

POSTER FORMATTING

Format the poster as **one PowerPoint Slide**

File Page Setup: Posters cannot be bigger than 36x48

1/2” margins all around (view grid and set to 1/2”)

Right click on slide

Select Grid & Guidelines

Set spacing to 1 inch under settings

Click OK.

Make sure that you do not have anything within that outside border of the grid or it will be cut off by the printer.

File Format: Save as a file that can be opened on a PC (not Mac), if applicable.

Fonts: Do not use more than two fonts; only use standard fonts (Times New Roman, Courier, Arial, Book Antigua, Comic Sans).

Graphs: If you insert any Excel files into your poster, you must save them as jpeg files prior to insertion.

WordArt: Do not use any WordArt with the exception of title

Files cannot be greater than 10 MB – this may mean that you have to compress some photographs.

To compress graphics on poster:

- Right-click on one of the pictures on the poster
- Click on “format picture”
- Click the “picture tab”
- Click the “Compress” button
- Click the “all pictures in document” radio button
- Leave all other areas defaulted and hit OK

View poster at 100% and scan to see how it will look when printed. Check for spelling, spacing, etc. If there are any mistakes, you will be charged for the printing of a second poster.