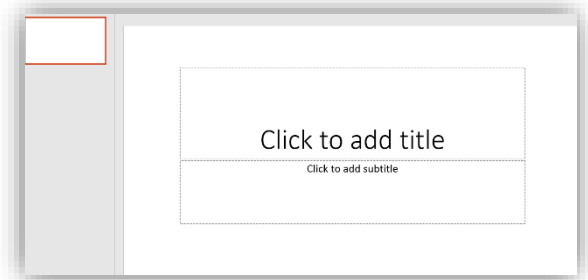


Poster Design Layout in PowerPoint

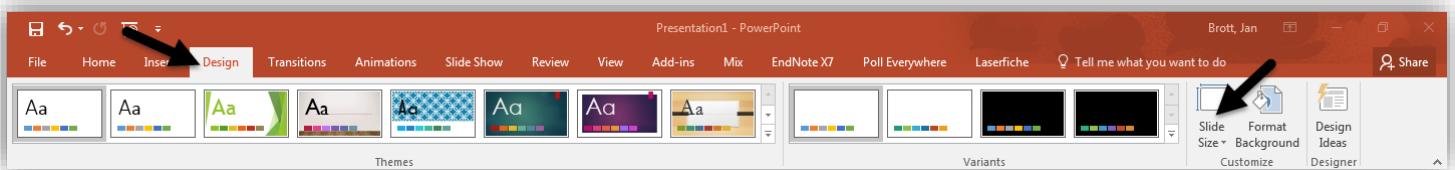
This tutorial is for use with a PC computer with Microsoft PowerPoint 2010 and newer versions

Change the slide size to create a poster on a PowerPoint slide using the following steps:

1. Open **PowerPoint**.
2. Select **Blank Presentation**. The first slide (as shown to the right) will have a title slide layout. You can choose to delete the layout by clicking on each text box to highlight, then click **Delete**. The page will be blank.

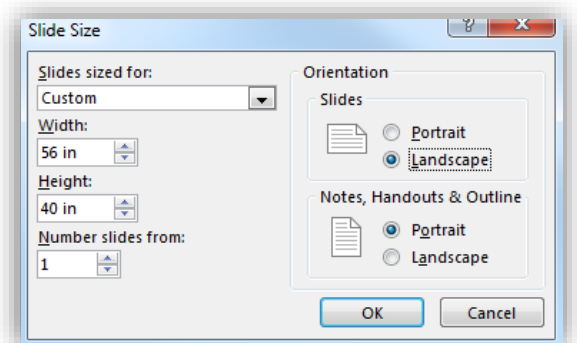


3. To set up the poster format, select **Design** in the menu ribbon at the top of the screen. Click on **Slide Size** in the upper right of the screen and select **Custom Slide Size**.



4. In the Slide Size box, input Width: 56 in. and Height: 40 in. Under **Orientation**, select **Landscape**, then click **OK**.

NOTE: If you are prompted to maximize or fit contents to slide, select **Ensure Fit**.



Your slide is now sized for your poster.