

Instructions for Poster Formatting:

Format Restrictions

Main document:

- .png or .jpg format are the only file types that may be used.
- Minimum width is 1000px (26.46cm).
- Minimum height is 600px (15.88cm).
- Maximum file size is 3MB.
- No transparent background.

Preview “thumbnail” document:

- .png or .jpg format
- A copy of the main poster document that has been made smaller.
- Recommended width is half of the main document.
- Recommended height is half of the main document.

Resizing your poster to fit the dimension requirements

The most simple way to edit the dimensions of a poster is using a slideshow editor such as powerpoint or keynote. Here we'll show you step by step details on how to change your dimensions.

Powerpoint instructions

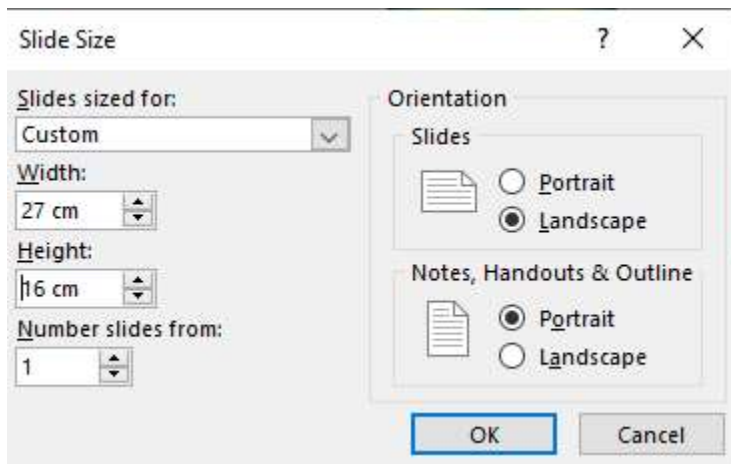
1. Select the **Design** tab of the toolbar ribbon.
2. Select **Slide Size** icon near the far right end of the toolbar.



3. Select **Custom Slide Size**.



4. Change the **Width** and **Height** to be larger than the minimum size guidelines above (26.46cm and 15.88cm) and click okay.



5. Click **Ensure Fit** to make sure the resizing doesn't stretch your poster in an undesirable way.

You are scaling to a new slide size. Would you like to maximize the size of your content, or scale it down to ensure it will fit on the new slide?



Maximize



Ensure Fit

Maximize

Ensure Fit

Cancel

- Repeat to create the preview poster with half of the width and height.