



# ePoster Guide

## Format and Page Size Requirements For Your PowerPoint ePoster.<sup>tm</sup>

-The most effective ePosters use more graphics than text-

### PC Windows:

Preserve fidelity when sharing this presentation:   Embed fonts in the file  Embed only the characters used in the presentation (best for reducing file size)  Embed all characters (best for editing by other people)

Go to the “*Design Tab*” click on “*Slide Size*”, on the drop down menu choose **16:9**, then click “*Custom Slide Size*” set it to: “*Custom*” and then set “*width*” to **33.8** in then set “*Height*” to **19.0** in. (**critical setting**). Set to “*Landscape orientation*”. Click “*OK*” to finalize.

*For PC's:* To be safe save your fonts. In PowerPoint go to “*Options*” then to “*Save*” then at bottom of “*Options*” set to “*Embed Fonts in file*” and choose “*Embed only the characters in the presentation*”

### MAC:

Go to the “*Themes*” tab and at the far left click on “*Page Setup*” then select “*Wide Screen (16:9)*”.

Select “*Page Setup again holding left mouse button and go to bottom of the tab to select “Page Size” then select “Custom” and set the width to 33.8 then set height to 19.0 (critical setting)*”.

*Set to landscape by clicking on the right horizontal orientation icon.*  
Click “*OK*” to finalize.

**VIDEO:** For a video on a kiosk it should be at least 720p, maximum 1080p, lower resolutions will not look as good on the UHDMI monitor but is acceptable. On the kiosk, a video slider control will allow for the pausing, rewinding and fast-forwarding of your video. Keep the video length as short as possible. Your video can have audio. Save as a single stand alone mp4 video file.

**SUBMIT:** After following the above specifics you now have a rather large “slide” to create your poster. Save as .PPT or .PPTX file and submit.

You are allowed to submit one slide only, just as if it were a paper poster.

Please submit Videos as a single mp4 video file.