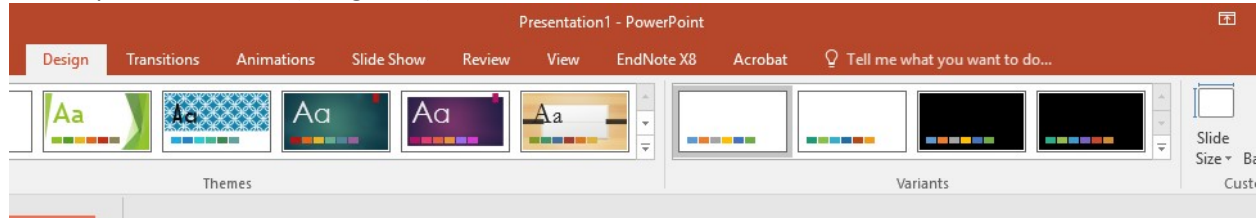


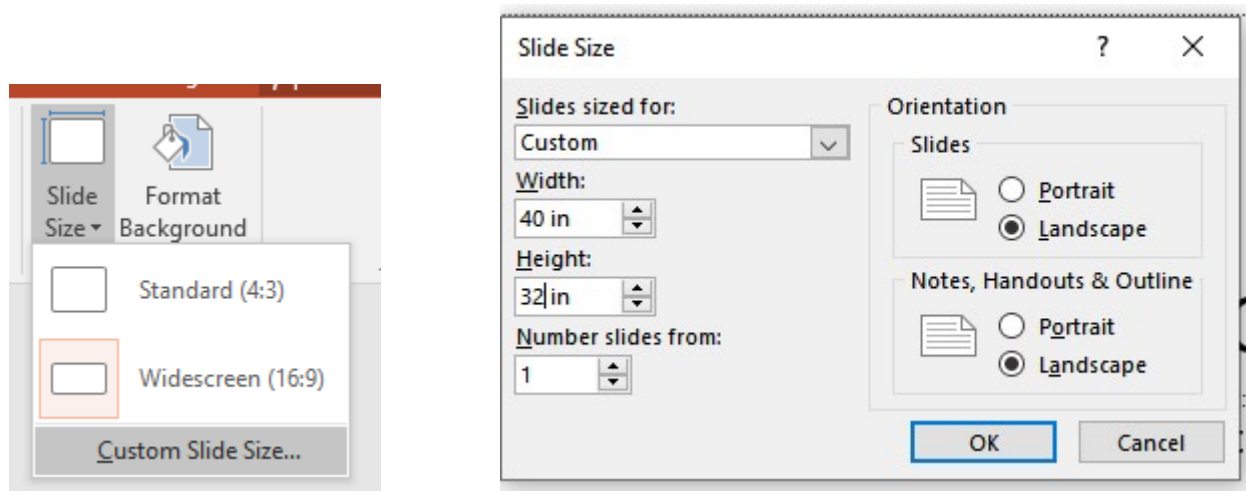
If you did not download the already formatted Poster Template.

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.



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”).