

Print your Showcase Poster for Free!

Deadline to Submit for Free Printing: March 19, 2024, by 5 p.m.



Follow These Easy Steps

- 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 Custom 'Slide Size' from the 'Design' tab
- 4) Enter height = 36" and width = 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. Save the file in this format: JSmith_Poster
- 7) Once completed, submit it [here](#)

Suggestions

- ☐ Check out a previous How-to Video
<https://www.youtube.com/watch?v=qLLl81tyGks>
- ☐ Attend one of our workshops with a draft of your Poster: March 18, 2-3 p.m.

PowerPoint Checklist

- ☐ Orientation: Landscape
- ☐ Dimensions: 36" x 48"
- ☐ Image Settings: Use high resolution images. It will be printed with a semi-matte finish.
- ☐ Save File as a PDF
- ☐ Check for Errors! POSTERS WILL NOT BE REPRINTED!
- ☐ Email SRC@lindenwood.edu with any issues or questions. Missing this deadline means you will have to pay to print your poster elsewhere!

POSTER PICK UP: Once the posters are printed, we will email you to pick them up. They will be available in the rack outside J. Scheidegger Center for the Arts (JSCH), Room 2005 on the St. Charles Campus.