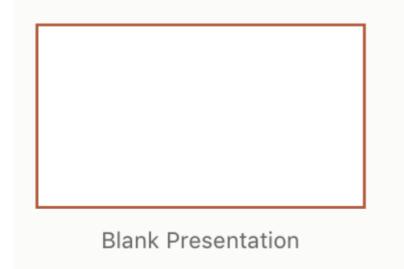


How to set up a PowerPoint slide for Wide Format Printing at The Dorothy J. Wiekamp Educational Resource Commons

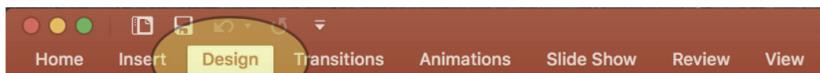
Step 1.

open PowerPoint and Create a **Blank Presentation**.

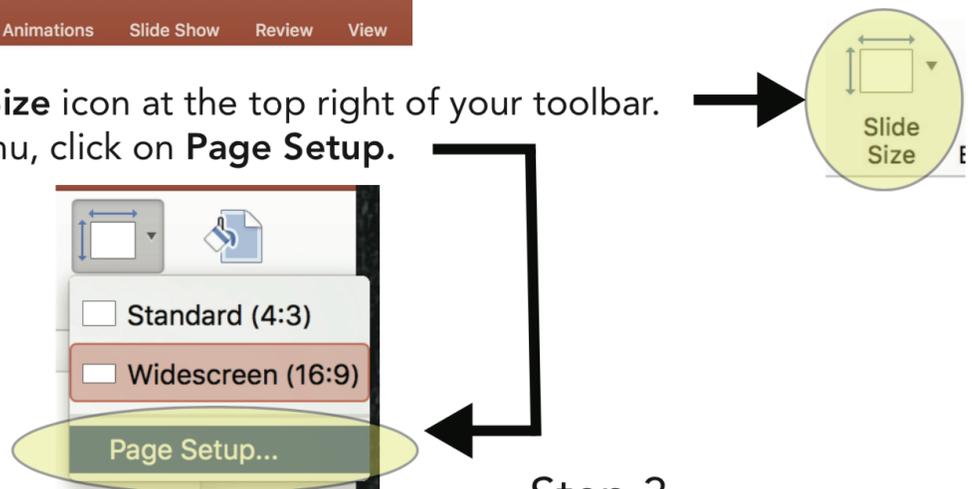


Step 2.

Navigate to your top toolbar, and click on the **Design** tab.

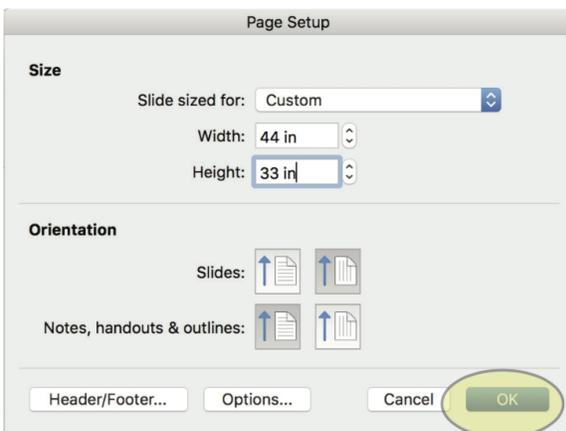


Then click on the **Slide Size** icon at the top right of your toolbar. From the dropdown menu, click on **Page Setup**.



Step 3.

Many conference posters (or posters that are being presented) are generally printed at **44" wide by 33" tall**. This is because the **WERCs** wide format printer can print at 44" wide, so at this ratio, you get the most bang for your buck! Feel free to make the image whatever size you feel is appropriate for your project.



Step 4.

After you click **OK**, the following message will pop up.

Click **Scale** to finish setting up your slide for wide format printing at the **WERC**. When you are finished creating your poster, **Export** it as a **PDF**, and email it to posters@iusb.edu. Expect up to 2-3 business days during the regular semester before your print is finished.

