**How to format a poster using PowerPoint**

**After opening PowerPoint and opening a new presentation,**

**under the tab ”Design”, choose Slide Size, then “Custom”.**

**Set the width and height to the dimensions in inches of the poster size prescribed by the conference you are presenting at.**

**You can either look at a previous poster to set up the look of your poster,**

**or simply create 3 or 4 text boxes underneath the title area.**

**Type in text or copy and paste from another document, and insert images as desired.**

**For more details on size of font, etc., see the PowerPoints above.**