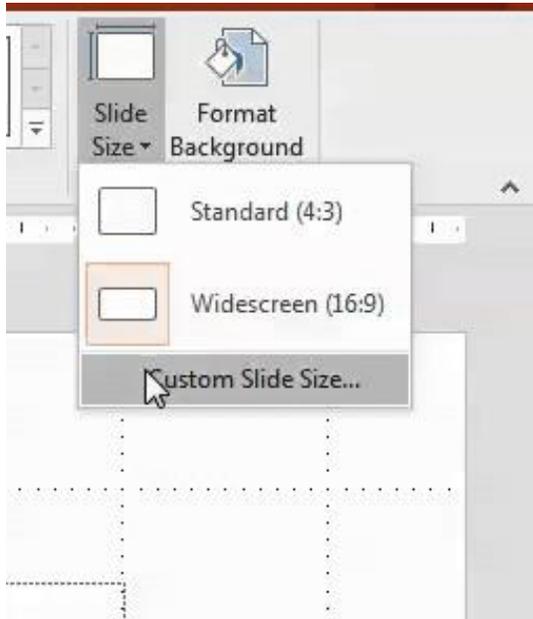


## If you are using Microsoft PowerPoint to prepare your file:

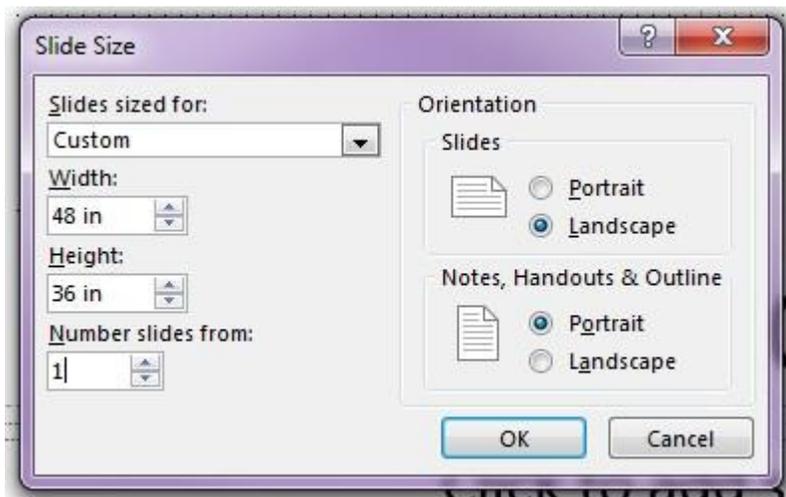
1. On the menu bar, go to Design



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



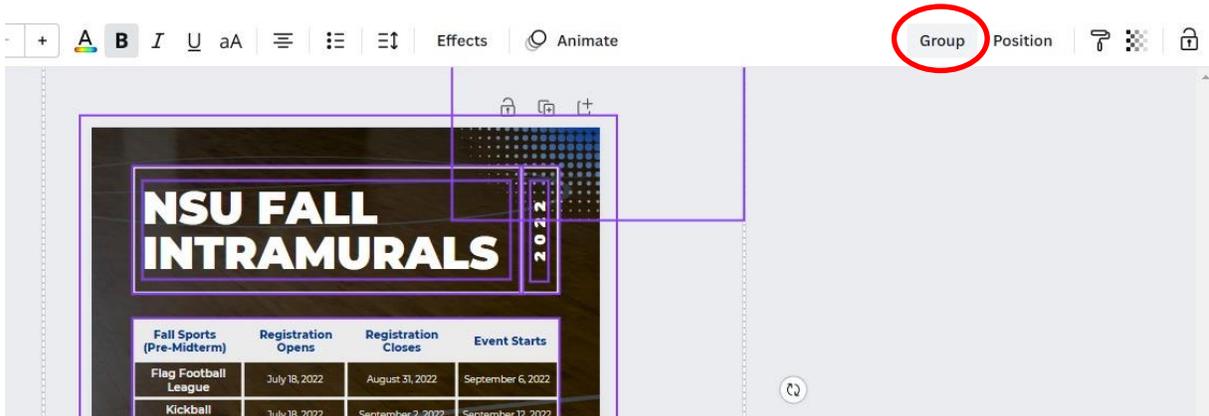
3. On the Slide Size window, enter your selected poster dimension width and height (eg. 36x48 inches or 24x36 inches)



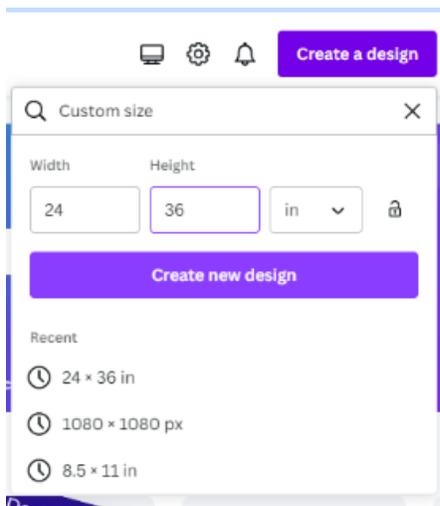
4. Click **“OK”**
5. Now that your slide is set, enter your text, background, images, etc.
6. After entering all your content, save your file as a PDF.

## If you are using Canva to prepare your file:

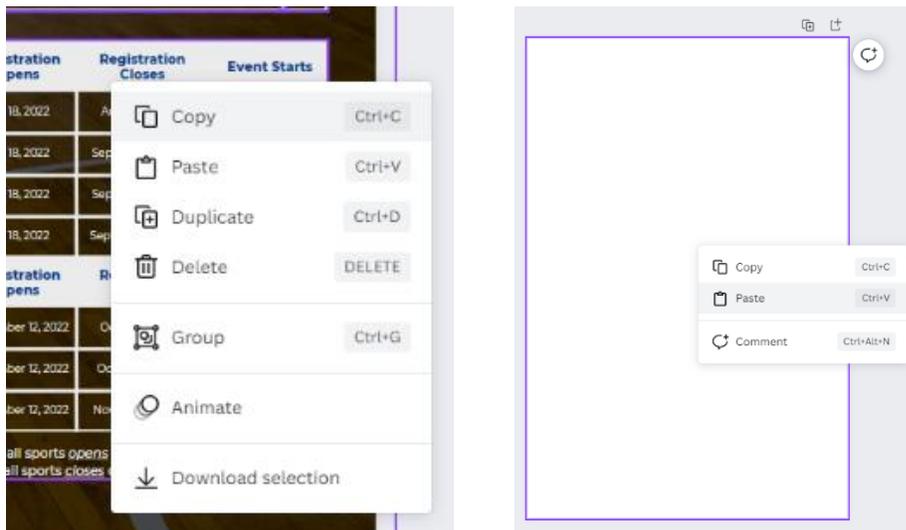
1. **Select all** elements on the page and **group** them



2. Open Canva in a new tab, and create a new blank file that is 24x36 or 36x48 inches

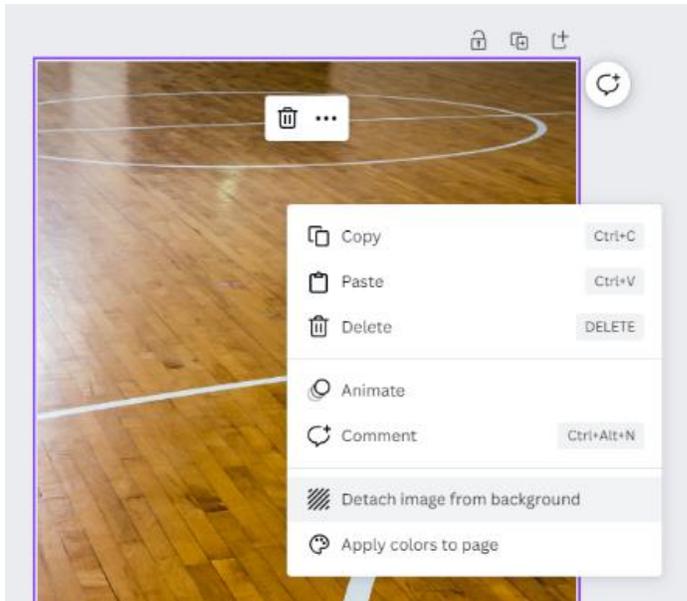


3. **Copy grouped elements** from original file and **paste** into new 24x36 or 36x48 file



**4. If your background image did not copy over:**

- a. Delete group from original file
- b. Right click** background image and select **“Detach image from background”**



- c. Copy image and paste into new file
- d. Right click** image, select **“Replace background”**

**5. Resize and reposition** grouped items to desired size and position

**6. Save as PDF** and check **“Flatten PDF”**

