Creating a Custom Size Poster

1. Open up Microsoft PowerPoint
2. Select Blank Presentation from the start-up screen
3. Click on the Home Tab in the ribbon at the top of the screen once the presentation opens, then click on Layout
4. Select Blank to get rid of all existing items on the slide
5. Click on the **Design Tab** in the ribbon at the top of the screen

6. Select **Slide Size** in the Right-hand corner, then click on **Custom Slide Size**

7. Enter the width and height of your poster in the pop-up box
a. Check the assignment instructions or conference guidelines to enter the correct poster size.

b. Common sizes:
   i. 18” X 24”
   ii. 24” X 36”
   iii. 36” X 48”

You are now ready to design your poster. Check our other article “Design Tips” to learn how to add high quality images, arrange and align shapes, and create eye-catching text boxes.