Social Science Student Symposium

How to create a poster in PowerPoint

1. Create a new, blank presentation in Microsoft PowerPoint.

2. "New Slide" from the "Home" tab ("Insert" menu on Mac) and select "Blank" layout.

3. To change the dimensions of this slide to poster size, select "Page Setup" from the "Design" tab ("File" menu on Mac).

4. Enter desired height and width (standard height and width is around 36" X 48").

5. Design your poster on ONE slide.

6. Once you have finalized your PowerPoint, save as a PDF by clicking Save As, then choose PDF from the drop down menu.

7. Printing: please contact your faculty sponsor for information on printing your poster. Your faculty sponsor may or may not give you a deadline. Be aware that it may take up to a week for your poster to be printed.

BE SURE TO REVIEW FOR ERRORS: posters WILL NOT be reprinted

For more information or to register, please visit the Social Science Student Symposium at https://mkv127.wixsite.com/ssss2018

Any questions should be emailed to:

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