If you did not download the already formatted Poster Template.

First: Op	en Powe	rPoint (de	sign tab)						
	Presentation1 - PowerPoint								Ŧ
Design	Transitions	Animations	Slide Show	Review	View Er	dNote X8	Acrobat	${\mathbb Q}$ Tell me what you want to do	
Aa		Aa	Ac		Aa	* -			Slide Size + B
	Th	nemes						Variants	Cust
	2								

۸

First: Open PowerPoint (design tab)

Second: Click the "Slide Size" option on the far right of the design tab

Third: Choose the "Custom Slide Size" option at the bottom of this drop down.

	Slide Size	? ×
Slide Format Size * Background Standard (4:3) Widescreen (16:9)	Slides sized for: Custom Width: 40 in ↓ Height: 32 in ↓ Number slides from: 1 ↓	Orientation Slides <u>P</u>ortrait <u>L</u>andscape Notes, Handouts & Outline <u>Portrait</u> <u>Portrait</u> <u>D</u> <u>Portrait</u> <u>O</u> <u>Portrait</u> <u>O</u> <u>Portrait</u> <u>O</u> <u>Cancel</u>
<u>C</u> ustom Slide Size		OK Cancel

The standard poster has a 40 inch width and a 32 inch height.

You may also print your poster in portrait orientation. (The dimensions would be flipped from standard: 32 width and 40 inches height).

Make sure to verify this sizing and that your PowerPoint Slide has been saved as a PDF before uploading it to the Fishbowl for printing.

To save a file as a PDF click on the "File Menu"

There should be a "Save as Adobe PDF" or "Save As" option (when saving you may have to choose the PDF option in "Save as Type").