Instructions for Printing your Research Day Poster

Open your PowerPoint Presentation
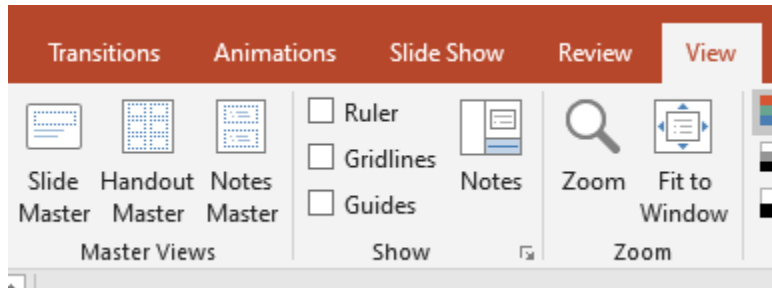
Delete all slides but the Poster

Click File, Save As and name the file Lastname_FirstName_Poster.pptx

(if you have more than one poster, in the filename include a number after 'Poster')
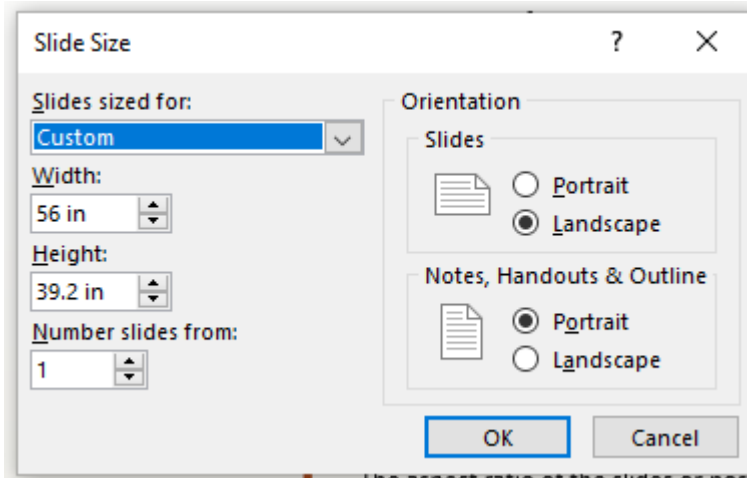
Click View

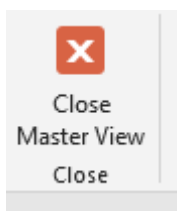*Click Slide Master*

Click Slide Size

Click Custom Slide Size

Make sure width is 56 inches and Height is 39.2 inches.
If you used the correct template, this should already be correct. If Not, Adjust accordingly.

Click Close Master View

If you had to adjust the Slide Size, you **WILL** need to re-format the content on your poster to make it look presentable.
Once you are happy with your poster, Click File, Save as PDF

Open the PDF and make sure it looks the way you want it to.
Email the file lastname_firstname_poster.pdf along with your contact information to;

Copy Connection LLC
copyconnectionllc@gmail.com

The cost to print each poster will be $40.00. ($42.40 with Tax)
Each participant will be responsible for their own printing costs and will make payment directly to Copy Connection when the posters are picked up. Copy Connection accepts Credit, Debit and Cash.

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