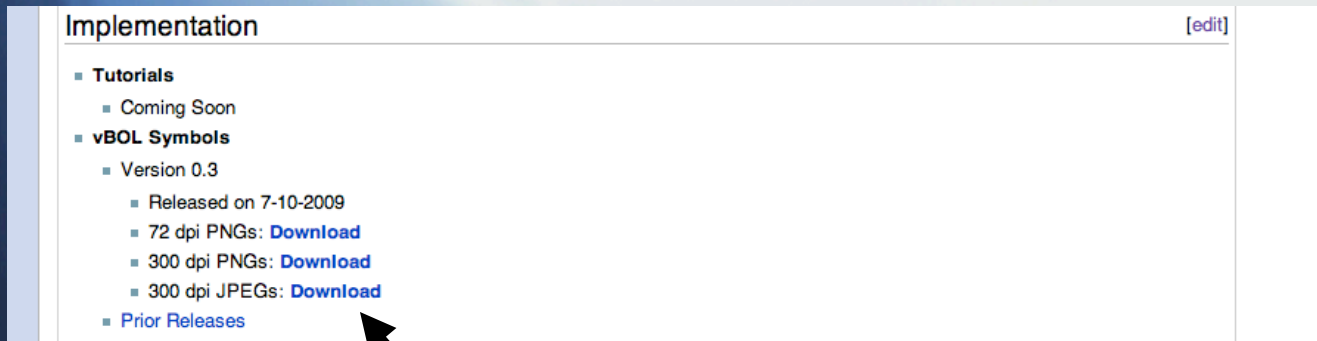# vBOL Tutorial on MAC PowerPoint 2004
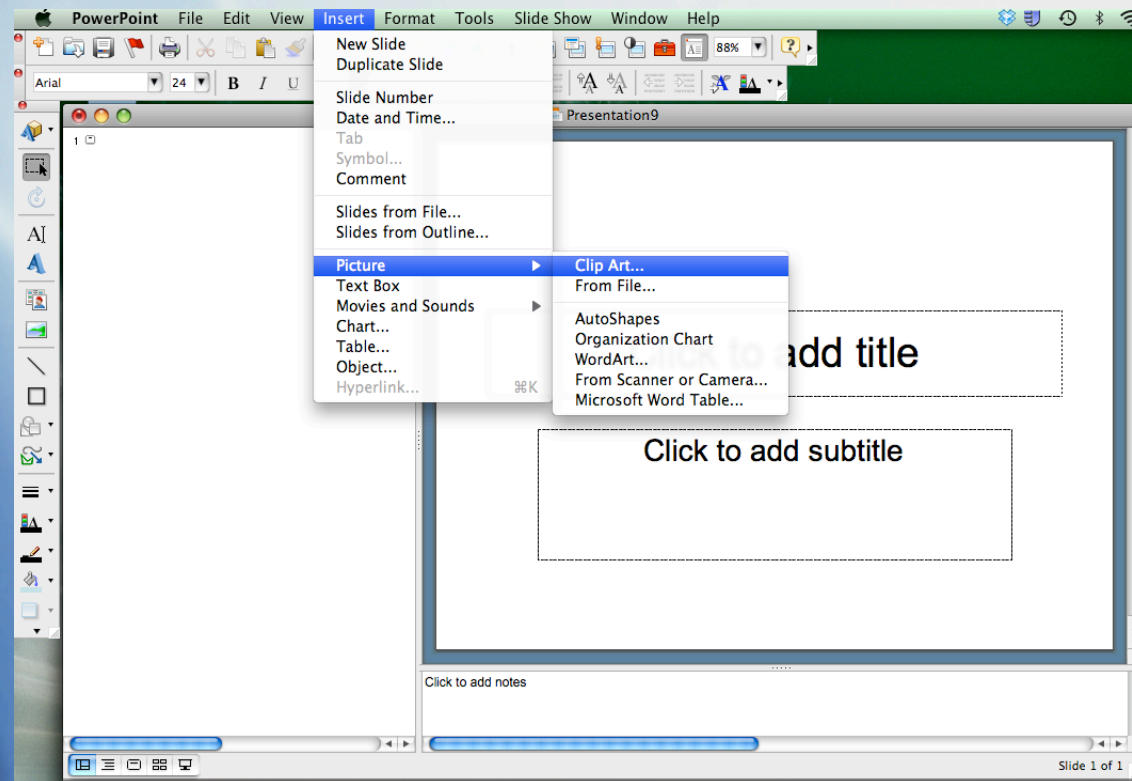
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Stanford IGEM

FOLLOW THESE STEPS TO INCORPORATE vBOL SYMBOLS INTO YOUR CLIP ART GALLERY FOR EASY ACCESS AND MANIPULATION
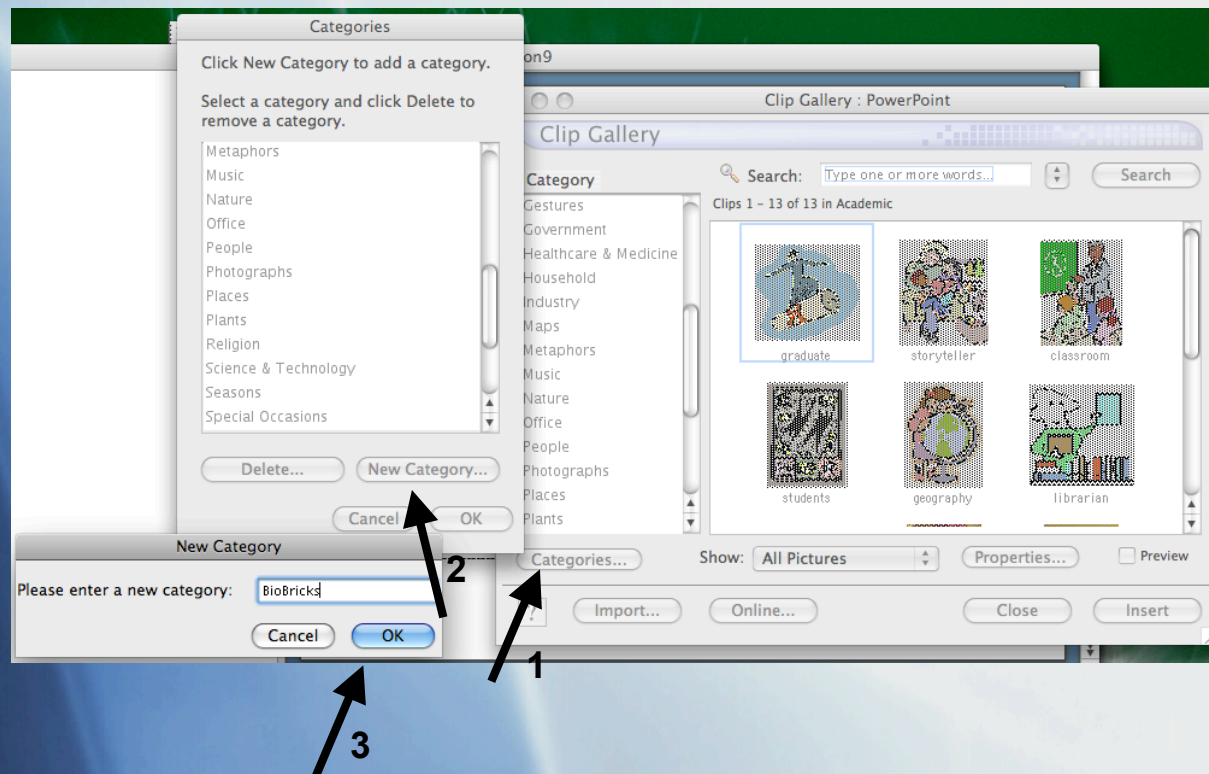
- Visit
  http://openwetware.org/wiki/Endy:Notebook/BioBrick_Open_Language_Specification
- Scroll down to the Implementation Subheading
- Under symbols, download vBOL symbols Verson 0.3 in called "300 dpi JPEGs:"
- click **"Download"**

- Open PowerPoint 2004
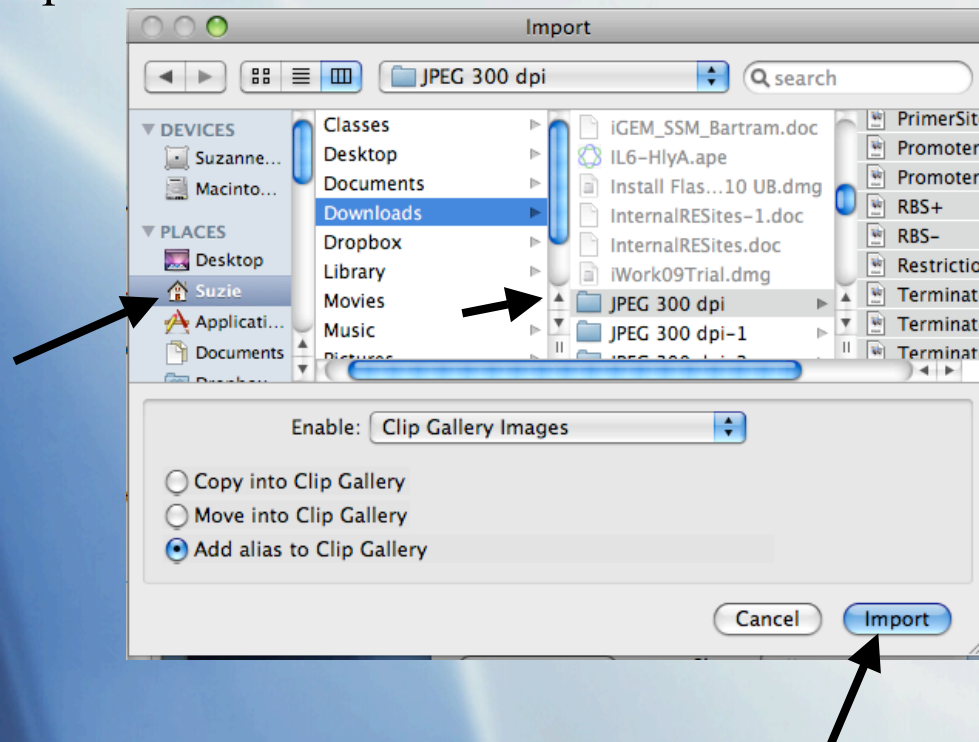- Under the "Insert"menu, click "Picture" and choose "Clip Art…."

- Click "Categories" and then "New Category" from the lower right corner of the pop-up box.
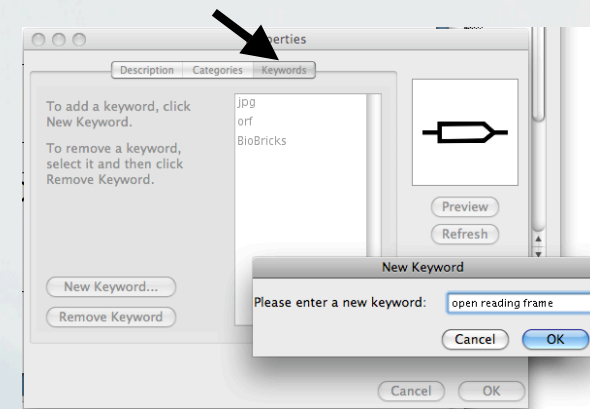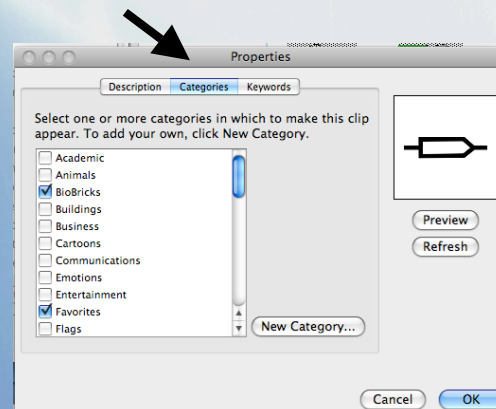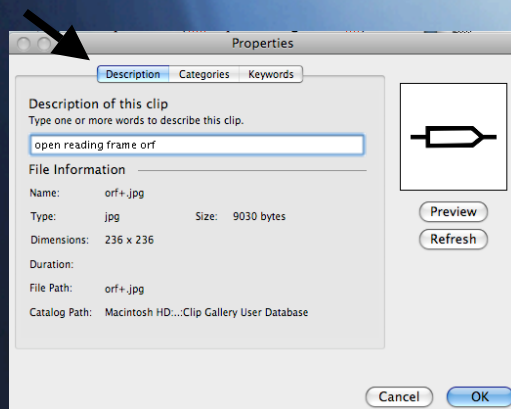- Type in "BioBricks" on the "New Category" pop-up box.
- Press "OK"

- Once again. under the "Insert"menu, click "Picture" and choose "Clip Art…."
- This time, click "Import" on the lower left.

- In the new dialog box, make sure your "HOME" icon is highlighted from the Places category on the left
- Choose "Downloads" and choose the zip folder you downloaded called "JPEG 300 dpi"
- Select all of the images from the file. This is done by selecting the top image, holding down the shift key, then clicking the bottom image. All of the images should now be highlighted.
- Click "Import"

- A "Properties" dialog box pops up, showing the symbol. From here you want to add attributes to it to make it easy to search for.
  - In the Description tab, type in the part name (aka "open reading frame orf)
  - In the "Categories" tab, make sure the "BioBricks" box is checked
  - In the "Keywords" tab, click new keyword, enter the keyword in the pop-up box, (such as orf) and click "OK." Only enter one word or group of words at a time.
    - Enter the rest of the keywords as necessary (example "open reading frame" "BioBricks" etc…)
  - Click "OK" in the "Properties" dialog box.
- The "Properties" dialog box for the next symbol now appears. Follow the same steps above to give it attributes.
- Continue for all of the symbols.
- The symbols are now named, described, and located in the BioBricks folder of the Clip-Art Gallery. You can search for them by keywords as well.

You are now done and the vBOL symbols are part of your clip-art gallery in PowerPoint.