

Tips when Building Poster

Make sure your fonts are big enough for people to read. We recommend at least 24pt for normal text, 48pt for headings, and 72pt for titles. Depending on your font, you may want to go larger -- maybe 40pt, 100pt, and 160pt. If you're making a half-size PowerPoint slide, you would use 12pt, 24pt, and 36pt (or larger) instead.

For best quality, build your poster at its final size or a size closest proportionally to the final size.

How to create/check slide size

To double-check your slide size before starting, open PowerPoint, navigate to the **Design** menu and select the **Size** option, then choose **Custom** and set the desired size.

Converting your PowerPoint to a print-ready PDF

About 30% of PowerPoint files encounter problems when moved from one computer to another (graphics disappear or misprint and text and labels shift position, to name a few).

If you submit as a PDF, they print exactly as they appear on screen. To ensure top quality, please follow these instructions:

Windows

Navigate to the **File** menu > Select **Save as Adobe PDF** > confirm file name and folder location > select **Save**

MAC

Navigate to the **File** menu, then choose **Export** > for the File Format option, choose **PDF** > confirm file name and folder > select **Save**

Reviewing your PDF

Open in Adobe and change the view/zoom to 100%. Scroll around as what you see is how it will print.

If images/pictures are fuzzy or pixilated, replace them with a higher-quality image in your PowerPoint. Images or pictures that come from the web are normally low resolution.