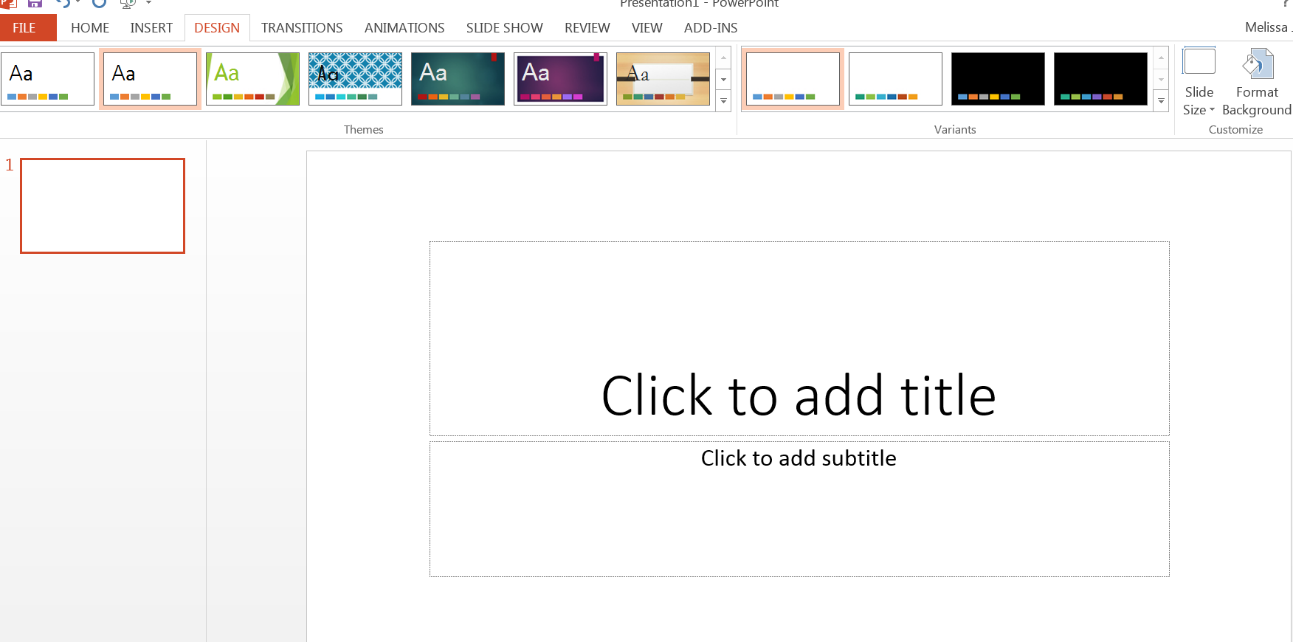
**Poster Setup**

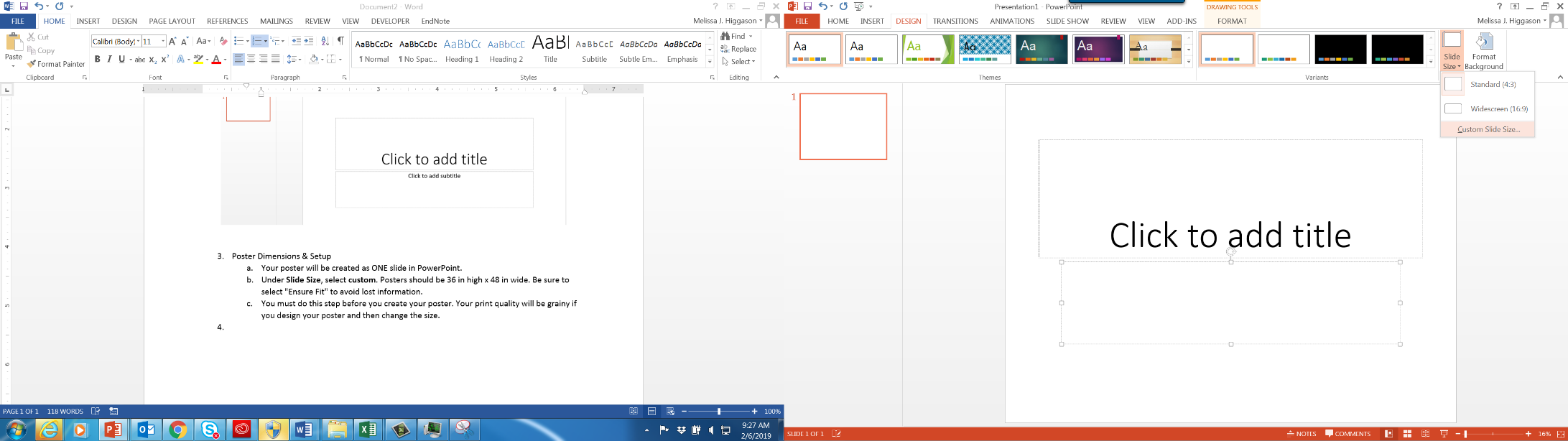
1. Open PowerPoint and choose ***Blank Presentation*** or one of the templates available from Technology Day Webpage.

https://www.pnw.edu/college-of-technology/technology-day-showcase/

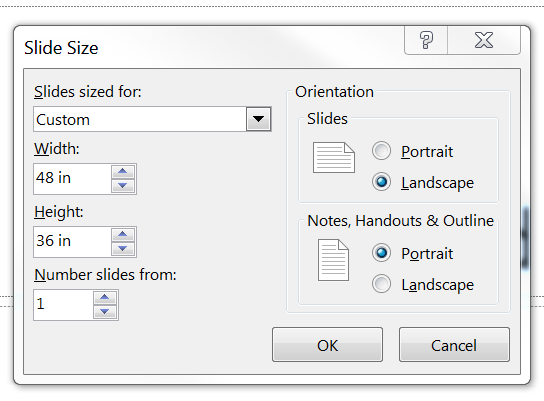
1. Go to the ***Design*** tab in the toolbar. You can change the color scheme. Please note, we will not print posters that do not have a white background. Color accents, photos and charts are acceptable.



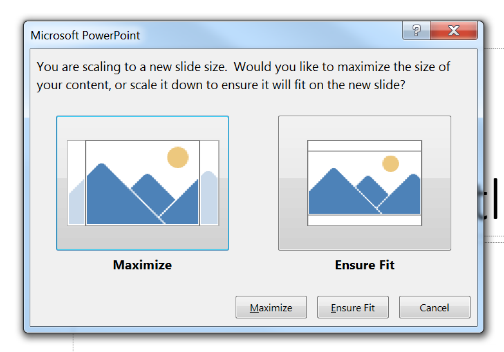
1. Poster Dimensions & Setup
   1. Your poster will be created as ONE slide in PowerPoint.
   2. Under **Slide Size**, select **Custom Slide Size**.



* 1. Once in **Slide Size**, select the following options:
     1. Slides sized for: Custom
     2. Width: 48 in
     3. Height: 36in
     4. Orientation: Landscape
     5. Click **OK**



* 1. You will receive a message stating that you are scaling to a new slide size. Select **Ensure Fit.**



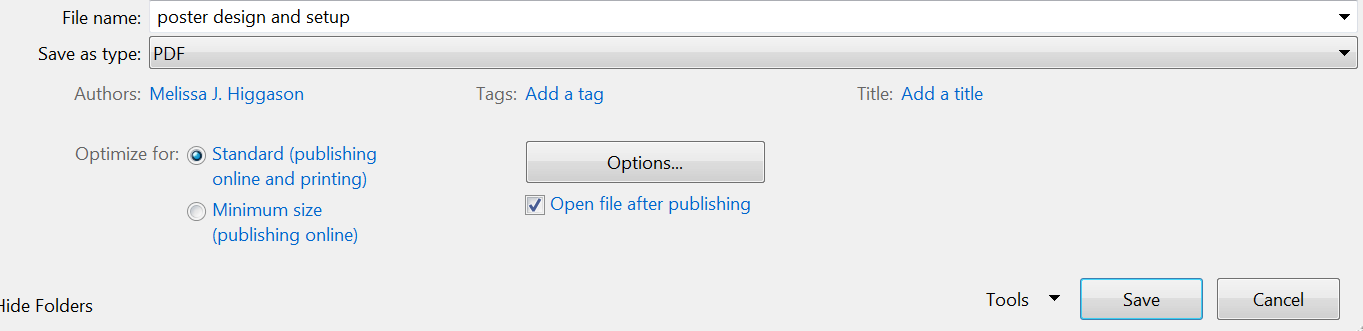
1. You must complete the steps above before you create your poster. Your print quality will be grainy if you design your poster and then change the size.

**Poster Design**

1. Proceed with designing your slide
   1. Text Tips
      1. Insert text with text boxes
      2. Rule of thumb for Font sizes:   
          Title 72-120; Subtitle 48-80  
          Section Headers 36-72  
          Body Text 24-48.
      3. Sans-serif fonts are the best for posters, particularly for the title, subtitle, and headers.
      4. If dividing in columns, arrange flow from top to bottom before moving to the next column.
   2. Graphics
      1. “A picture (or graph/table) can speak a thousand words.”
      2. Use high quality images (.jpg, .gif). Note that scaling images will result in lower resolution.
   3. Poster design resources:
      1. [Purdue Online Writing Lab: SURF Workshop Resources: Designing Scientific Research Posters](https://owl.purdue.edu/owl/subject_specific_writing/writing_in_the_purdue_surf_program/surf_workshop_resources_designing_scientific_research_posters.html)
      2. [Poster Presentations: Design and Delivery](https://www.purdue.edu/discoverypark/duri/sessions/Effective-Poster-Presentations.pdf)   
         Joanne Lax, Graduate Technical Communications and Professional Development Specialist

**Saving and Printing Poster**

1. Select **File, Save As** and Select PDF as the **file type** (please note, your file will not upload if it is not saved as a PDF).



1. Submit your poster by no later than Monday, April 14, 2025 @ 11:59pm to have it printed free of charge by the College of Technology. Please upload only **final, proofed** versions. We will only print one poster per student or registered team.
2. You will be notified when your poster is ready for pickup.