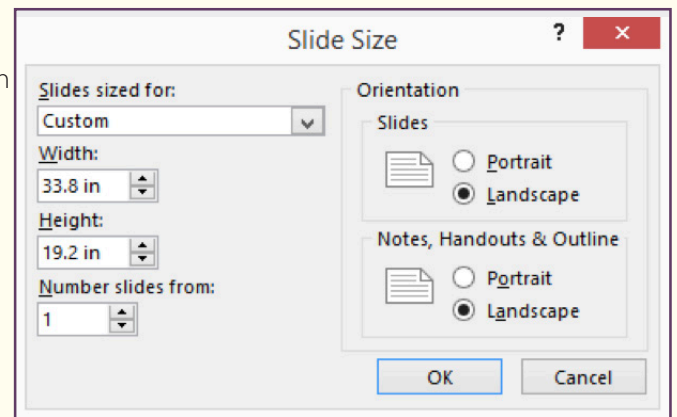# ePoster Format
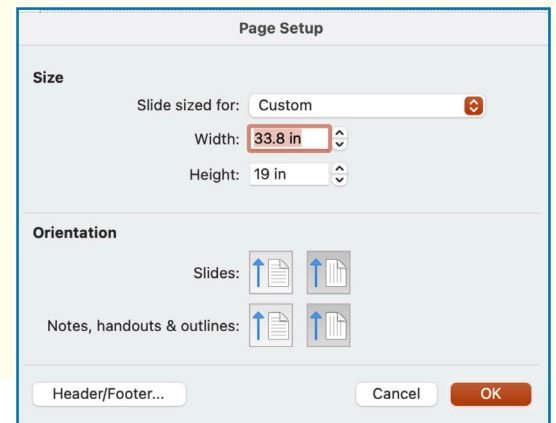
STEP #1: Set Page Size for your PowerPoint ePoster

PC WINDOWS

1) Go to the "Design Tab" click on "Slide Size", on the drop-down menu, then click "Slide sized for:" set it to: "Custom"

2) Set "width" to 33.8" then set "Height" to 19.0"

3) This setting is critical for proper sizing

4) Set to "Landscape orientation".

5) Click "OK" to finalize.

6) For PC's: To be safe, save your fonts.

7) In PowerPoint go to "Options" then to "Save" then at bottom of "Options set to "Embed Fonts in file".

MAC *(PowerPoint for Mac version 16.50)*

1) Go to the "Design" tab, then click on "Slide Size"

2) Select "Page Setup" then set the "width" to "33.8 in" then set "height" to 19 in"

3) These are critical required settings.

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

5) Click "OK" to finalize

STEP #2: Build Your PowerPoint ePoster

1) Build your ePoster as a single slide.

2) You can insert a video(s) anywhere in the slide.

3) You then need to add animation commands to play the video automatically.

4) Save as a .PPT or PPTX.

STEP #3: Submit

Step 3 - Submit
After following the above specifics, you now have a rather large slide to create your ePoster. Save as .PPT or .PPTX file and submit. Save your ePoster by your poster number then your last name. For example: 1-Smith

Upload your poster to Dropbox using this link, <u>click here.</u> Due Sunday, February 11, 2024
Questions? Email <u>janna@southtexasacs.org.</u>