

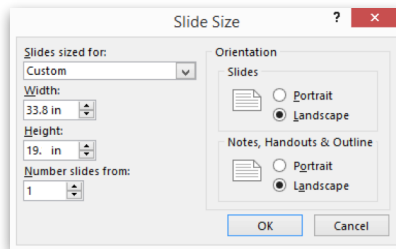
# ePoster Instructions

**New:** You now can create a much more extensive ePoster with multiple slides, video and narration.

-Keep in mind the most effective ePosters use more graphics than text-

## Step #1 Set Page Size For Your PowerPoint ePoster **CRITICAL!!**

### Windows:



Go to the “*Design Tab*” click on “*Slide Size*”, on the drop down menu, then click “*Slide sized for:*” set it to: “*Custom*” and then set “*width*” to 33.8” then set “*Height*” to 19.0”

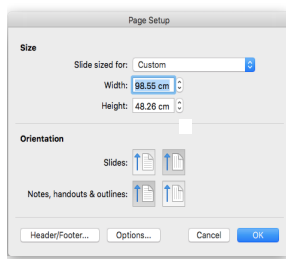
**This setting is critical for proper sizing**

Set to “*Landscape orientation*”.

Click “*OK*” to finalize.

*For PC's:* To be safe, **save your fonts**. In PowerPoint go to “*Options*” then to “*Save*” then at bottom of “*Options* set to “*Embed Fonts in file*”.

### MAC: (Office version 16.19)



Go to the “*Design*” tab and at the far left click on “*Customize*” then select “*Slide Size*” then “*Page Setup...*” sized for “*Custom*” then set the “*width*” to “*85.85 cm*” then set “*height*” to “*48.26 cm*”

**This is a setting is critical for proper sizing**

Set to landscape by clicking on the right horizontal orientation icon.

Click “*OK*” to finalize.

## Step #2 Build Your PowerPoint ePoster

**Single Slide:** Build your ePoster as a single slide. You can insert a video(s) anywhere in the slide. You then need to add animation commands to play the video automatically. Save as a .PPT or PPTX.

**Multiple Slides:** You can create an ePoster with multiple slides. Multiple slides must have a transition and a timing associated with each slide. This timing should match the length of your presentation for each slide as the slides advance automatically while you present. Remember this is a Poster too and will be viewed without you. You will export the PPT to an MP4 video file which will run automatically on the kiosk. Be sure to export it at FULL HD 1920 x 1080 resolution.

During your presentation you have controls to start/stop/and a video slider to control the advancing but if you precisely set the slide timings to match your verbal presentation it will be much smoother without needing to adjust the controls. You can also add narration to the finished slide show. (The audio can be turned off during the live presentations but is very effective during open viewing).

You can insert video(s) in any slide. A video must be “started automatically” and can be a whole screen video or just a window in a slide. The video can be delayed to play within a slide by using the animation controls.

**Video Only:** Submit a mp4 file at 1920 x1080 resolution. You can also submit with narration. (The audio can be turned off during presentation)

## Step #3 Submit:

After following the above specifics you now have a rather large “slide or slides” to create your ePoster. Save as .PPT or .PPTX file and submit. For multiple slides or with videos or a video only do the same PLUS save or export (depending on PowerPoint version) as an “Presentation Quality 1920 x 1080 MPEG-4” (\*.mp4) file.

**Please submit according to the instructions in your notification.**