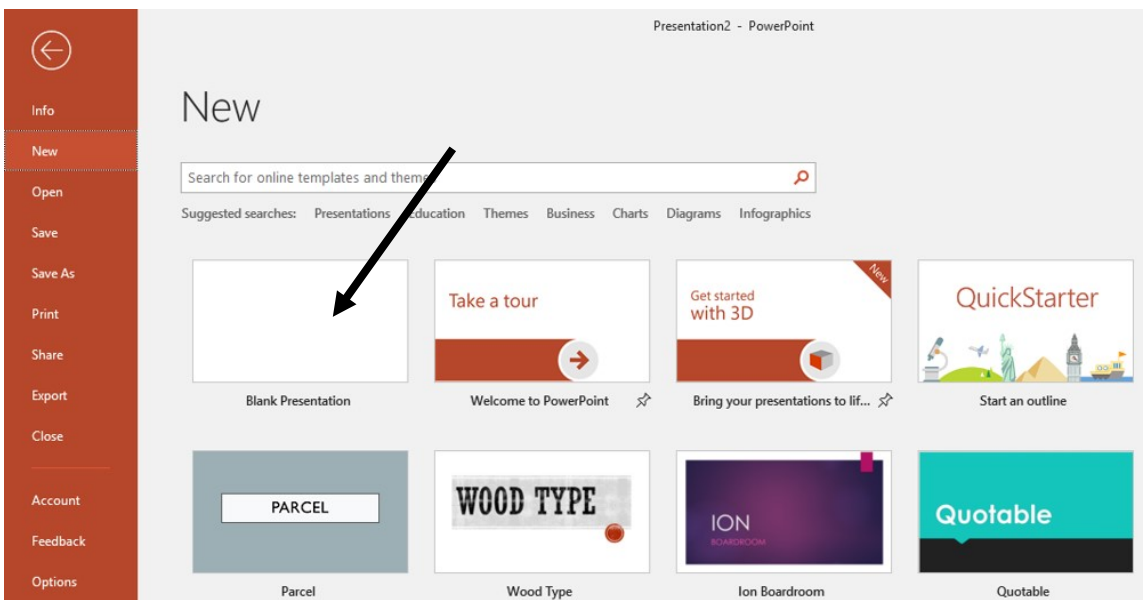


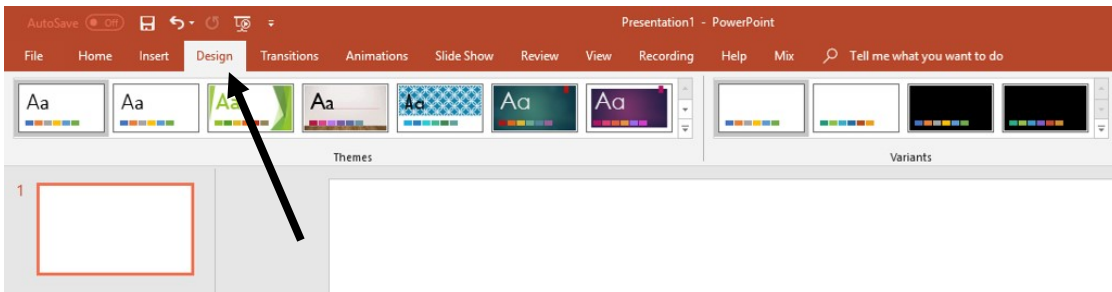
# GTC Student Scholar Showcase Poster Preparation Instructions

Your poster will be designed using one PowerPoint slide set to the dimensions of 36" x 48". You will need to set the size of the slide before you begin working. The instructions given below are using Microsoft PowerPoint 2016. If you are using a different version, you may have to use the help search box to find the same features.

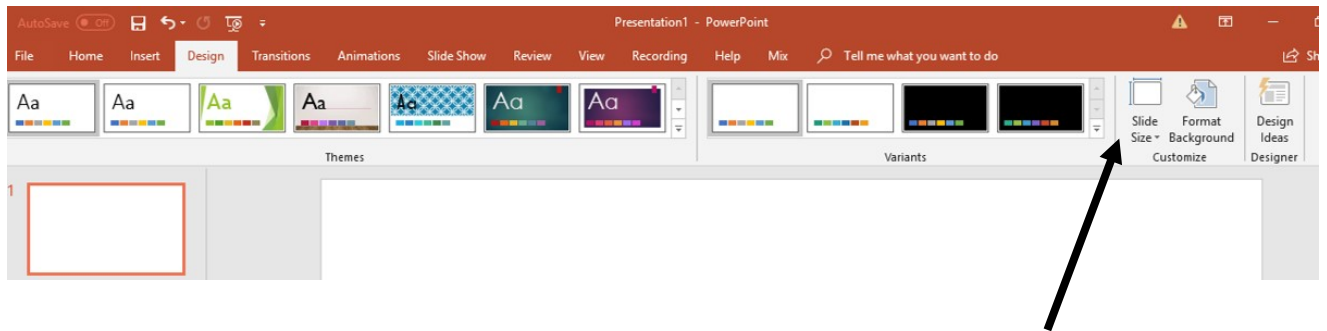
1. Open PowerPoint. You may want to begin with a blank background until you get the content set.



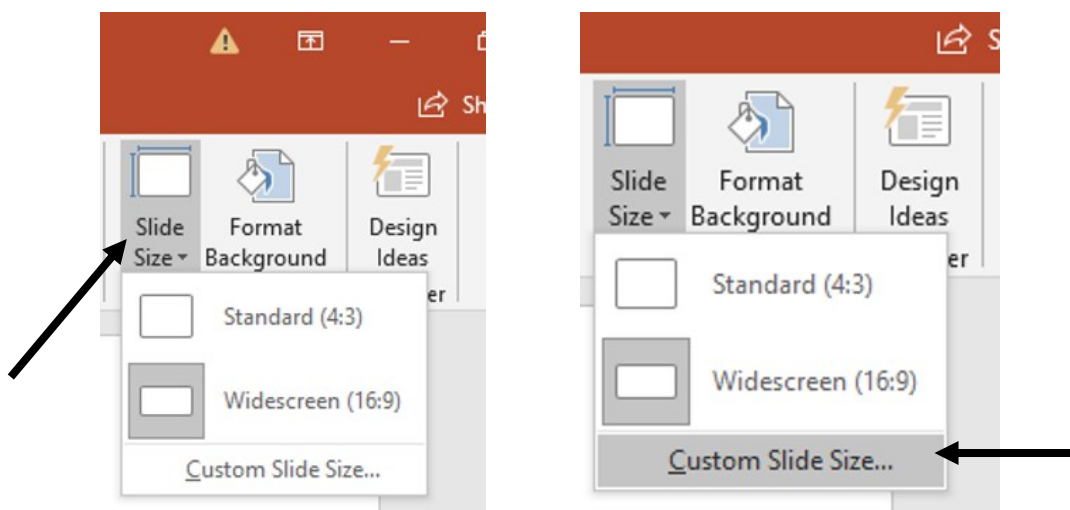
2. Click on the "design" tab.



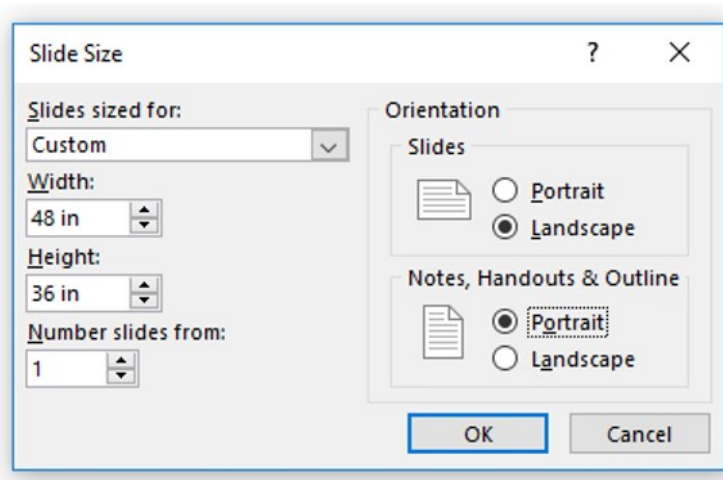
3. Click on "slide size" in upper right.



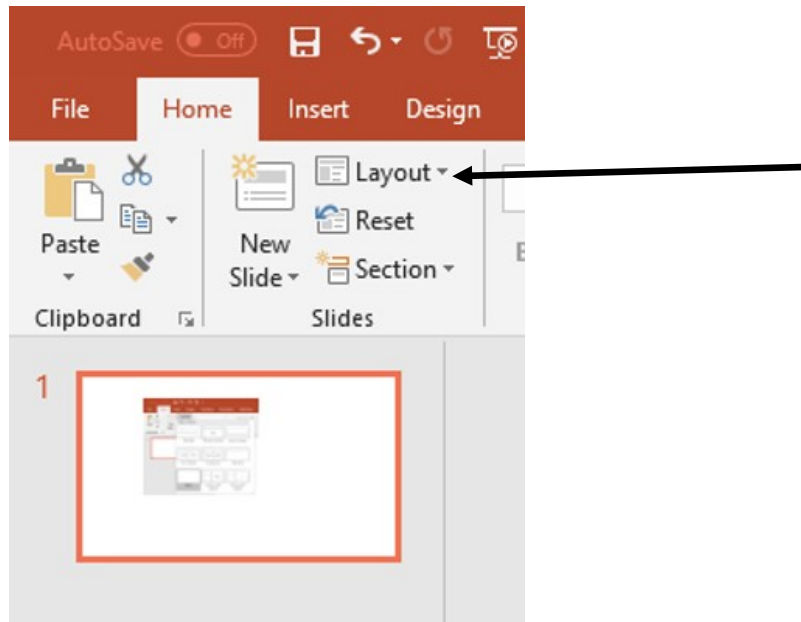
4. Choose "slide size", then "custom slide size".



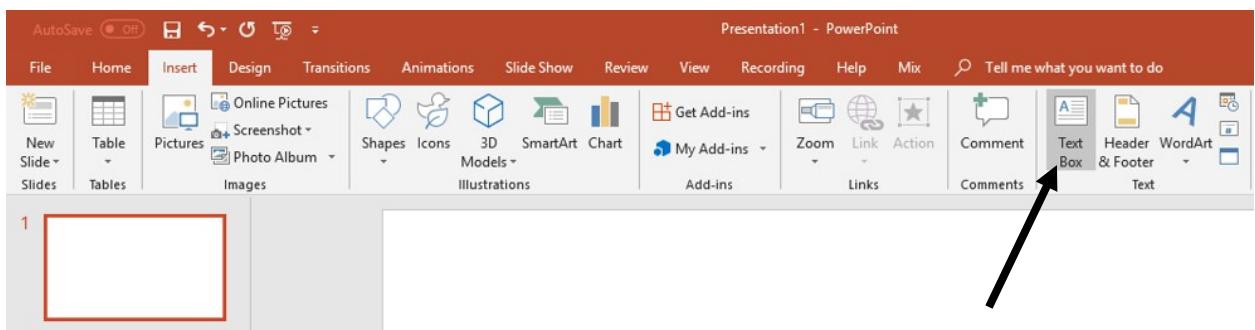
5. In dialogue box, choose:
- Slide sized for: "custom"
  - Width: 48"
  - Height: 36"
  - Click "ok"



6. Click on the "home" tab, then find "layout". Choose "blank".



7. Now you are ready to create your poster.
8. To add text to your poster, use text boxes that are easy to move around when designing the placement. Use text boxes also when adding artwork, pictures, or graphs. You will want to increase the size of the slide view on your screen to focus on one portion at a time by using the controls at the bottom right of the screen.



9. Decide what background color and/or texture you would like. Just remember – the simpler, the better.