

# POSTER FORMATTING

Format the poster as **one** PowerPoint Slide

**File Page Setup:** Posters cannot be larger than 36" x 48". Our paper is 36" wide. If the smallest side of your poster is smaller than 36", there will be extra white space that you will need to trim from the poster.

**1/2" margins all around (view grid and set to 1/2")**

Right click on slide

Select Grid & Guidelines

Set spacing to 1/2 inch under settings

Click OK.

Make sure that you do not have anything within that outside border of the grid or it will be cut off by the printer.

**File Format:** Save as a file that can be opened on a PC (not Mac), if applicable (pdf is OK).

**Fonts:** Do not use more than two fonts; only use standard fonts (Times New Roman, Courier, Arial, Book Antigua, Comic Sans).

**Color:** Choose the CMYK color palette (not HEX or RGB) to obtain the best printable colors.

**Logos:** **Only official SB logos** should be used on your poster. [The logos can be found HERE.](#)

**Graphs:** If you insert any Excel files into your poster, you must save them as jpeg files prior to insertion.

**WordArt:** Do not use any WordArt with the exception of title

**Files cannot be greater than 20 MB** – this may mean that you have to compress some photographs.

To compress graphics on poster:

- Right-click on one of the pictures on the poster
- Click on "format picture"
- Click the "picture tab"
- Click the "Compress" button
- Click the "all pictures in document" radio button

- Leave all other areas defaulted and hit OK

View poster at 100% and scan to see how it will look when printed. Check for spelling, accuracy, spacing, etc. If you find mistakes after your poster is printed, you will be charged for the printing of a second poster.

**MAC users:** Please save your poster as a pdf if possible and review it carefully before sending.