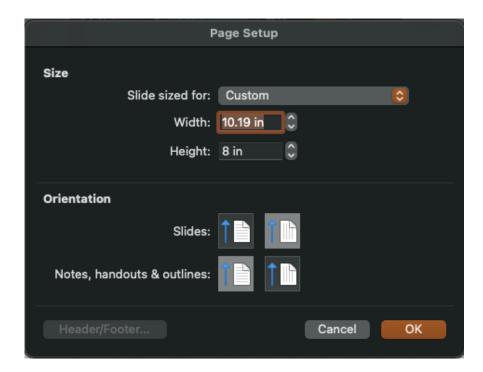
Power Point Poster Design

- 1. Open up a new blank presentation in Power Point
 - a. Template users can skip down to step 6
- 2. At the top, Click on the Design tab.
- 3. In this tab, you will find the 'Slide Size' on the top right side.



4. A pop-up menu will appear. Select 'Custom' for the 'Slide sized for' and enter in the dimensions of your poster. Click okay when you are finished.



You are scaling to a new slide size. Wo content, or scale it down to ensure it with the scale it down to ensure it with the scale sc	ould you like to maximize the size of your
	in ne on the new side:
Maximize	Ensure Fit

- 5. If the 'Scaling Menu' pops up, click on 'ensure fit'.
- 6. Design your poster.
- 7. Once finished, click on the 'Save' button , saving your file as a normal power point file before converting.
- 8. Once you have it saved, click on the 'Save As' icon ^[2]. You will change the file format drop down to pdf.

	Save As:	Presentation3	C
	Tags:		
	Where:	🔁 Documents 🔹 🗸	
Online Locations	File Format: PDF		
			Cancel Save

9. Save it as a pdf. Fill out the IWU Poster Printing Request Form

10. E-mail your PDF document as an attachment to: posterprinting@iwu.edu.

11. Pick up poster at Titan Print and Mail after receiving pick up confirmation email.