

# Print your Showcase Poster for Free!

**Deadline to Submit for Free Printing: April 14, 2025, by 11:59pm**



## LINDENWOOD SHOWCASE 2025

### 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 dropdown menu. Save the file in this format: JSmith\_Poster
- 7) Once completed, submit it [here](#)

### SUGGESTIONS

- Check out a previous [How-to Video](#)
- Email [SRC@lindenwood.edu](mailto:SRC@lindenwood.edu) with any issues or questions

### 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!

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 at the front desk of the MakerSpace in the back of Butler Hall.