

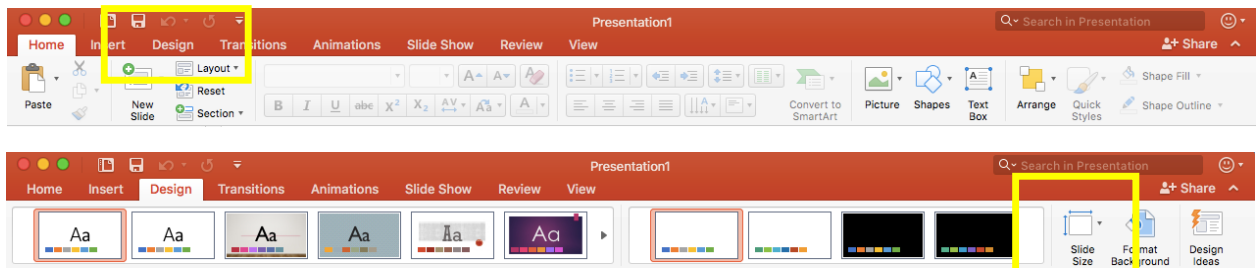
Poster Set Up Instructions

Setting-up/Formatting a Poster

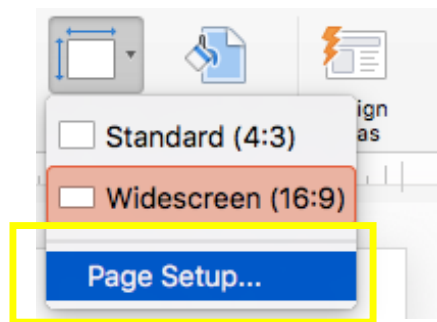
Use this guide when designing your poster to avoid problems when having it printed by **Printing Services**. This reference illustrates how to set up a poster in **PowerPoint**, **PowerPoint Online**, and **Google Slides**

Microsoft PowerPoint

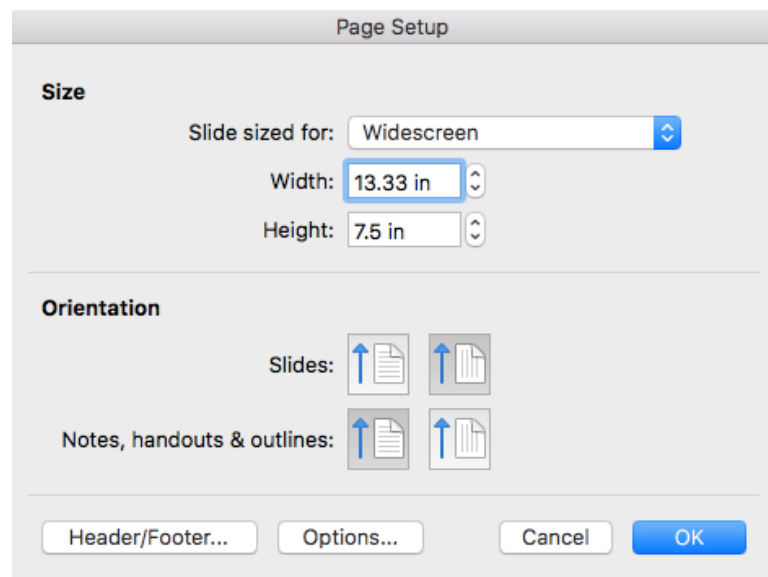
- 1.) Open PowerPoint and create a **Blank Presentation**
- 2.) Before adding anything to the slide, go to **Design** then click **Slide Size**



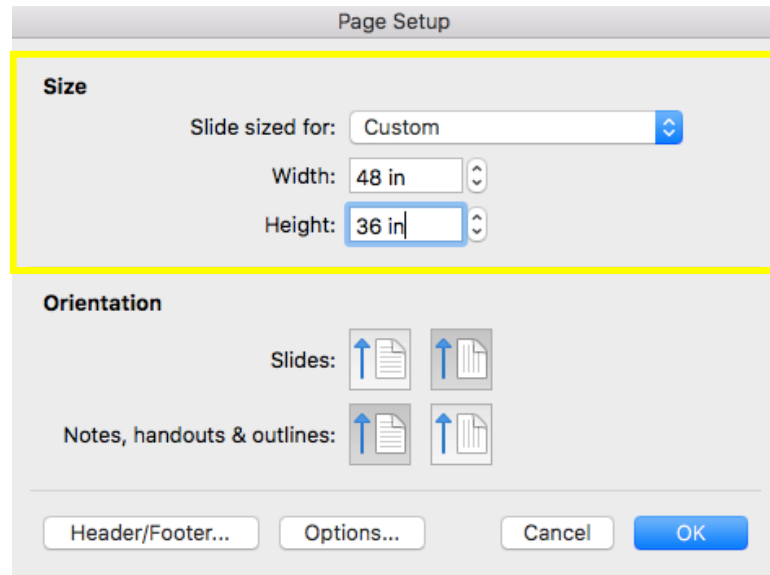
- 3.) When you click on **Slide Size**, a menu will drop down. Click **Page Setup...**



- 4.) A window will appear with several options



- 5.) In this window, you can set size of your poster by setting the width and height of your slide
- Most science posters will be 4 feet by 3 feet (48 inches by 36 inches)
 - Most student organization posters will be either 3 feet by 2 feet (36 inches by 24 inches) for tabling or 36 inches by 27 inches for cafeteria posters



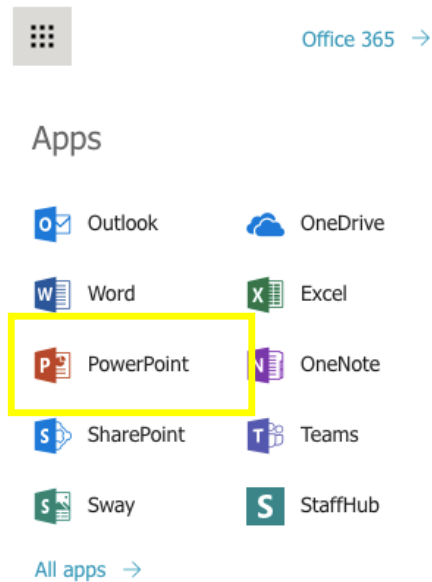
- 6.) When you click **OK**, a window pops up asking about scaling. Since you (hopefully) have not put anything on the slide yet, you can either click **Don't Scale** or **Scale** and it will not have any effect on your end design.
- Note:** if you set the size of your slide AFTER designing your poster, clicking **Scale** will try to scale all content to fit the new size. Typically, this rearranges everything and creates more work for you. By clicking **Don't Scale**, your slide size will increase, but all the content will stay the same size, again creating more work. This is why you MUST set the slide size BEFORE designing.



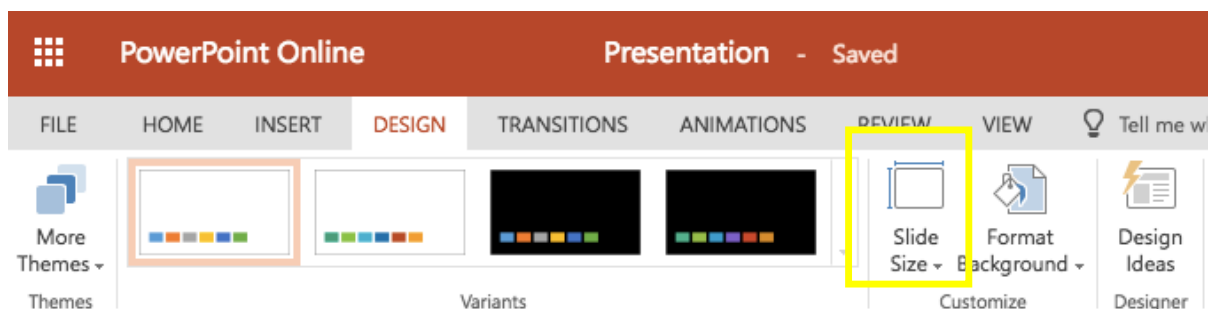
- 7.) Your slide size now represents the final size of your poster and you can begin adding content.

PowerPoint Online

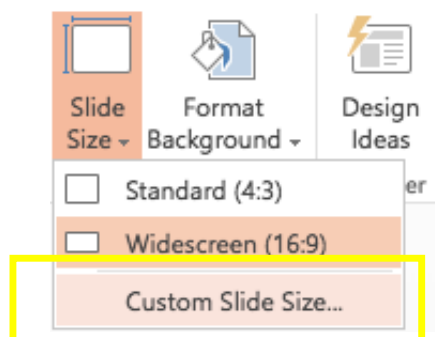
- 1.) From your student Outlook email, go to **Apps** and launch the **PowerPoint Online** application



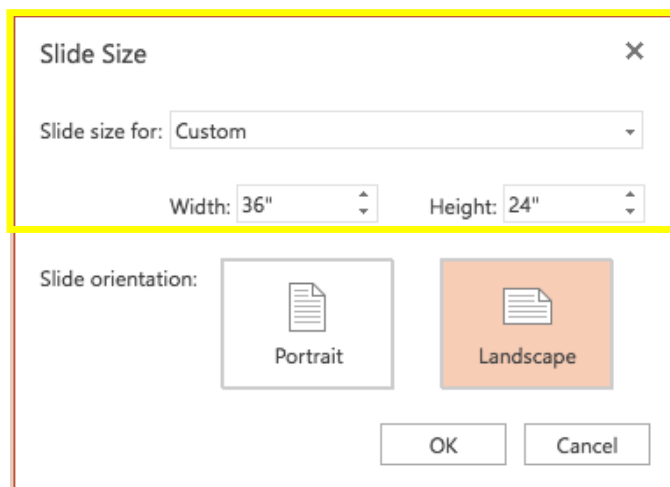
- 2.) Click **New blank presentation**
 - a. If this is a group project, you can share the PowerPoint now or after setting the slide size
- 3.) Before adding anything to the slide, click on the **Design** tab, then click **Slide Size**



- 4.) After clicking **Slide Size**, a dropdown will appear. Click **Custom Slide Size...**

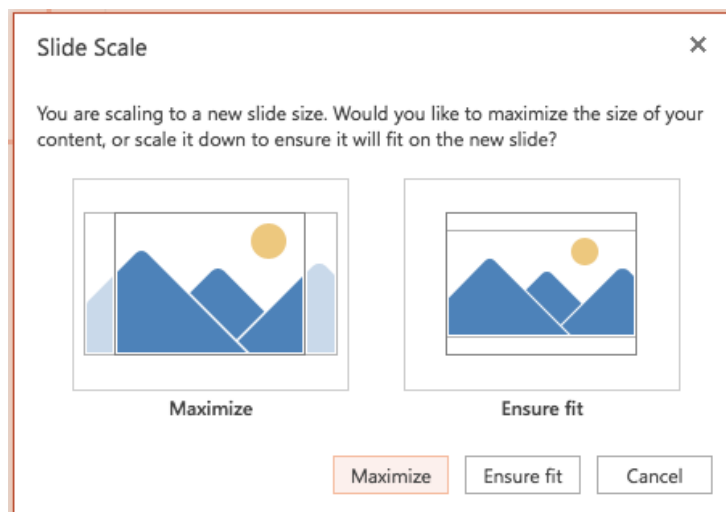


- 5.) A **Slide Size** window will appear. In this window, you can set size of your poster by setting the width and height of your slide
- Most science posters will be 4 feet by 3 feet (48 inches by 36 inches)
 - Most student organization posters will be either 3 feet by 2 feet (36 inches by 24 inches) for tabling or 36 inches by 27 inches for cafeteria posters



- 6.) When you click **OK**, a window pops up asking about scaling. Since you (hopefully) have not put anything on the slide yet, you can either click **Maximize** or **Ensure Fit** and it will not have any effect on your end design.

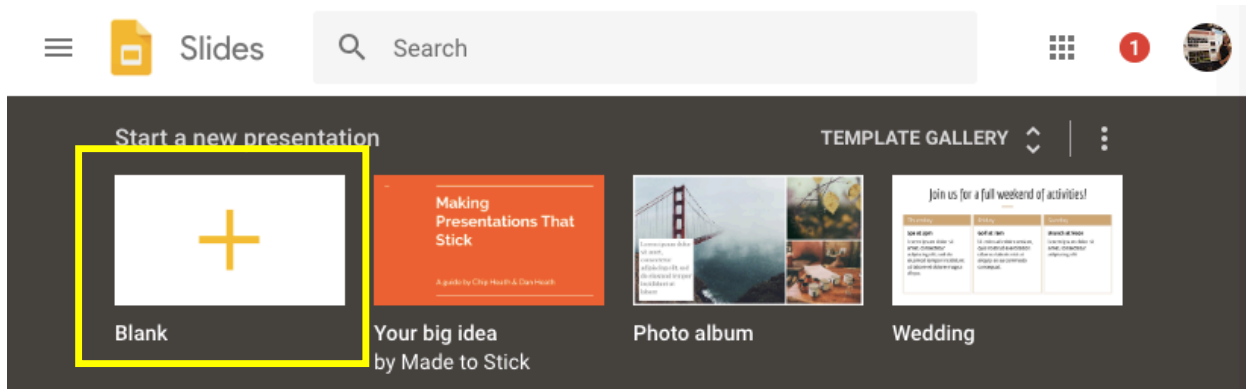
- Note:** if you set the size of your slide AFTER designing your poster, clicking **Ensure Fit** will try to scale all content to fit the new size. Typically, this rearranges everything and creates more work for you. By clicking **Maximize**, your slide size will increase, but all the content will stay the same size, again creating more work. This is why you MUST set the slide size BEFORE designing.



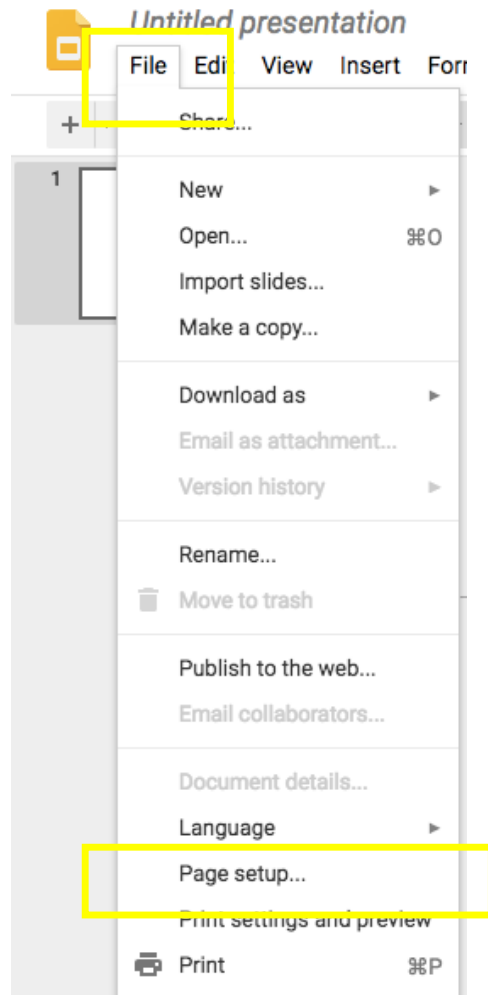
- 7.) Your slide size now represents the final size of your poster and you can begin adding content.

Google Slides

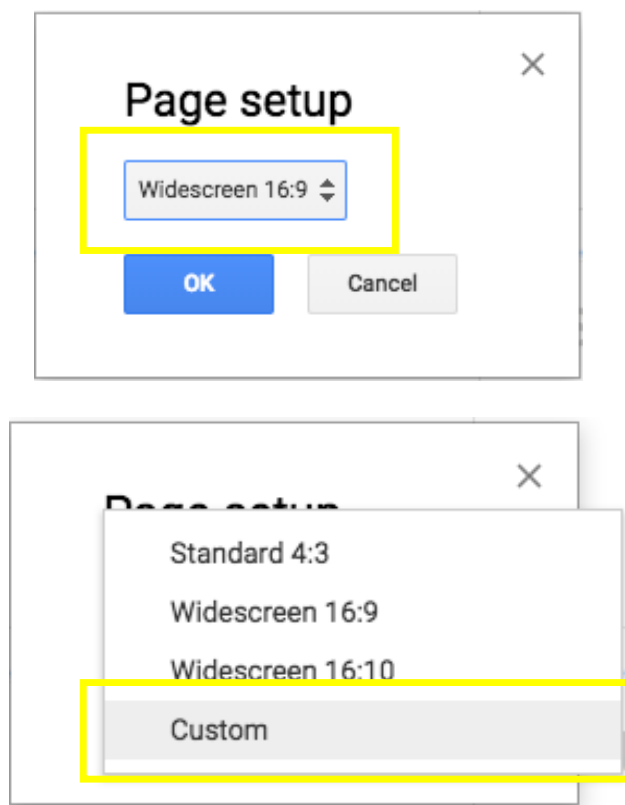
- 1.) While signed in to GMail, go to **Google Slides**
- 2.) Create a **Blank** presentation
 - a. If this is a group project, you can share the PowerPoint now or after setting the slide size



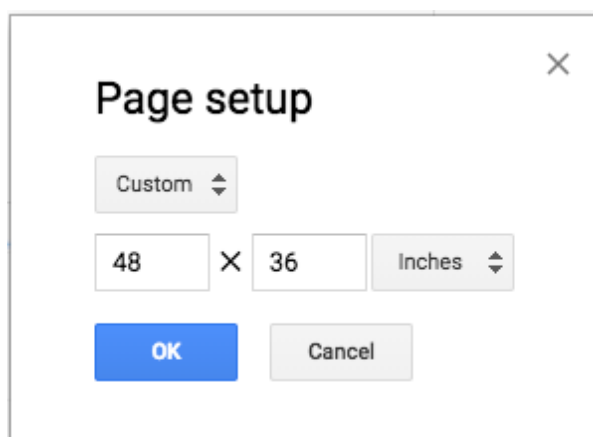
- 3.) Before adding anything to the slide, go to **File**, then click **Page Setup...**



4.) A **Page Setup** window will appear. Click the dropdown menu, then select **Custom**



- 8.) Two boxes will appear where you can type in the dimensions (size) of your slide
- Most science posters will be 4 feet by 3 feet (48 inches by 36 inches)
 - Most student organization posters will be either 3 feet by 2 feet (36 inches by 24 inches) for tabling or 36 inches by 27 inches for cafeteria posters



- 9.) After clicking **OK**, your slide size is now set to the final size of your poster and you can begin designing.

Send files as a pdf to: printingservices@lakeforest.edu
Please give **Printing Services at least 2 - 3 days to complete your poster due to the many requests they receive for the multiple class projects. Thank you**