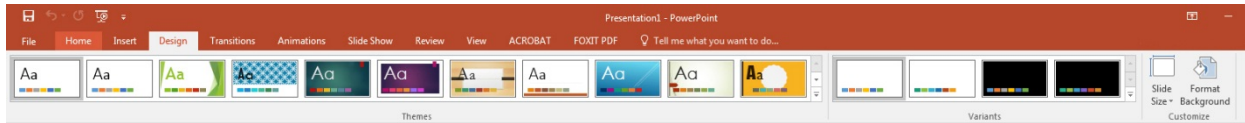
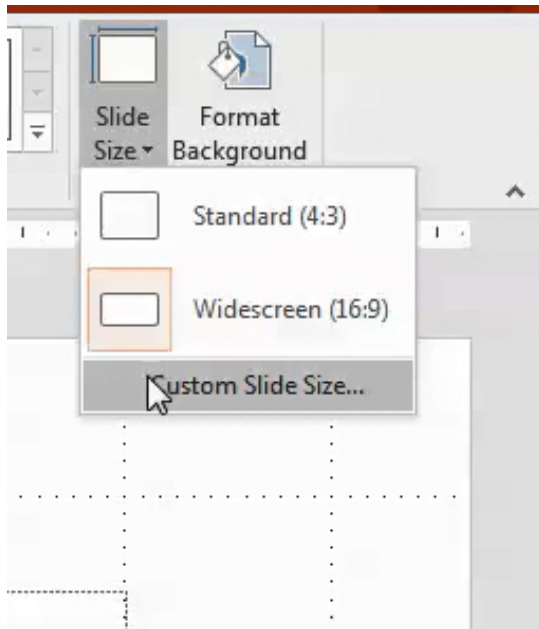


If you are using Microsoft PowerPoint to prepare your file:

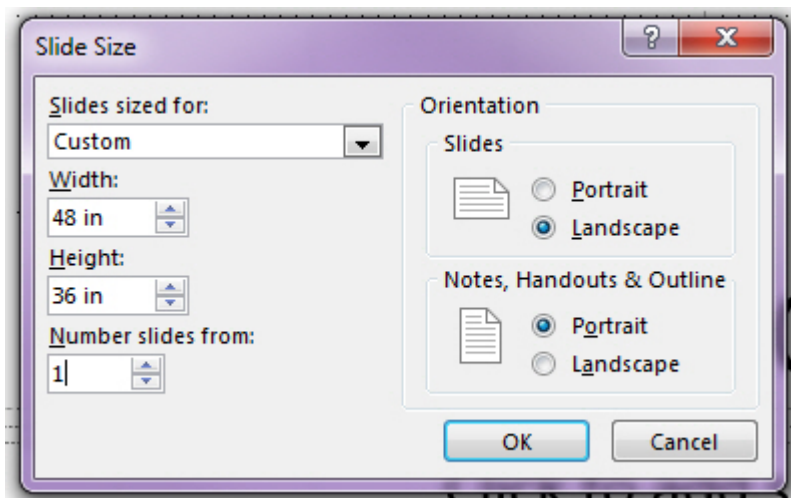
1. On the menu bar, go to **Design**



2. Click on **Slide Size**, then select **Custom Slide Size**



3. On the Slide Size window, enter your selected poster dimension width and height (eg. 36x48 inches or 24x36 inches)



4. Click **“OK”**
5. Now that your slide is set, enter your text, background, images, etc.
6. After entering all your content, save your file as a PDF.