Print your Showcase Poster for Free!

Deadline to Submit for Free Printing: April 13, 2026 by 11:59pm

LINDENWOOD SHOWCASE 2026

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 = 48" and width = 36"
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: GreystoneAlex_Showcase2026
7) Once completed, submit it here

SUGGESTIONS

- ✈ Check out a previous How-to Video
- ✈ Email SRC@lindenwood.edu with any issues or questions

POWERPOINT CHECKLIST

- ❑ Dimensions: 48"H x 36"W
- ❑ Image Settings: Use high resolution images. It will be printed with a semi-matte finish
- ❑ Save File as a PDF
- ❑ Name File: LastnameFirstname_Showcase2026
- ❑ 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.