**Preparing Files for Poster Printing**

**POWERPOINT SETTINGS CRITERIA**

* Orientation: Landscape
* Dimensions: 36” X 48”
* Image Settings: We recommend using images with higher resolutions
* Save file as PDF

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\*Posters will be printed with a matte finish

\*The print lab no longer mounts posters onto foam board, but 36” x 48” tri-fold boards will be available for your use at the event, or you may supply your own board to display your poster

* Create a new, blank presentation in Microsoft PowerPoint
* “New Slide” from the “Home” tab (“Insert” menu on Mac) and select “Blank” layout
* To change the dimensions of this slide to poster size, select “Page Setup” from the “Design” tab (“File” menu on Mac)
* Enter height = 36” and width = 48”
* Design your poster on ONE slide *(See “How to Create an Effective Poster” on the* [*Info for Participants page*](http://www.lindenwood.edu/academics/beyond-the-classroom/student-research/srse-information-for-applicants-and-participants/) *for tips & links.)*
* 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

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

**Email your final PDF and dimensions to SRC@lindenwood.edu with the email subject line: [Your Name]–Poster Printing**

**DEADLINE TO SUBMIT FOR FREE PRINTING: April 9, 2017**

**Poster Pick Up**

J. Scheidegger Center for the Arts, Room 2005

Lindenwood University (St. Charles Campus)