## Resizing your poster to fit the dimension requirements

The most simple way to edit the dimensions of a poster is using a slideshow editor such as powerpoint or keynote. Here we'll show you step by step details on how to change your dimensions.

## Powerpoint instructions

1. Select the Design tab of the toolbar ribbon.
2. Select Slide Size icon near the far right end of the toolbar.


Slide Size ${ }^{-}$
3. Select Custom Slide Size.

4. Change the Width and Height to be larger than the minimum size guidelines above ( 26.46 cm and 15.88 cm ) and click okay.

| Slide Size |  | ? $\quad \times$ |
| :---: | :---: | :---: |
| Slides sized for: |  | Orientation Slides |
| Custom | $\checkmark$ |  |
| Width: |  | Portrait |
| $27 \mathrm{~cm} \leqslant$ |  | (- Landscape |
| Height: |  |  |
| $\dagger 6 \mathrm{~cm} \leqslant$ |  | Notes, Handouts \& Outline |
| Number slides from: |  | - Portrait |
| $1 \leqslant$ |  | $\bigcirc$ Landscape |
|  |  | OK Cancel |

5. Click Ensure Fit to make sure the resizing doesn't stretch your poster in an undesirable way.

You are scaling to a new slide size. Would you like to maximize the size of your content, or scale it down to ensure it will fit on the new slide?


Maximize


Ensure Fit
Maximize Ensure Fit Cancel
6. Save File as .png or .jpg

