

Guidelines for Posters

All posters presented at Create@State should follow these guidelines:

1. **The poster size should be 36"x48" or 48"x36".** See "Setting Poster Size and Saving as PDF" instructions below and "[Poster Templates](#)".
2. **Poster should be digitally created and professionally printed.** See "[Poster Printing](#)" resource
3. **Title, name of presenter(s), and faculty mentor(s) name(s) should be clearly listed at the top of the poster.**
4. **Include all appropriate logos for A-State, academic college, and any organizations or entities that have significantly contributed to your project.** (For example, if your project is funded by a grant, include the grant agency logo on your poster)

Setting Poster Size and Saving as PDF

- **Open PowerPoint**
 - Start a new blank presentation OR
 - Open an existing template
- **Open Slide Size Settings (this may already be done if you are using a template)**
 - Go to the **Design** tab.
 - Click **Slide Size** on the right end of the toolbar.
 - Select **Custom Slide Size**.
- **Enter the Required Poster Size**

Choose **one** of the required dimensions:

 - **36 inches (height) × 48 inches (width)** for **landscape** posters
 - **48 inches (height) × 36 inches (width)** for **portrait** posters

Make sure the **Orientation** matches your chosen layout.
- **Apply Scaling**

When prompted:

 - Choose **Ensure Fit** to prevent content from being cut off,
 - or**
 - Choose **Maximize** to scale content up (you may need to re-adjust elements).
- **Design Your Poster**

Insert text, images, charts, and layout elements.

- Use **View → Zoom** for easier editing.
 - Use **Arrange** tools under the **Home** tab for alignment and spacing.
 - **Export as PDF**
Useful for printing or submission:
 - Go to **File → Export → Create PDF Document**.
 - Select **Standard** and click **Publish**.
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