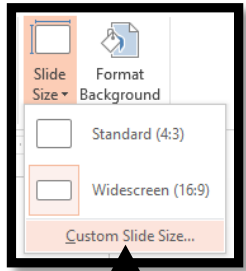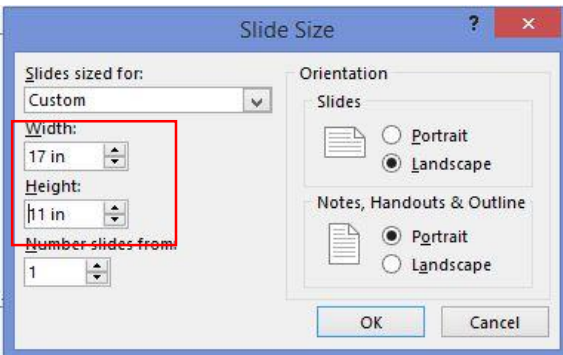# Customizing the Size of Your Slide

These are instructions for Microsoft PowerPoint version 2013 Windows 8.1 PC

Different versions of Windows could look different.

Use these instructions to customize your poster size

1. **Open PowerPoint**, and **Choose Blank Presentation**
2. Click the **Design Tab**
3. Go to the **Customize** section at the far right of the **Design Tab**
4. Click the **Slide Size**
   a. Here you will see two size options: to make your slides a preset size, or the option to customize the slide size.
5. Click the **Customize Slide Size**
6. You will see a pop-up window with different options.
7. Type numbers into the height and width to customize your page size. I've put **17 into the Width** and **11 into the Height** to create an **11x17 Landscape Poster.**
8. Choose **Landscape** or **Portrait** and PowerPoint will adjust the size accordingly
9. Click **Ok** and another pop-up window will appear asking you how you want to size the content. Click **Ensure Fit** button
10. **You are done with this step!**

To Customize Size: Either

- Type numbers into the **Width** and **Height** section
- Or use the **Slides Sized** dropdown option that has preformats for slides

To Orient Poster: The **Slide Size** popup window gives the option to choose if you want the poster to be oriented as a **Portrait** or **Landscape** option.