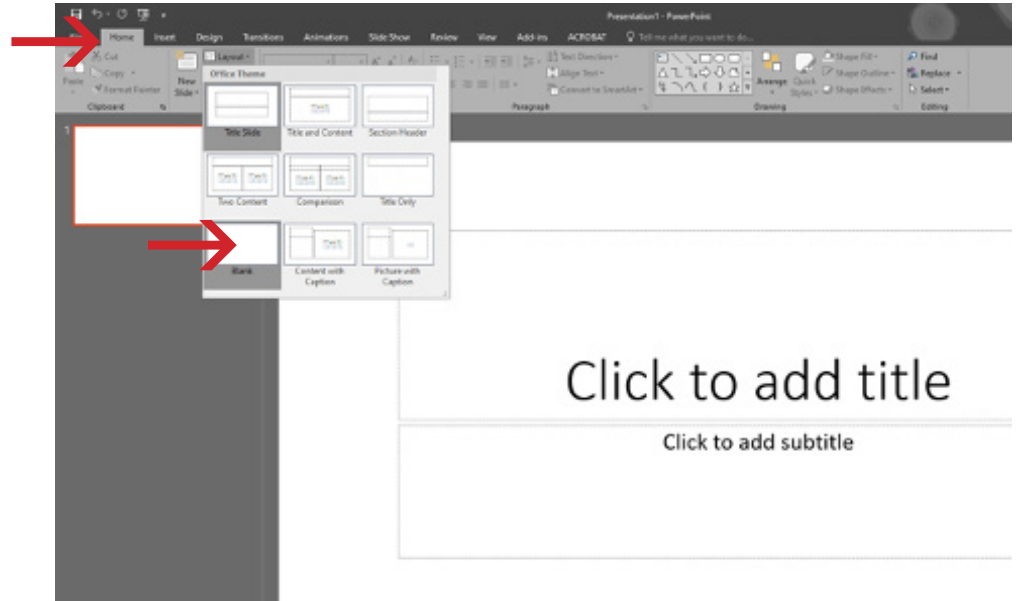


## Creating/Designing a Poster in Powerpoint

Please note: you can skip step 1 and 2 if you downloaded the 36"x24" or 48"x36" PowerPoint poster template.

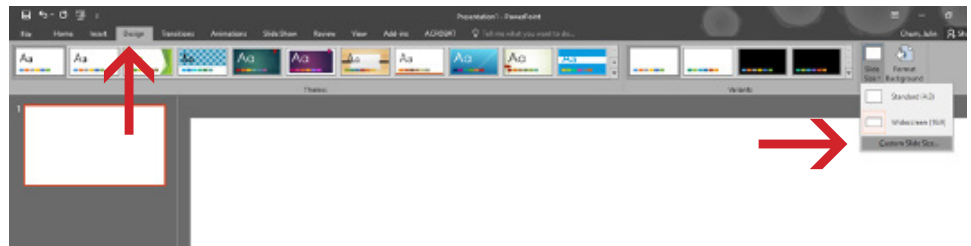
### Step 1: Create a blank template

- Open PowerPoint program
- Double click on blank presentation
- Under the home tab, click on the layout dropdown and select blank.

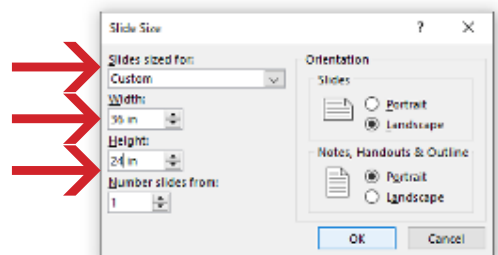


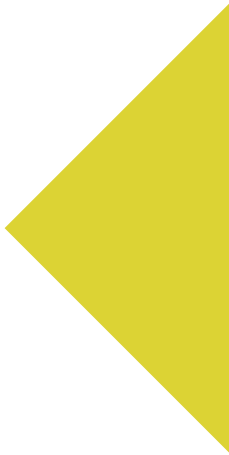
### Step 2: Change template dimension

- Click on the design tab
- Click slide size and select custom slide size
- Change the slides sized for dropdown to custom



- Select custom for the slides sized for dropdown list
- Enter width and height (36x24 or 48x36)
- Click OK
- A prompt will pop up, click ensure fit.



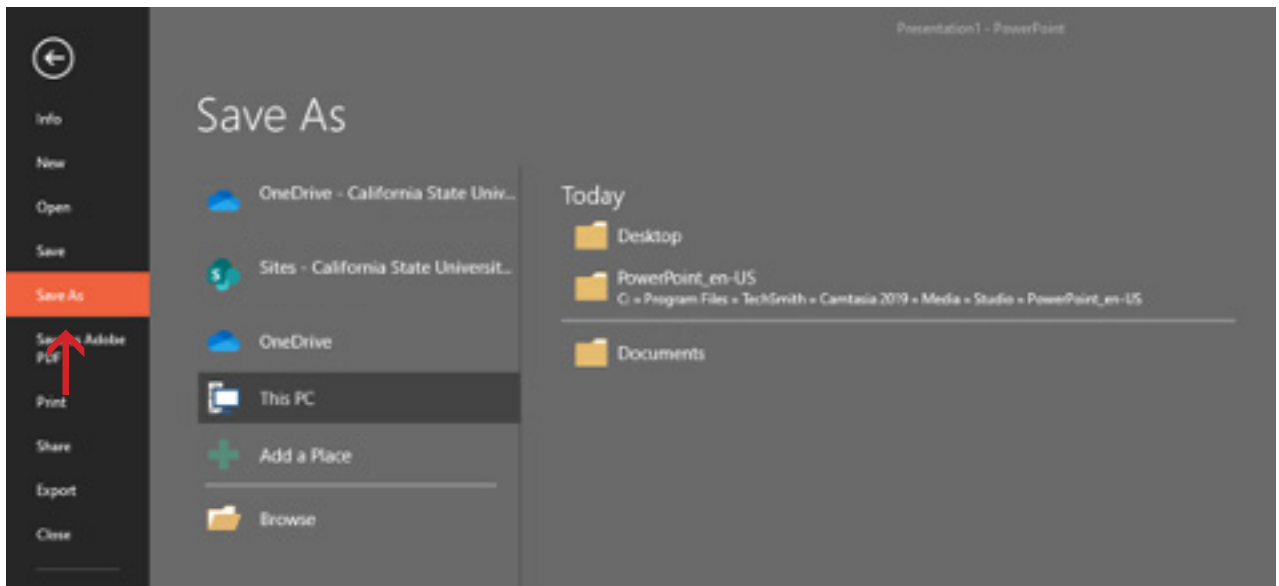


## Design quick tips

- **Change background color:** click on design tab > select your fill preference/color/transparency > click apply to all. Light colors are recommended for background colors.
- **Insert text:** click on insert tab > select text box > use your mouse cursor to draw a text box. Click on home tab to make changes to font, font size, font color, add bullets, etc.
- **Insert picture:** click on insert tab > click on pictures > navigate to the location of your picture > double click to insert photo > use white circle on each corner of the photo to resize (drag in or out).
- **Insert shapes:** click on insert tab > click shapes > select shape/line > use mouse cursor to draw shape

## Step 3: Saving your poster

- Saving for editing later
  - Click on the save icon in the upper left corner > navigate to the location you want your poster saved > update file name > save



- Saving to email or print
  - Click on file > click save as > navigate to location you want poster saved > change file name if needed > change save as type to pdf > click save

