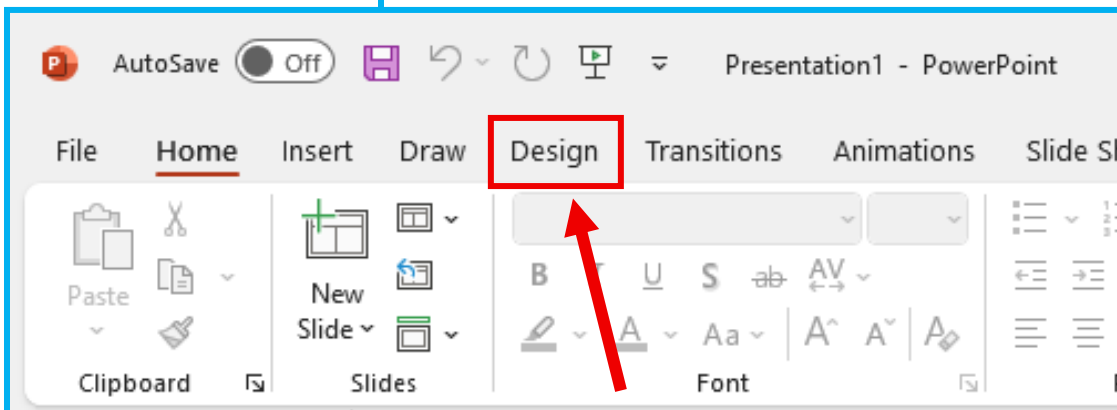
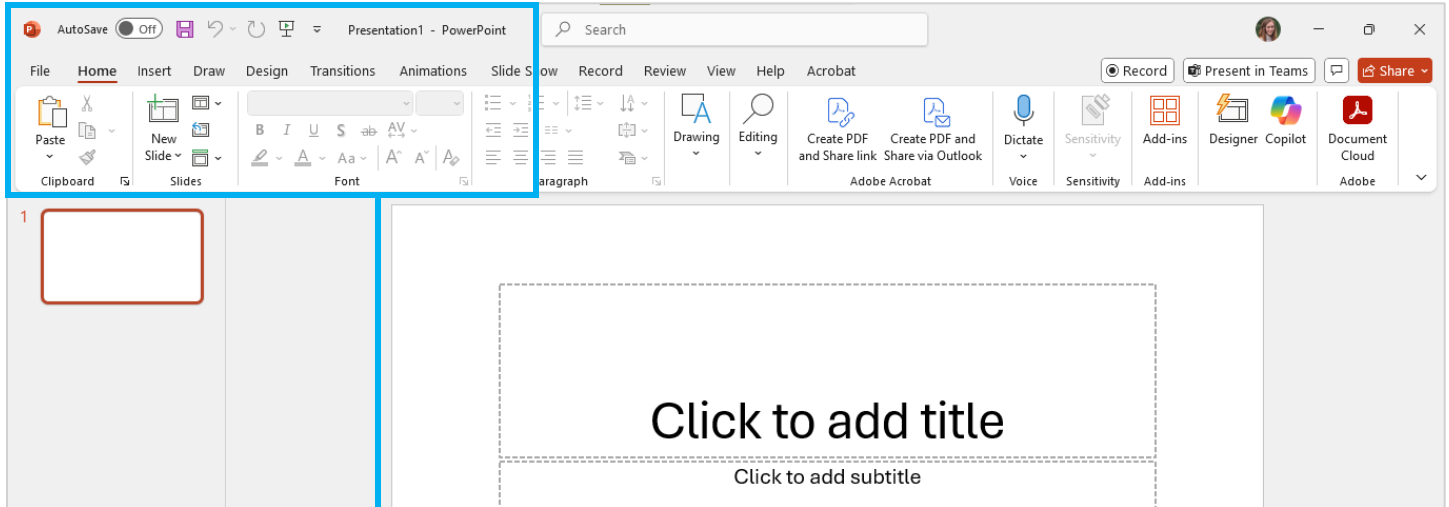


How to Size a PowerPoint to 36 x 24 Inches

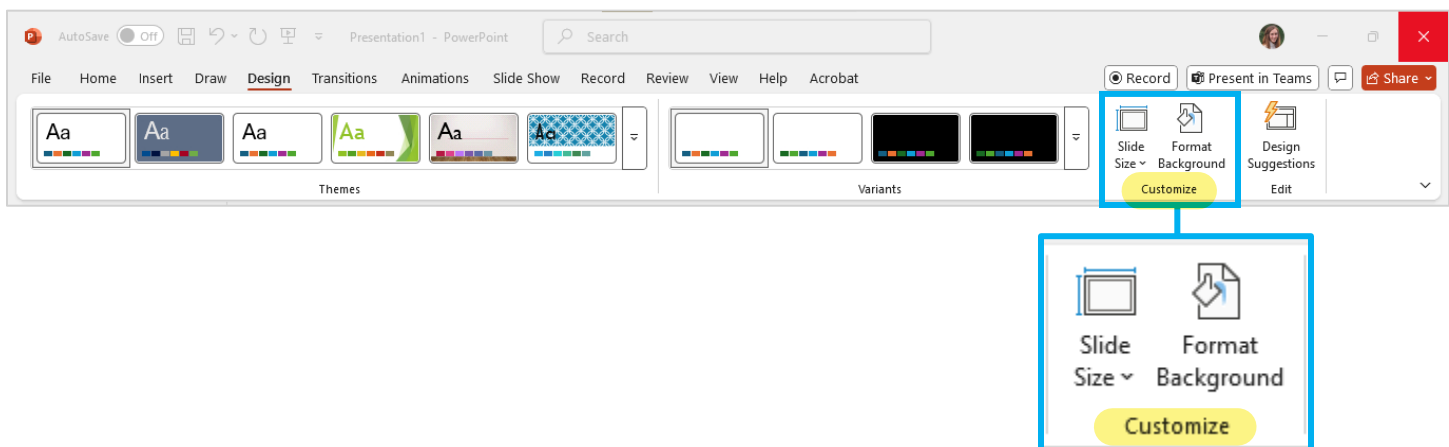
1. Open your PowerPoint.

→ **Pro Tip:** It is recommended you resize your PowerPoint before starting your design. If you are resizing a poster presentation you have already designed, **save a copy** of your file before resizing your slide. This ensures that if something goes wrong, the original design is preserved.

2. Go to the **Design** tab

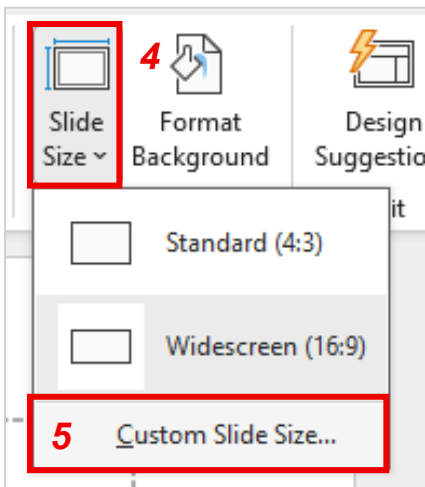


3. In the Design tab, find the **Customize** section (highlighted in yellow below).

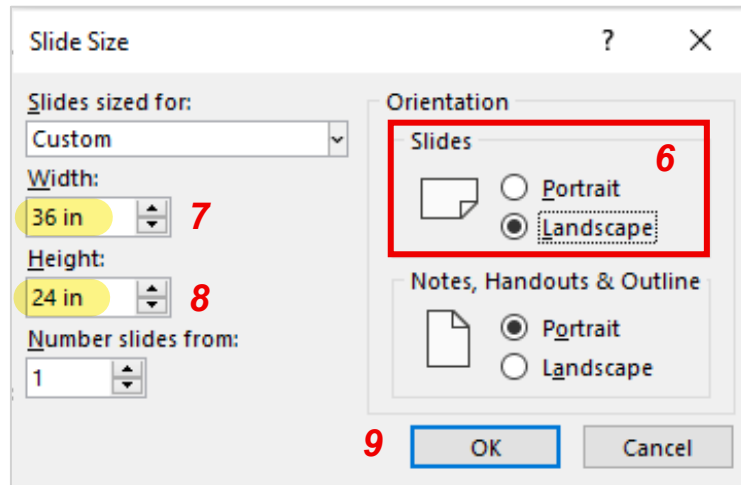


4. Select "Slide Size"
5. Select "Custom Slide Size..."
6. A pop-up window should appear. Under "Orientation," select "Landscape."
7. Enter "36 in" in the "Width" box
8. Enter "24 in" in the "Height" box
9. Click OK

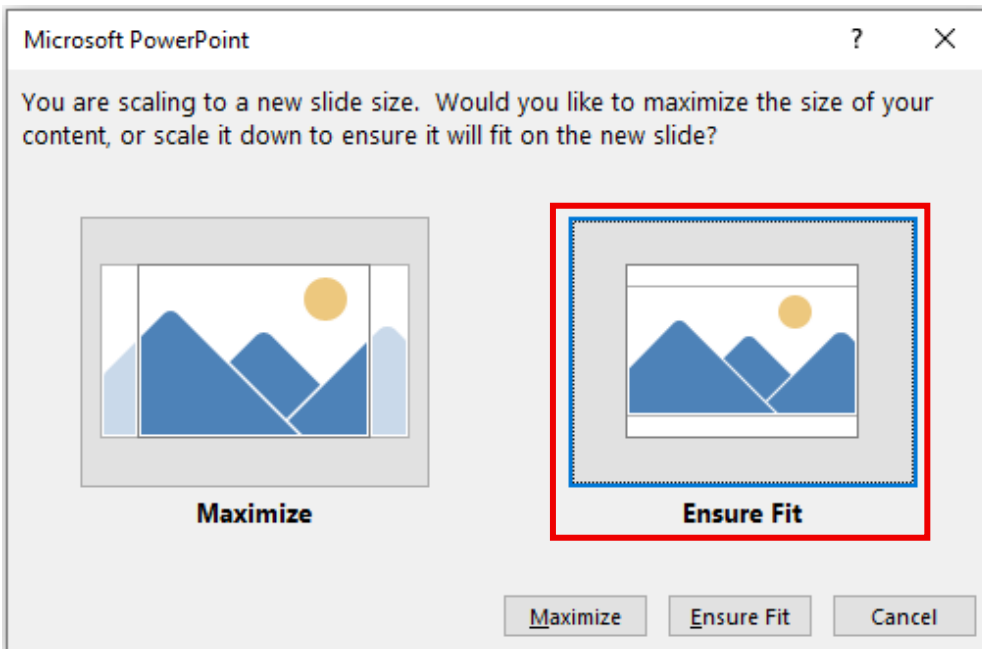
Steps 4-5



Steps 6-9



10. A new pop-up window will appear. Select "Ensure Fit."



11. Your PowerPoint will resize to the specified measurements.
12. Proceed with designing your poster presentation. If resizing a pre-existing design, it may be necessary to adjust elements to the new scale.