

Poster Creation and Printing Procedure

Posters submitted for printing should be saved as a .pdf with the desired dimensions of the poster. The Department of Pharmacology & Toxicology's large format printer has a maximum width of 42 inches.

Please submit a poster request using this form: <https://forms.gle/EhzfisHVnxsCoPUMA>

To change the dimensions of a poster created in Microsoft Powerpoint 365:

1. Go to the "Design" Tab
2. Click "Slide Size"



3. Click "Custom Slide Size"
4. Set your width to 42 inches.
 - a. Your poster could be any length, but common sizes are 42-56 inches.
5. Click "Ok"
6. If you're changing the dimensions of a poster which you have already created at a smaller size, powerpoint may ask whether you want to "Maximize" or "Ensure Fit". The option to "Maximize" tends to scale images and text well, but it does not always scale drawn borders. Selecting "Ensure fit" normally adds a larger than necessary margin around your poster.
 - a. The best option is typically to select maximize and make any small corrections.
7. Ensure there is about a ¼ inch margin around your posters.

To save your PowerPoint as a .pdf:

1. Click "File"
2. Click "Save As"
3. Click "Browse"
 - a. Select the location of where you'd like the file to be saved.
4. Click the drop down to the right of "Save as type:" and select "PDF"

To check the dimensions of a .pdf:

1. Open the .pdf file
2. Press Ctrl+D, a window should pop-up that displays the page size.

