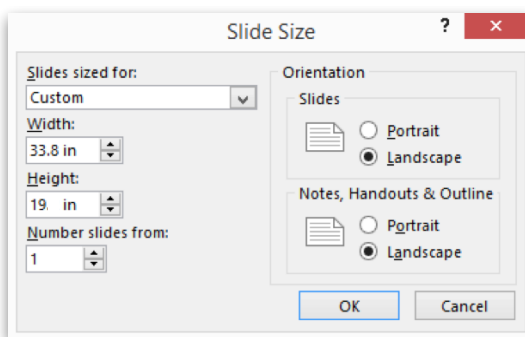


Format and Page Size Requirements For Your PowerPoint ePoster™

-Effective ePosters use more graphics than text-

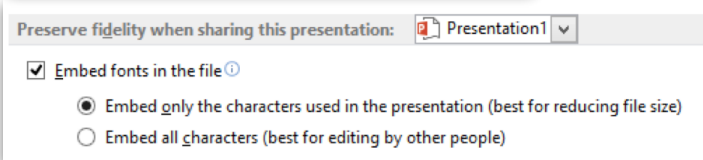
PC Windows:



Go to the “*Design Tab*” click on “*Slide Size*”, on the drop down menu choose **16:9**, then click “*Custom Slide Size*” set it to: “*Custom*” and then set “*width*” to 33.8 in then set “*Height*” to 19.0 in. (**critical setting**).

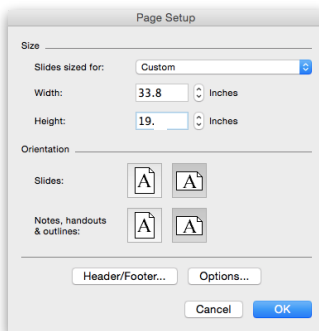
Set to “*Landscape orientation*”.

Click “*OK*” to finalize.



For PCs: To be safe **save your fonts**. In PowerPoint go to “*Options*” then to “*Save*” then at bottom of “*Options*” set to “*Embed Fonts in file*” and choose “*Embed only the characters in the presentation*”

MAC:



Go to the “*Themes*” tab and at the far left click on “*Page Setup*” then select “*Wide Screen (16:9)*”.

Select “*Page Setup*” again holding left mouse button and go to bottom of the tab to select “*Page Size*” then select “*Custom*” and set the width to 33.8 then set height to 19.0 (**critical setting**).

Set to landscape by clicking on the right horizontal orientation icon.

Click “*OK*” to finalize.

SUBMIT: After following the above specifics you now have a rather large “slide” to create your poster. Save as (Poster Number).(Presenter Last Name). PPT or .PPTX file and submit using the link below by **Friday, January 6, 2017**.
<https://www.dropbox.com/request/D1cePdJShjgG5J9UEc5X>

You are allowed to submit one slide only, just as if it were a paper poster.

Questions: call Chris Sherman at 360-708-4226 or email cs@cshermanav.com

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