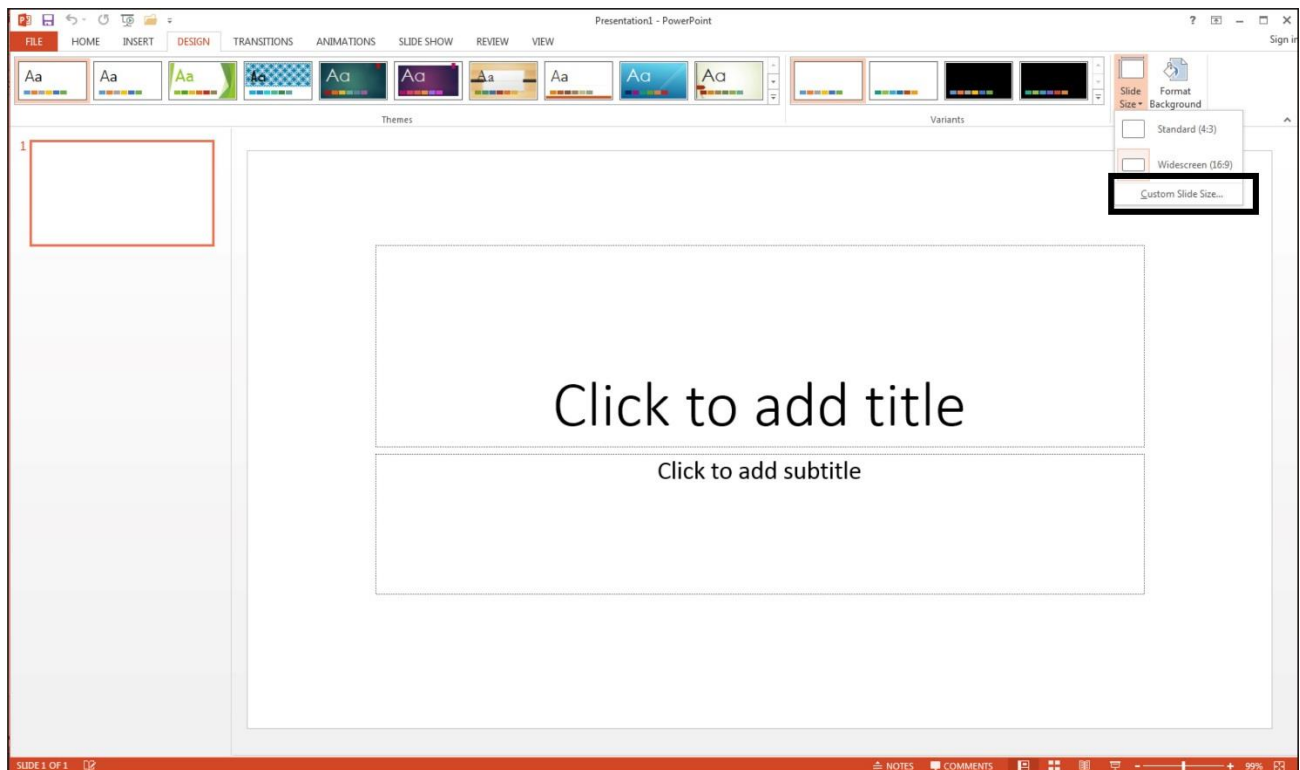


How To Design a Fabric Research Poster with PowerPoint

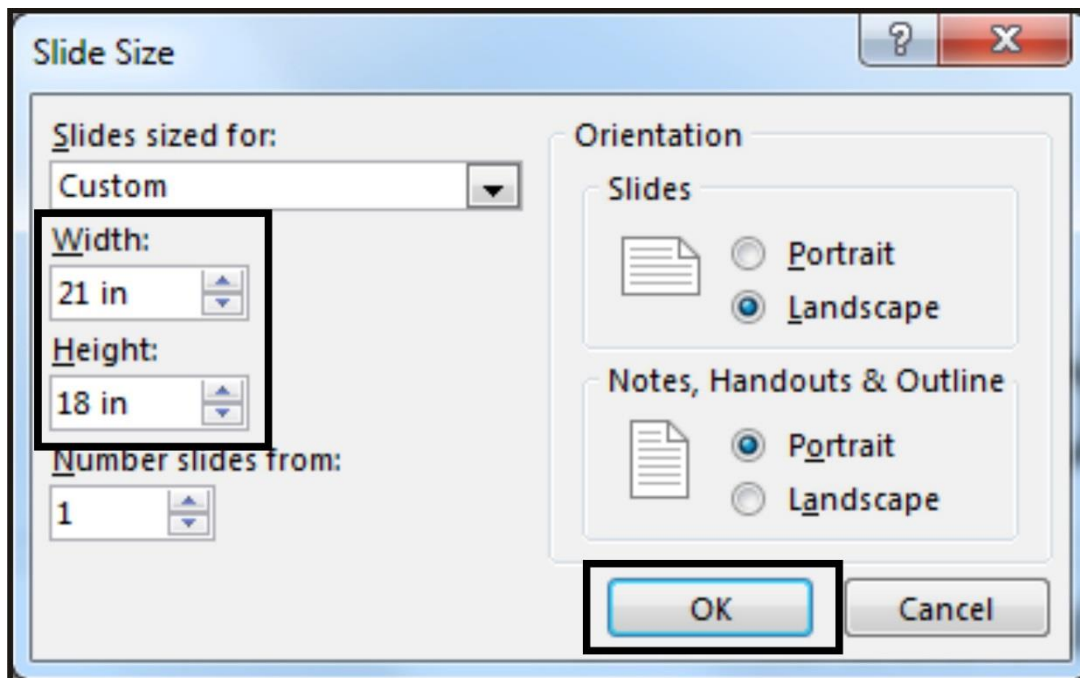
Preparing for a presentation can be stressful enough, and the last thing you want to worry about is how you're going to get your poster printed without breaking the bank. Enter Spoonflower, where you can get a wrinkle and tear-free fabric poster printed for under \$25.

Part 1a: Design Your Poster with PowerPoint

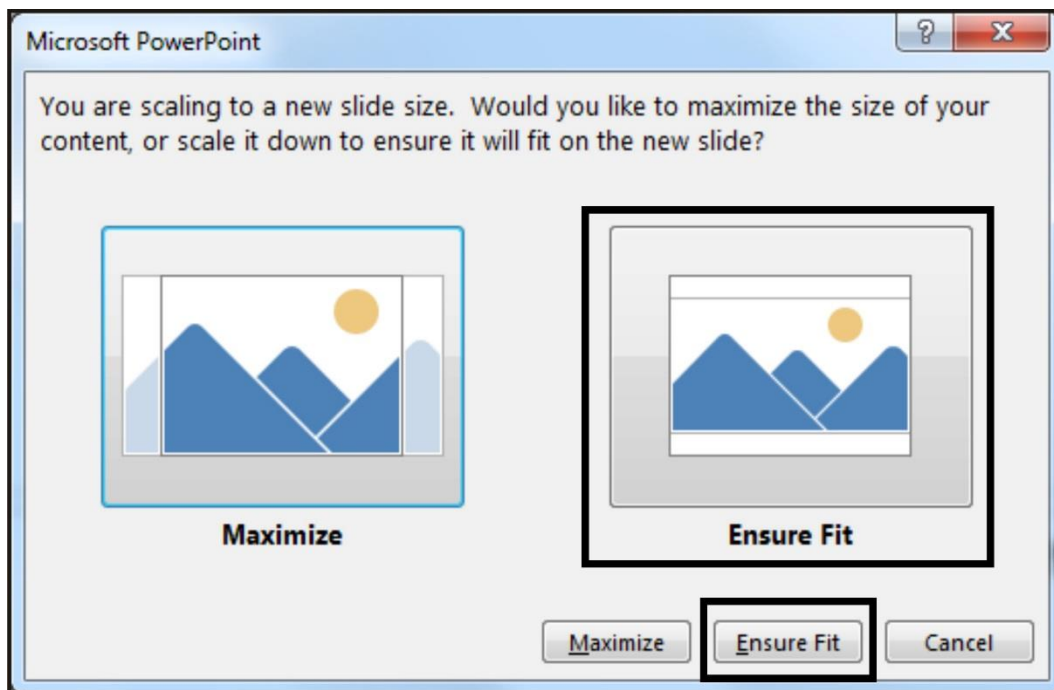
1. Within PowerPoint, select the “Design” menu and the “Slide Size” option. Select the “Custom Slide Size” option from the drop-down menu.



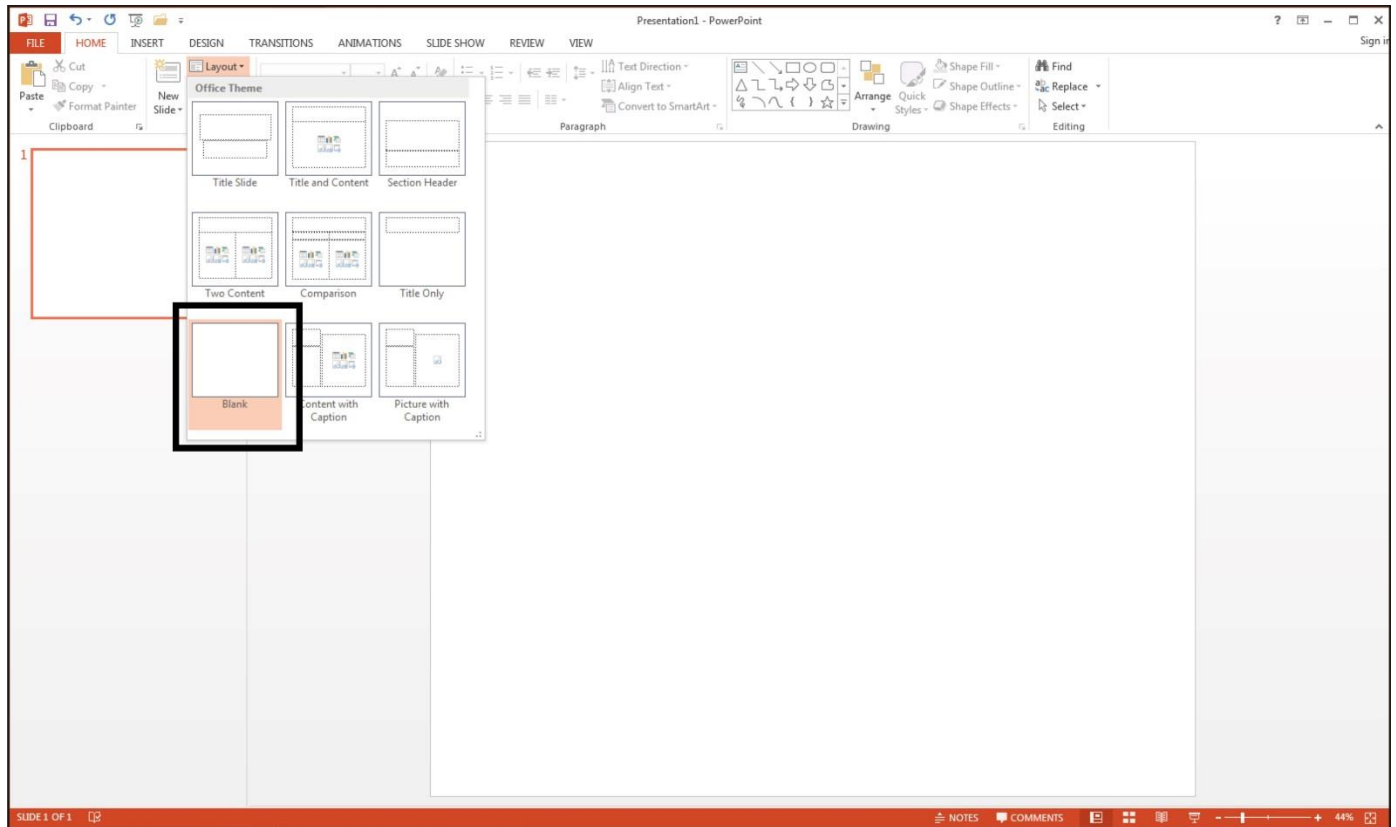
2. PowerPoint can have a difficult time managing large files sizes, so you will want to **adjust your file to be half the final size of your poster**. I want my final poster to be 42” wide and 36” tall, so I will make my slide size 21” wide and 18” tall. In the pop-up box, **change the width measurement to half of your desired width** (in this case, 21 in) and the **height measurement to half of your desired height** (in this case, 18 in.) Click OK to proceed.



3. In the following pop-up box, select “Ensure Fit” to make sure everything will be on the final poster area.



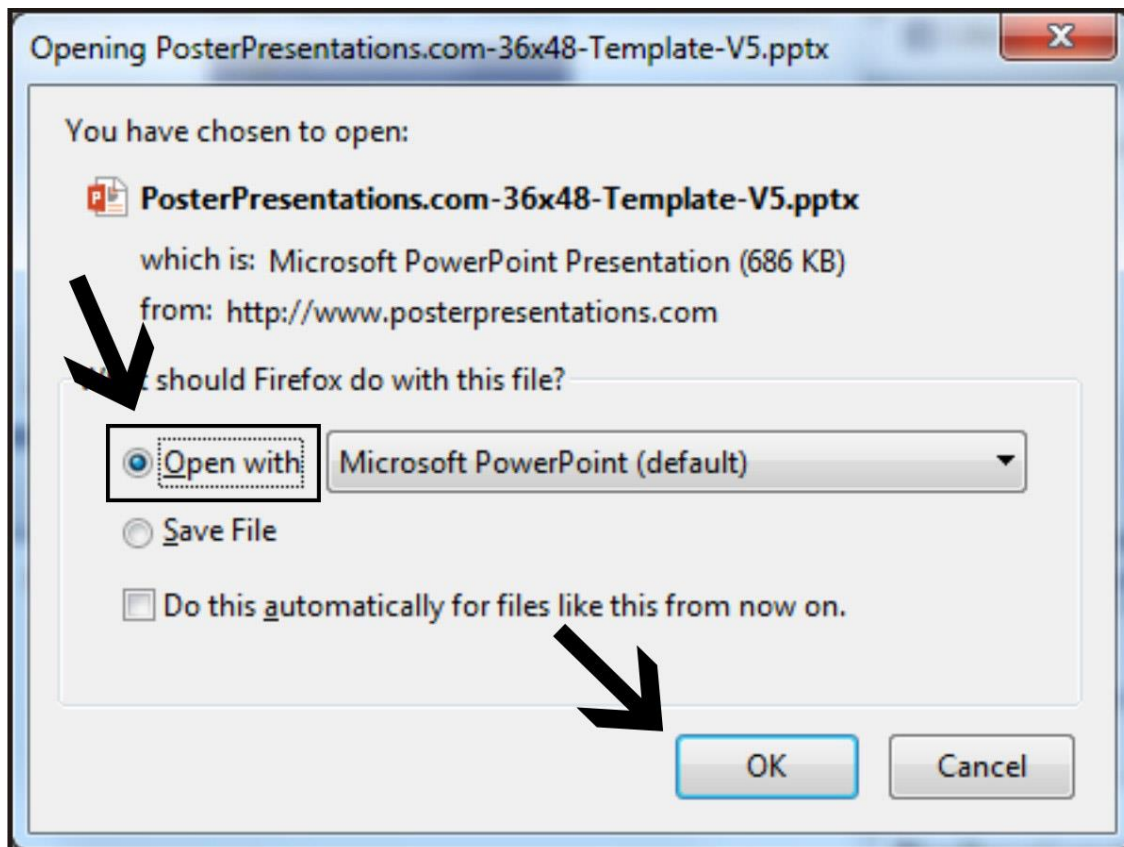
4. To start from a blank slide, return to the “Home” menu and select the “Layout” submenu to select the “Blank” option. This will give you a clean slide to start creating your poster. At this point, you can import images and figures into the slide and use PowerPoint’s shape and text editor to create your desired poster. These can be found in the “Drawing” submenu of the “Home” tab.



Once your poster is complete, [jump ahead](#) to see how to prepare your file for printing.

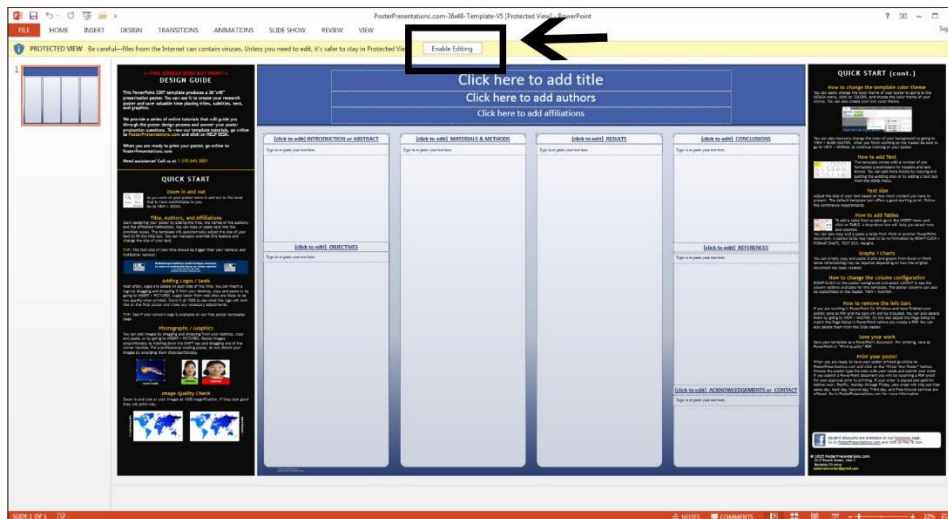
OPTIONAL: Part 1b: Design Your Poster with a Template

1. If you prefer to use an existing template, my method of choice, you can do a quick Google search for lots of free poster templates. Once you've selected the template format, download the file to your computer. If you don't find the exact template you need, keep in mind that you can change the colors and arrangements in PowerPoint, so select one that is close to what you want.
2. Open the template on your computer by selecting "Open with Microsoft PowerPoint" and select the OK button. You may have to use the dropdown menu to select PowerPoint if it is not already selected.



5. Once the file opens in PowerPoint, click the “Enable Editing” button to allow you to make changes to the poster template and to save the file.

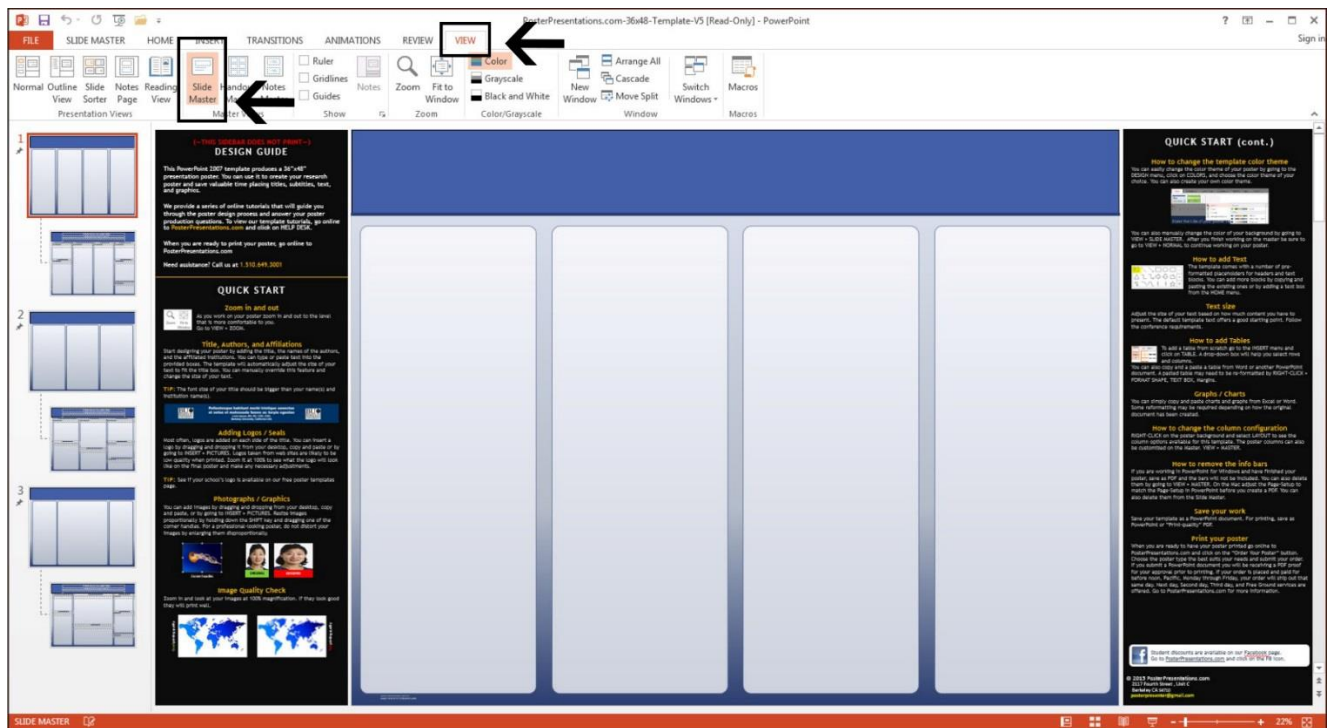
Pro tip: The black sidebars on the templates from www.PosterPresentations.com will not print on your final poster. The template includes useful information on them for how to design and modify your poster.



6. Before proceeding to make your poster, save the poster template by going to the “File” menu option on the top menu bar and selecting the “Save As” option. Save your poster template to your desired location on the computer or an alternative drive.

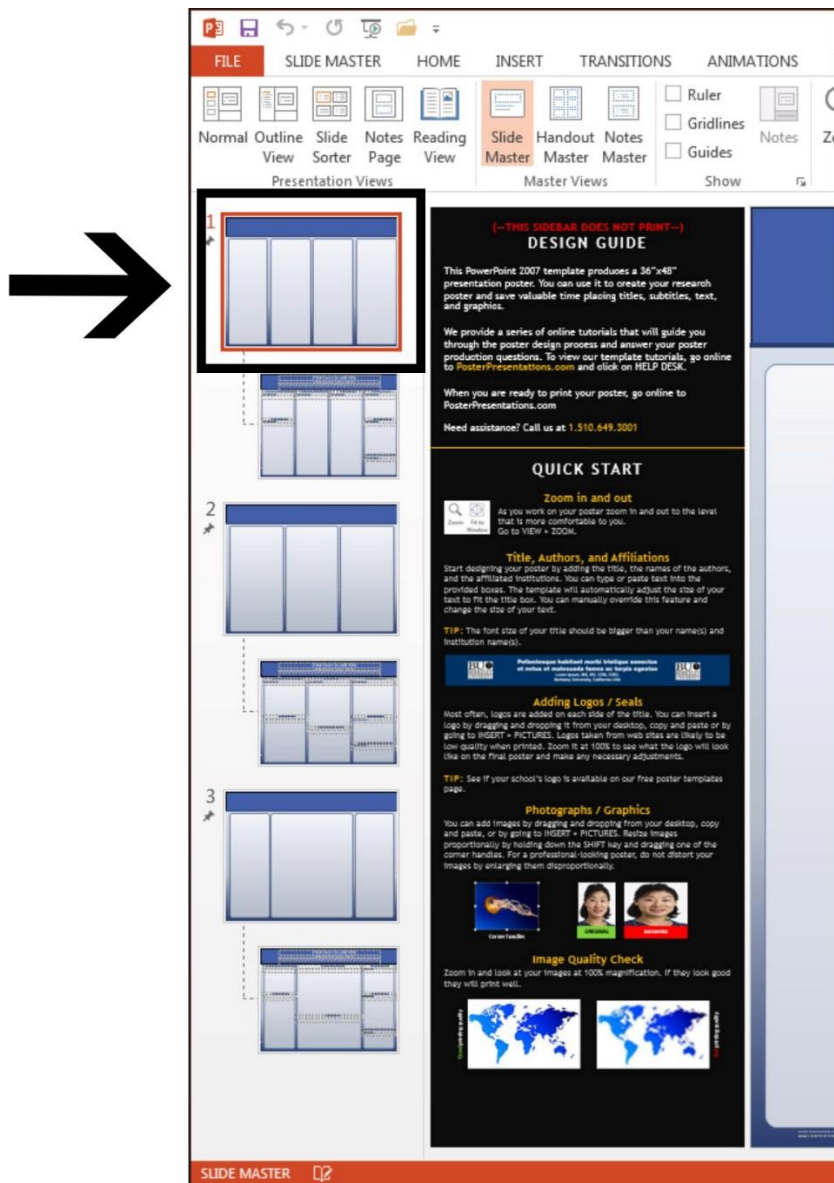
Customize Your Poster

7. If you want to change the colors/layout/default font/etc., go to the “View” menu in the upper toolbar and select “Slide Master” in the lower tool bar.



Adjust Default Colors, Box Sizes and Fonts

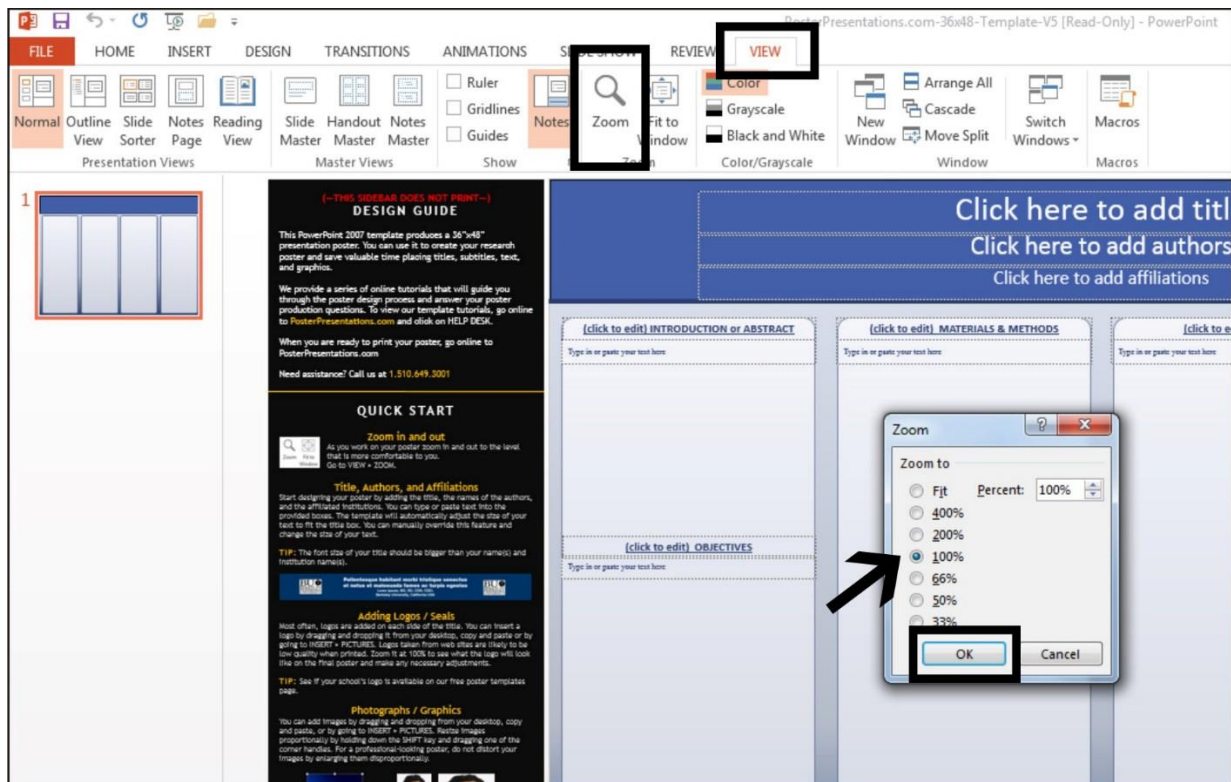
8. In the Slide Master window, make sure the #1 slide is selected to change default colors and column size/layout. You can adjust these until they match what you want for your final poster.



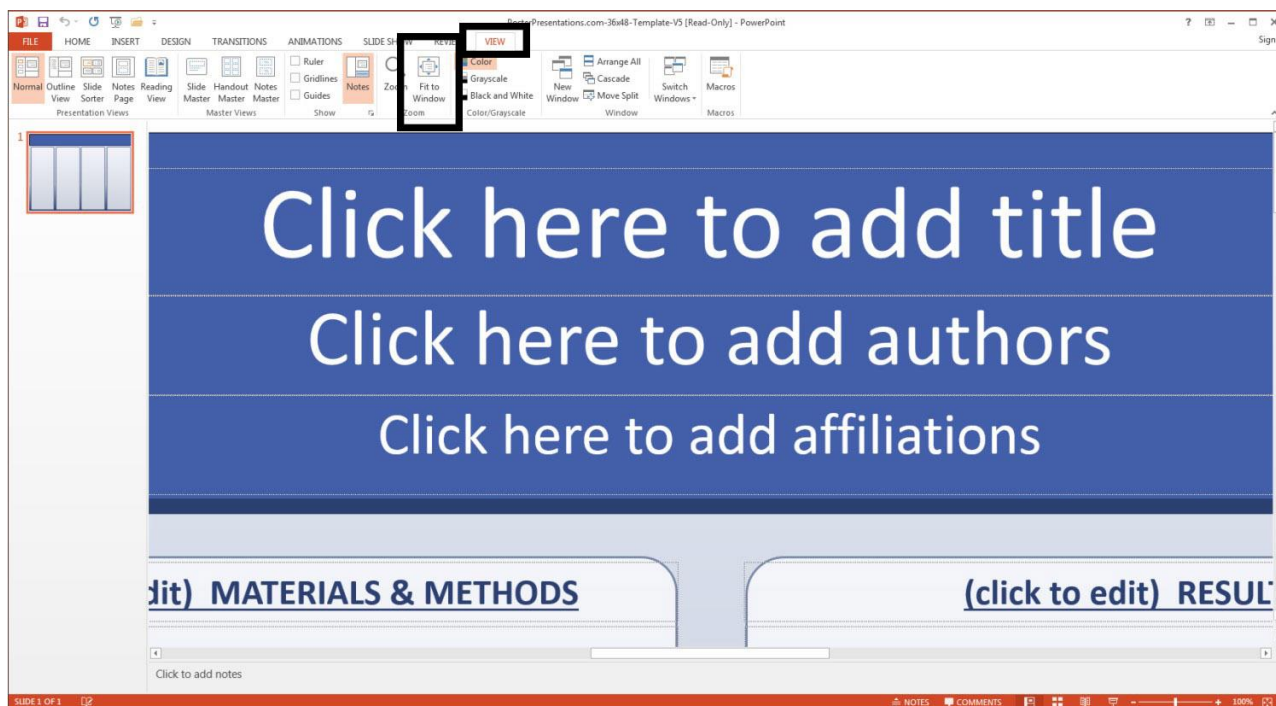
9. In the Slide Master window, click on the sub-slide below the #1 slide to change the default font size/color/etc.

10. Once you have changed the default values to get the framework of the poster you want, create your poster by importing figures, plots, tables, pictures, etc. and design your poster to look how you want it to.

Use high resolution images and figures in this initial design period to ensure that they are not pixelated in the final version. A good way to check this is to look at the poster in the 100% zoom option—this will give you the best idea of what it will look like when printed. Go to the “View” tab and select the “Zoom” option. In the popup window, select “100%” and click the “OK” button to proceed.



11. To return to the full view of your poster, go to the “View” tab and select the “Fit to Window” option.

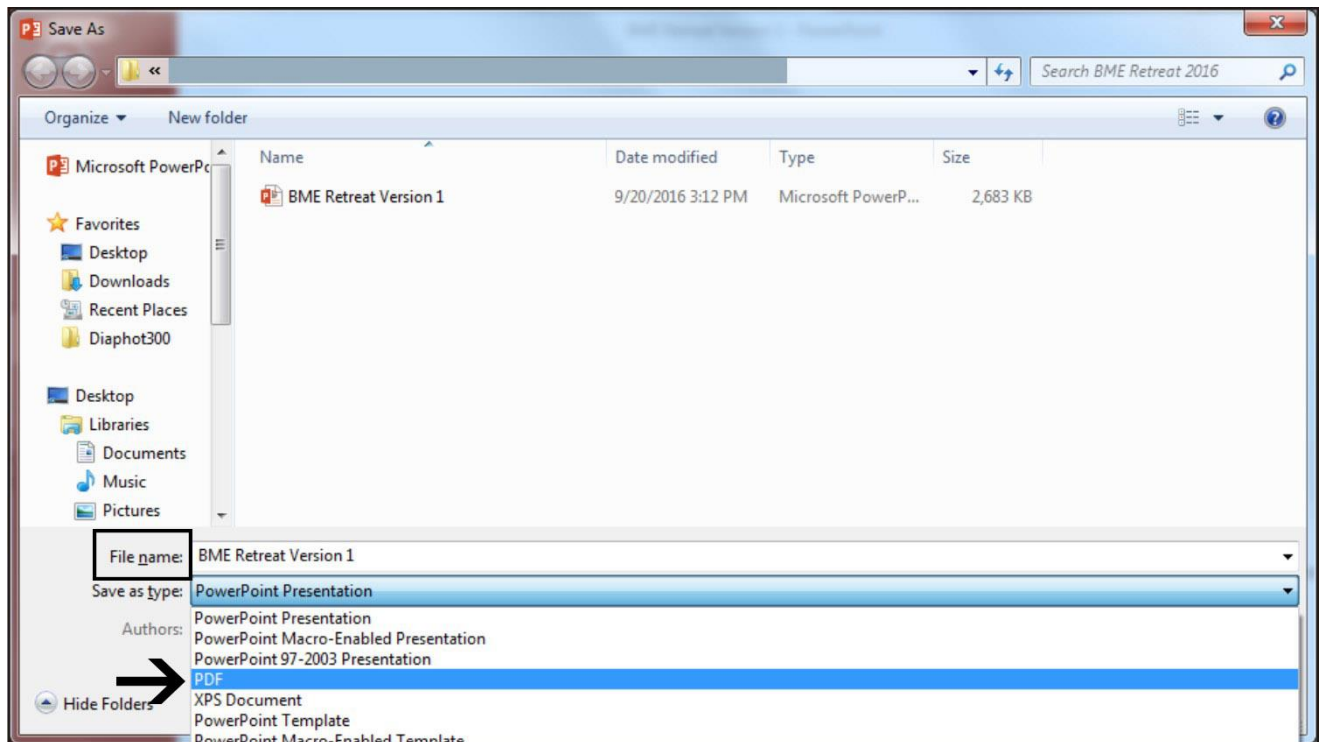


Prepare the Poster File for Printing

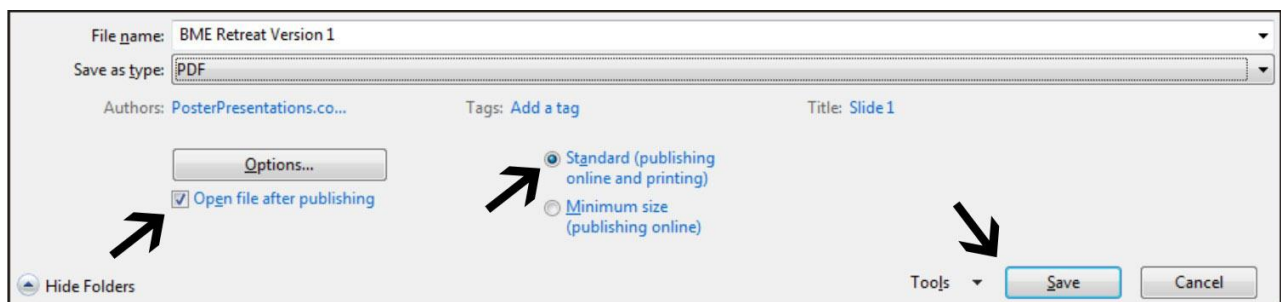
Once your poster is finished and looks exactly as you want it to, you will need to convert your file first to a PDF and then to a JPG for final uploading to Spoonflower. To convert your file, follow the instructions below.

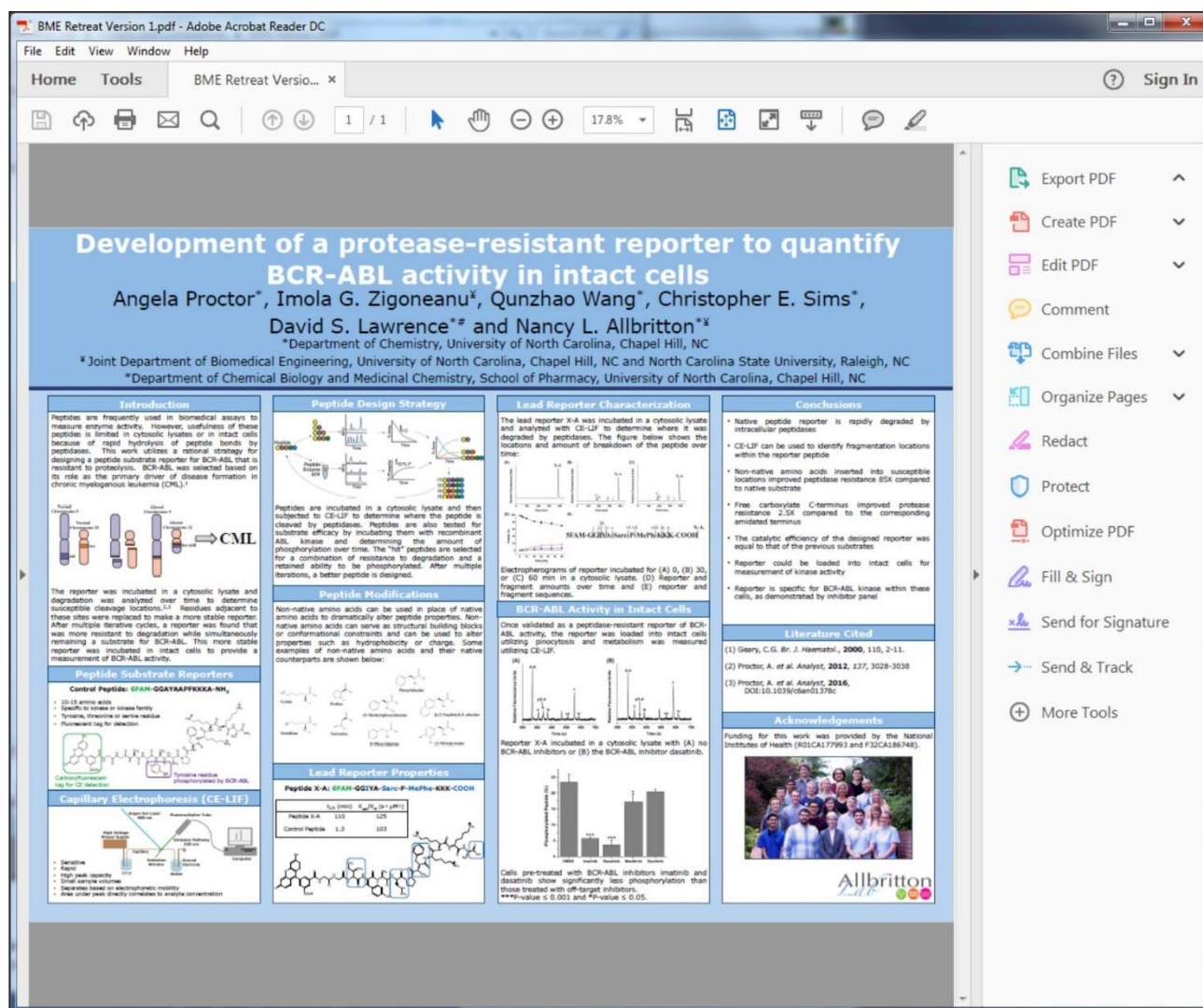
Convert the PowerPoint File To a PDF

12. Sometimes PowerPoint has unidentified problems when you go from the PowerPoint file to another file type. To verify that your poster converts to a PDF from PowerPoint, go to the “File” menu and select the “Save As” option. Select a destination location and a file name for your poster. In the popup box, click on the “Save as Type” dropdown menu to select the “PDF” option:



13. Also in the popup box, ensure that the “Open file after publishing” and the “Standard (publishing online and printing)” options are selected. Click the “Save” button to save the file. The PDF version should open when this is completed.





14. Check **this file carefully!** This is what your final poster will look like, so if there are any conversion issues with PowerPoint, you will need to go back into the PowerPoint file to correct the changes. The black side panels should **NOT** be present in the PDF version of your poster.

Important Note! We do not advise downloading your PowerPoint presentation as a JPG. While there is an option to save the file as a JPG on a PC, there is no option to specify the quality of the newly created image. As a result, you are unable to verify the image quality of the JPG.

Convert the PDF File to a JPG File

15. **Spoonflower does not accept PDFs for printing**, so you will need to convert your PDF to a JPG file that has at least 150 pixels per inch (dpi) for printing. All of my posters are set at 300 dpi which I will use in this example. The easiest way to do this is with an online file converter.

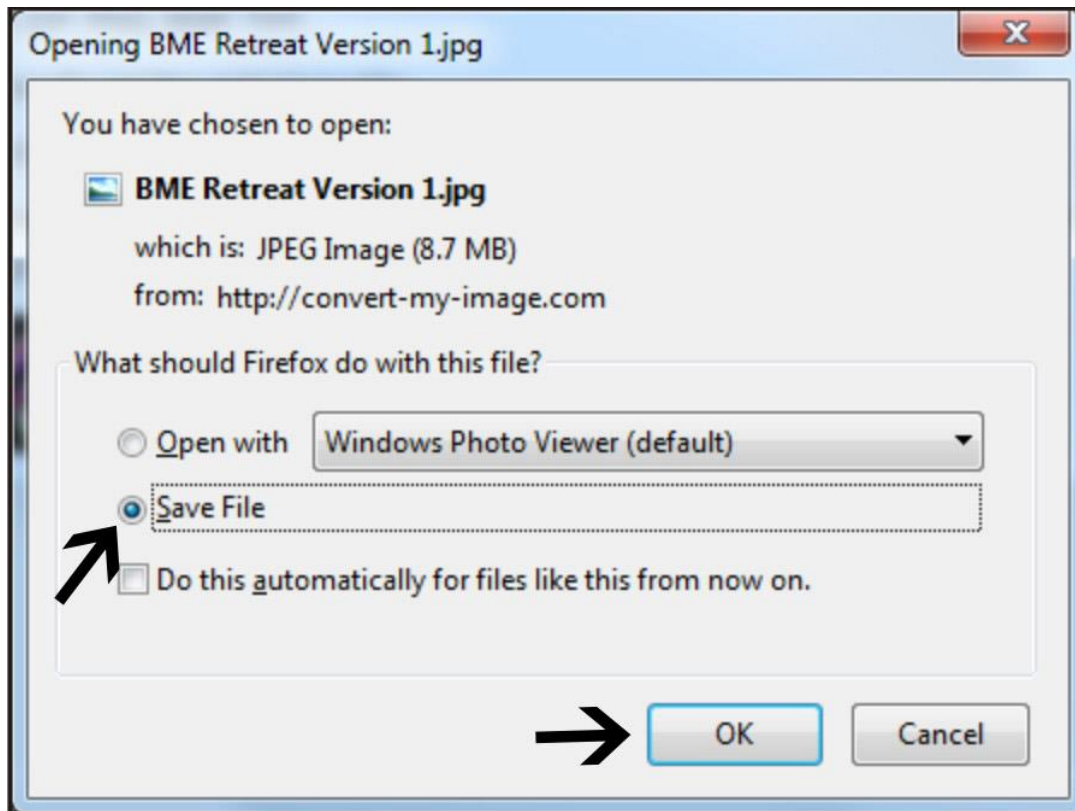
16. A good online site to convert your file from PDF to JPG is convert-my-image.com Once on this site, select the "PDF to JPG" option on the lefthand menu.

The screenshot shows the homepage of **convert-my-image.com**, which is a "JPEG TO PDF, PDF TO JPEG CONVERTER ONLINE". On the left, under "Our services:", the "PDF to JPG" option is highlighted with a red box and a black arrow. The main heading is "Convert PDF to JPG online", with the subtext "Free online service converts PDF to the set of images". Below this, a list of features describes the service: it's free, easy to use, supports various image formats (JPG, JPEG, GIF, PNG, BMP, TIFF), allows setting picture quality, and provides an archive of images. A Creative Cloud advertisement is visible. The central gray box contains settings for "Choose Image Format" (set to JPG), "Quality (DPI)" (set to 150 - Medium), and "Image Color" (set to Colored). Below these are a "File" input field, a "Choose File" button, and a "Convert" button. An "OR" separator leads to a dashed box labeled "Drop your PDF document here". At the bottom, there are links for "AdChoices", "Convert to JPG", "Convert Files", and "Word Convert", followed by the heading "How to convert PDF document into images".

17. In the gray box in the center of the page, select the following settings: “Choose image format” as “JPG”; “Quality (DPI)” as “300 – Above Medium”; and “Image Color” as “Colored”. Once you have selected all of these, click on the “Choose File” button to select your PDF poster.

The screenshot shows the 'convert-my-image.com' interface. At the top, there are three dropdown menus: 'Choose Image Format' set to 'JPG', 'Quality (DPI)' set to '300 - Above Medium', and 'Image Color' set to 'Colored'. Below these is a 'File' input field. To the right of the input field are two buttons: 'Choose File' (blue) and 'Convert' (green). An arrow points to the 'Choose File' button. Below the buttons is a dashed box labeled 'Drop your PDF document here'.

18. Once the conversion is complete, a popup box will appear. Click on the “Save File” option and the “OK” button to save your JPG to the correct location.



19. Upload the JPG to BOX by **Friday, February 7, 2025!**