How to Prepare a PowerPoint Slide for Large-format Poster Printing

1. To create a poster slide, create a new slide (with nothing on it), then go to File/Page Setup. Select "Slide sized for: Custom" and change the measurements to the size of your poster in inches (i.e., 3' x 4' would be 36" x 48").

2. To lay out the data your poster will show, **copy and paste** the text, charts, tables and images you'll use from other slides, or from other applications. **DO NOT** import or link data to this poster slide from other slides or applications, as the links will break and cause us unnecessary grief in producing your poster.

3. Use very standard fonts, i.e., Arial (this page is written in Arial), Helvetica, or Times (NOT Times New Roman). Make sure all bullets and special characters are in Symbol font, rather than using the characters in the font you use for the text; the special characters are not mapped correctly within such fonts between computer platforms (you'll no doubt be doing this on a PC, I have a Mac from where I will produce your poster).

4. Once you have your poster laid out, check each image and note its size. You will most likely have used the handles on the images to get them adjusted to the size you want them. Unfortunately, this can break the printing information (even though it looks fine on screen) and render the image unprintable. With the sizes noted, go to the original image/table/chart and size it **in its original application**.

    For example, let's say you have a .jpg image that is originally 17" x 14" in Photoshop and you have sized it to 10" x 8.2" in your poster. You will need to open the original image **in Photoshop** and change the image size to 10" x 8.2", then copy and paste it into your poster slide. Once you get it positioned correctly, you can then delete the image you sized within PowerPoint. Do this for any and all images/charts/tables (i.e., non-text items) in your poster slide.

5. Images need not be of any greater resolution than 150 dpi (check in "Image Size", for example, in Photoshop).

6. When you submit your poster for printing, bring it in on a CD (ISO 9660 compatible, so my Mac can read it) or Zip disk. No floppies, please.

7. I must have a proof of your job so I know what it is supposed to look like on paper. To print a proof (usually 8.5" x 11" is fine), make a copy of your final poster slide file and open it. Go back up to File/Page Setup and reselect "Slide sized for:", changing "Custom" to "US Letter Paper". Then print to your local printer and you're ready to submit the entire job.

To sum up:

1. Posters should be created full-size.
2. Use **copy and paste**; do not import or link your data from other applications.
3. Use standard, cross-platform fonts.
4. Images/charts/tables should be sized at 100% in PowerPoint. Any sizing to achieve this should take place in the item's original application.
5. 150 dpi resolution is fine for images.
6. Submit the file on CD or Zip disk (no floppies).
7. An 8.5" x 11", black and white proof is required.