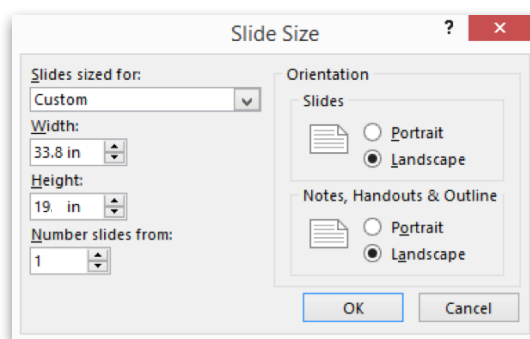


# SWSC ePoster Guide

## Format and Page Size Requirements For Your PowerPoint ePoster™

-Effective ePosters use more graphics than text-

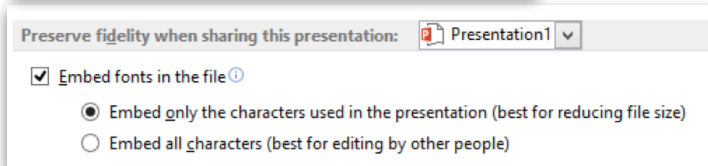
### PC Windows:



Go to the “*Design Tab*” click on “*Slide Size*”, on the drop down menu choose **16:9**, then click “*Custom Slide Size*” set it to: “*Custom*” and then set “*width*” to 33.8 in then set “*Height*” to 19.0 in. (**critical setting**).

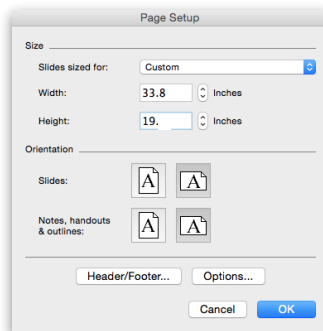
Set to “*Landscape orientation*”.

Click “*OK*” to finalize.



*For PCs:* To be safe save your fonts. In PowerPoint go to “*Options*” then to “*Save*” then at bottom of “*Options*” set to “*Embed Fonts in file*” and choose “*Embed only the characters in the presentation*”

### MAC:



Go to the “*Themes*” tab and at the far left click on “*Page Setup*” then select “*Wide Screen (16:9)*”.

Select “*Page Setup*” again holding left mouse button and go to bottom of the tab to select “*Page Size*” then select “*Custom*” and set the width to 33.8 then set height to 19.0 (**critical setting**).

Set to landscape by clicking on the right horizontal orientation icon.

Click “*OK*” to finalize.

**SUBMIT:** After following the above specifics you now have a rather large “slide” to create your poster. Save as (Presentation Number).(Last Name).ppt/.pptx and upload to the following link by Friday, March 3, 2017:

<https://www.dropbox.com/request/jZa1VD33za5ZGdrDJfRZ>

You are allowed to submit one slide only, just as if it were a paper poster.

Questions: call Chris Sherman at 360-708-4226 or email [cs@cshermanav.com](mailto:cs@cshermanav.com)

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