

Poster Print Directions

Power Point 2016

It is very important that you determine the size of your poster before you design it.

The minimum size the poster can print is 12"x18".

The maximum size for the matte paper is 24"x56"

The maximum size for the high-gloss paper is 42"x56"

There is an inch of unprintable area around each poster, so allow an extra inch of border around your desired image size.

1. Open Power Point and begin with a blank slide.
2. Set the dimensions of your poster by selecting the **Design Tab** then **Slide Size** then **Custom Slide Size**. Enter your dimension in inches.
3. Create a box on your slide that will serve to mark your printable area. Click **Insert** then **Shapes**. Choose a rectangle, then add it to your slide. To format, right-click on the shape and choose size and position. Put in the size you want your image to be. Right-click again and choose format shape. Choose a color fill for your background, or choose No Fill.
4. Move your newly created rectangle into the center of your slide.
5. Design your poster. Remember that to type words you must insert a text box.
6. Check your poster by clicking on the View tab and view at 100%. What looks good in a small format may look blurry in large format. If your image is unsatisfactory to you, you may want to consider choosing a different image or making it smaller.
7. When you are satisfied with your design, save it to a flash drive or email it to yourself. Come in to TRAC and we will print it for you.