

## Creating a Poster Presentation within MS PowerPoint – Guidance Document

### Using the Template

The EPA Science Forum poster board is 4' tall by 8' long. To maximize use of the space on the board, the Science Forum posters will be a finished size of 40" tall by 90" long. Due to page size limitations within MS PowerPoint, the poster template has been sized to 20" tall by 45" long and should be printed at 200%. Posters prepared in the template can be printed at a smaller size if necessary.

Note: The template contains sample font sizes for the text. You can adjust the font sizes as needed.

### Tips for Creating a New Presentation with the Template

If you already have a presentation prepared and it just needs to be moved to the Science Forum template, here are some convenient ways to do so:

1. Two PowerPoint windows can be used. You can drag and drop the text and figures from individual slides in your original presentation to the Science Forum template. Holding down the *Ctrl* key while doing so will copy the information leaving the original intact. **To also keep the slide backgrounds from the original presentation first save the presentation as a JPG file.**
2. If you already have your poster in PowerPoint in a landscape format then you can move the entire presentation to the template.
  - a. Select *Edit -> Select All* (in the original presentation)
  - b. Select *Edit -> Copy* (in the original presentation)
  - c. Select *Edit -> Paste* (in the Science Forum template)
  - d. Resize if desired.
3. An alternative method of importing an existing poster is:
  - a. From the Science Forum template select *Insert -> Object*.
  - b. Select "Create from File"
  - c. Select "Microsoft PowerPoint Presentation" as the object type and select *OK*. The original PowerPoint file will be in the Science Forum template.
  - d. Resize if desired.

### Printing the Poster on a Large Format Printer

Once the poster has been created, you can print to a large format printer or send the presentation in electronic format to interested parties.

1. Under *File -> Document Properties*, you can confirm the dimensions of the document, which should be 45" x 20."
2. Under *File -> Print Setup* or *File -> Print -> Properties*, select the large format printer in your office (if available).
  - a. Under *Effects* select 200% of normal size.
  - b. Under *Paper* select a size that will fit the full poster size of 40" x 90".
  - c. Select your preferred *Orientation* and select *OK*.
3. Select *File -> Print* to print the document to the large format printer.\*

\* Note: Some files are too large to smoothly be sent to the printer. In order to remedy this, under the *Properties -> Advanced* tab, select *Process Document In Computer*.

If your large format printer cannot print 40" wide, then we suggest printing the poster at either 180% or 190% rather than 200%.