group, then **Object → Group**

To lock items: Select all that you want to lock, then **Object → Lock**

Create a blank poster size document by first launching Illustrator and opening up new document with the following poster size dimension settings: 36 inches in height and 60 inches in width. See the Adobe Illustrator handout for supporting directions.

Your poster should consist of the following 7 sections. Create a layout using boxes or lines so that you can plan out where to put each of these items. **See the Adobe Illustrator handout and Poster Tips handout for style and organization suggestions.**

1. **Heading:** Title, authors, contact information.
2. **Abstract:** Enter a few lines of text here, describing your what you've learned in class so far (Hint: Web design, UNIX, Excel, Word).
3. **Section 1:** Provide 3 bullets summarizing your 3 favorite UNIX commands.
4. **Section 2:** Insert you Excel plot here, include a figure caption and 2 bullets that summarize what you observed in the plot
5. **Section 3:** Insert your Software Manual Outline here. Paste the text (from Word) that you constructed for your project outline.
6. **Results:** Insert your 5 Photoshop figures here. Give each a figure caption, describing what you did, and also include 2 bullets summarizing your favorite and least favorite Photoshop figure.
7. **Conclusions** Insert 3 bullets here, summarizing 3 things that you learned from this exercise.

In the Heading section, give your poster a title (generic = "My Poster"), and also supply your name, (and any fellow students that helped), your university and department, and your email address. Insert your favorite version of the Miners logo at the top right corner of your poster. If you know your poster # before a meeting, it is also good to include it. For now, just enter your birth date as a 6-digit number in the upper left corner of your poster.

When inserting the text from your outline (in Word), copy your text from Word and paste into poster. You may want to try clicking on the text **T** tool and dragging out a text box before pasting your new text in. Practice aligning different parts of your text using the "Paragraph" options. Also re-format your text font (size, style) to something other than Times font.

Create a border around your poster. For the background, also add a colored box background (see Step 8 in the Illustrator handout), or an image that you happen to like.

When you're done, save the poster as both an .ai (Adobe Illustrator) file, and as a .pdf (Adobe PDF) file. Post both files to your website.