Power Point Poster Design
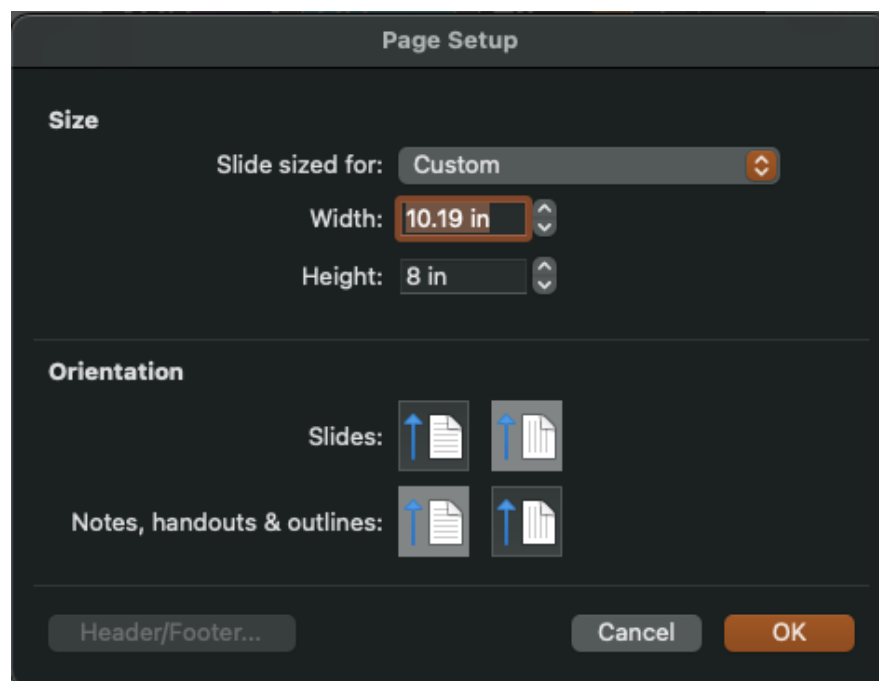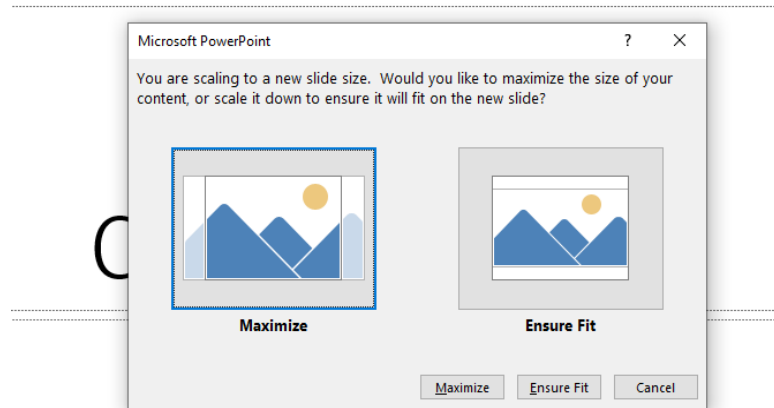
1. Open up a new blank presentation in Power Point
   a. Template users can skip down to step 6

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.
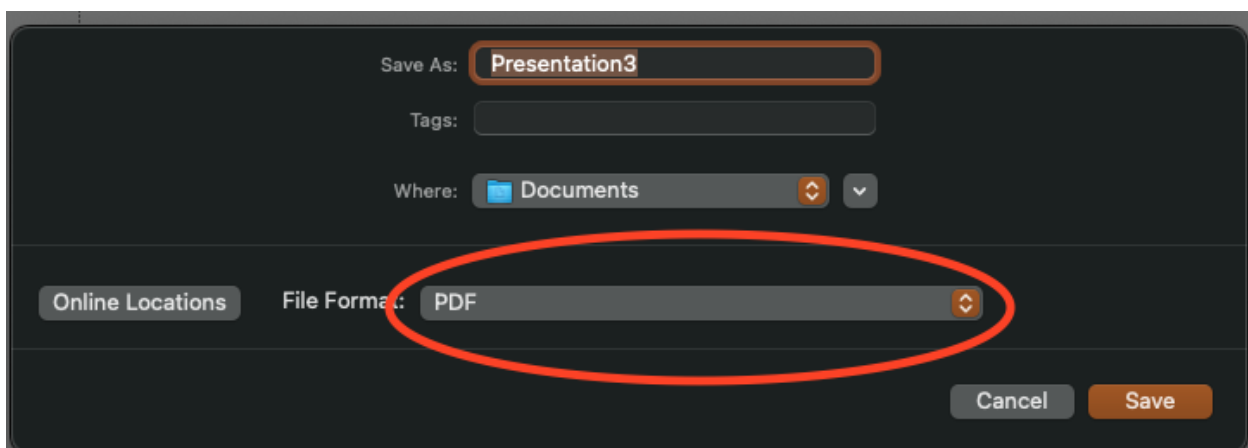
5. If the 'Scaling Menu' pops up, click on 'ensure fit'.

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 🖉. You will change the file format drop down to pdf.

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.