

How to Resize your Poster

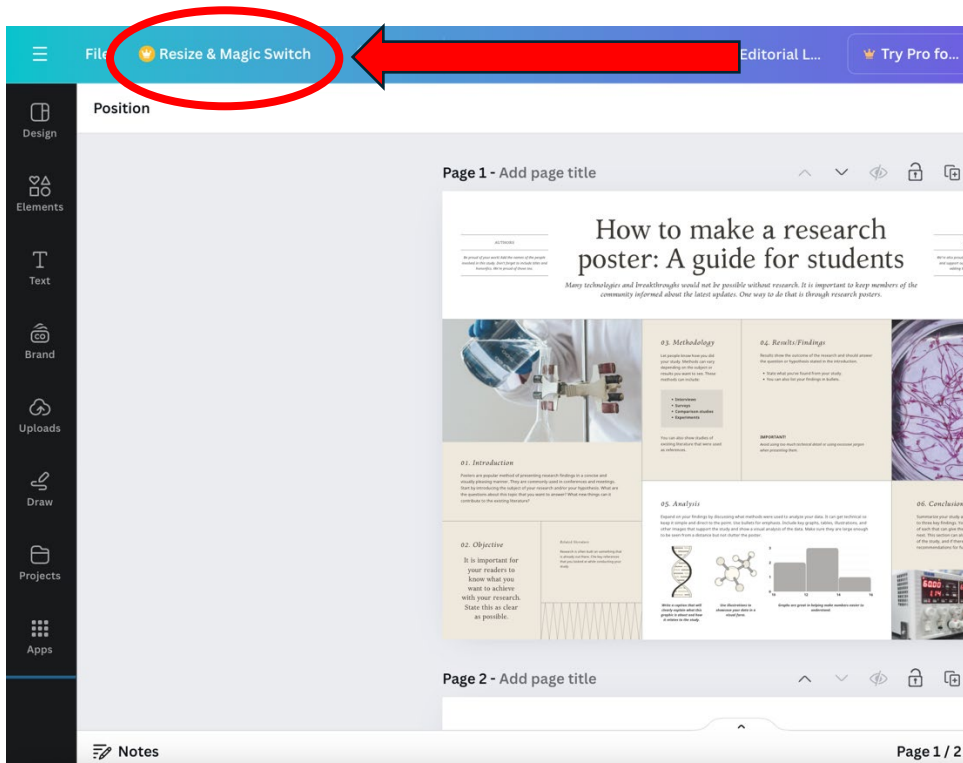
(Symposium and Conference Posters)

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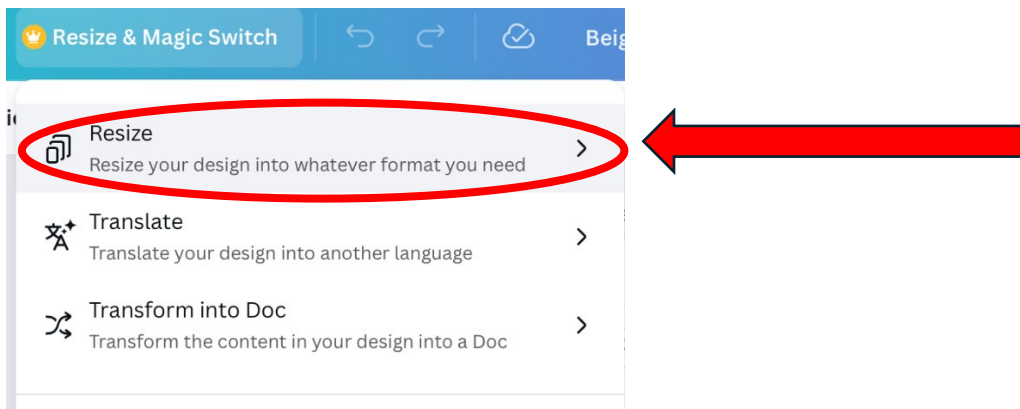
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If you used Canva to create your poster (i.e. for symposium, conference, or any other poster). Then follow these steps to ensure your poster is in correct size.

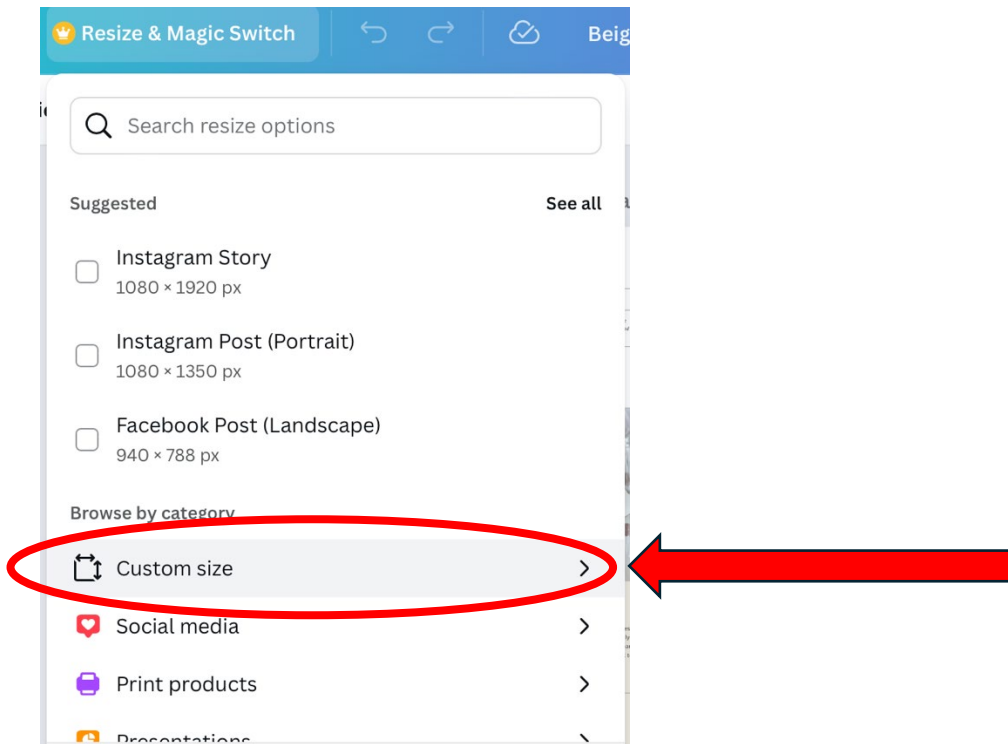
1. Open your preferred web browser and type in Canva.com, sign in and open your existing poster.
2. To check the size of your poster, click on **Resize & Magic Switch**, located on the upper left-hand corner.



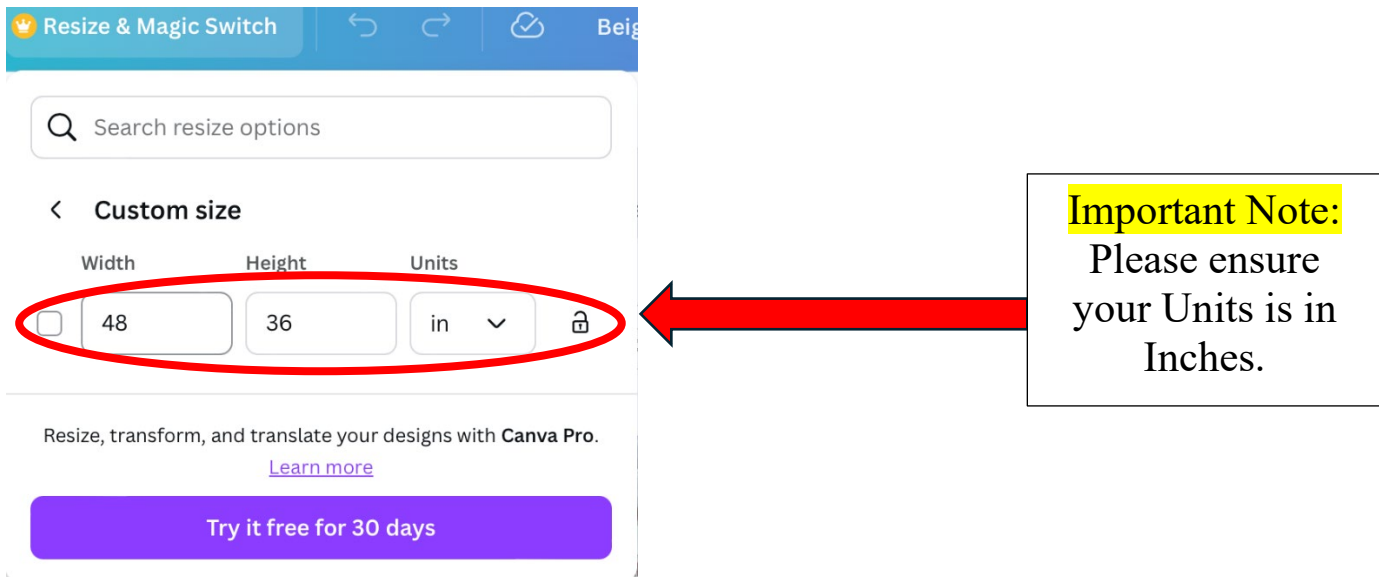
3. Drop box will appear and select Resize.



4. Then select Custom Size.

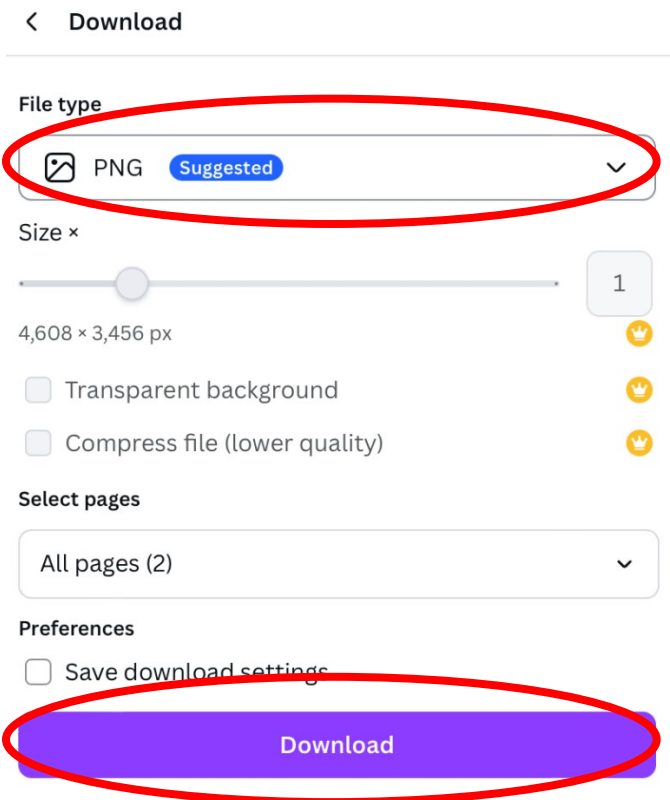
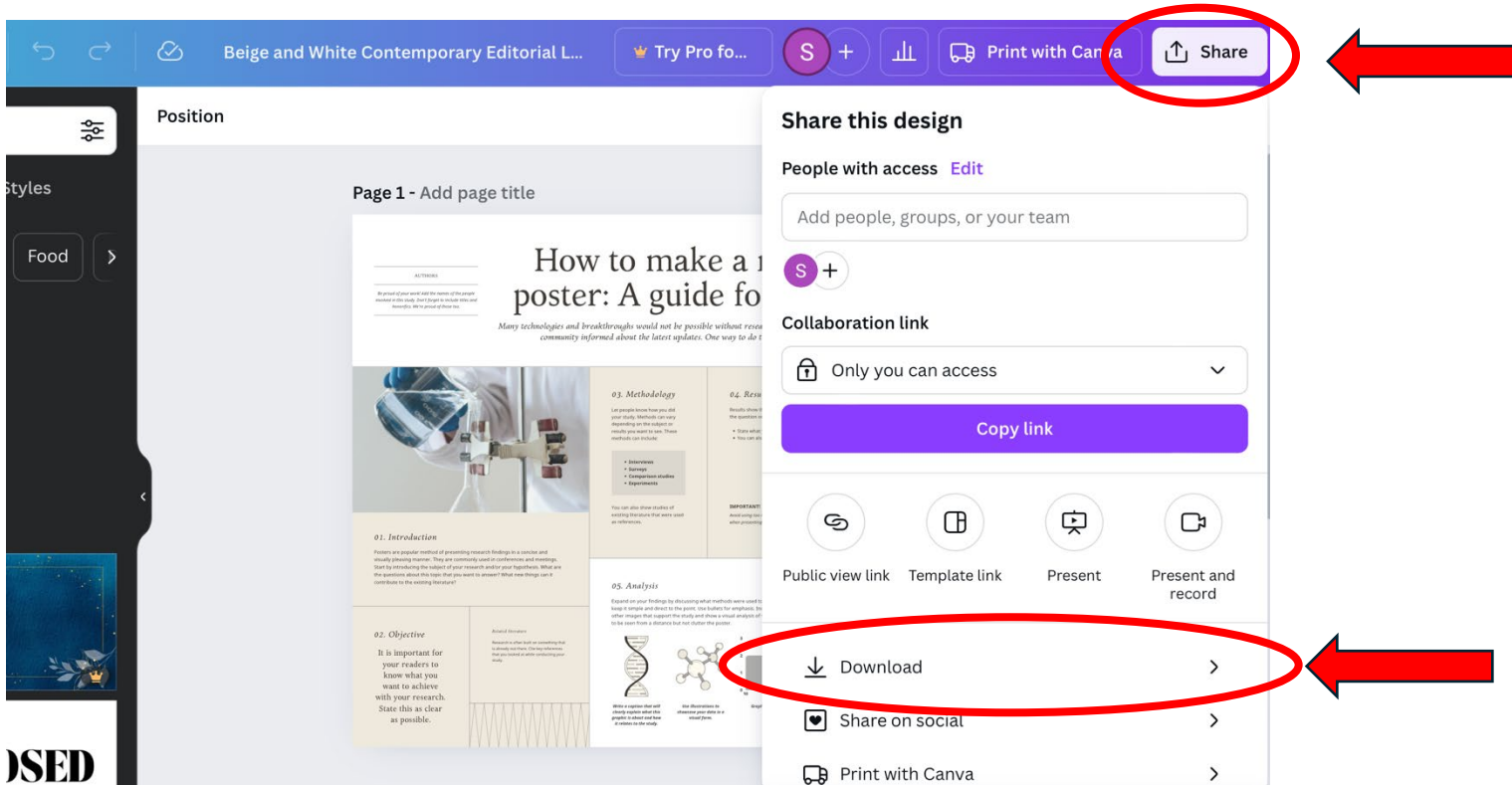


5. Sizes vary depending on you or your instructor's preference.



6. After Custom sizing your poster, adjust your text and images to their correct places.

7. On the upper right hand, click on Share, then Download and Select File Type and Click Download again.



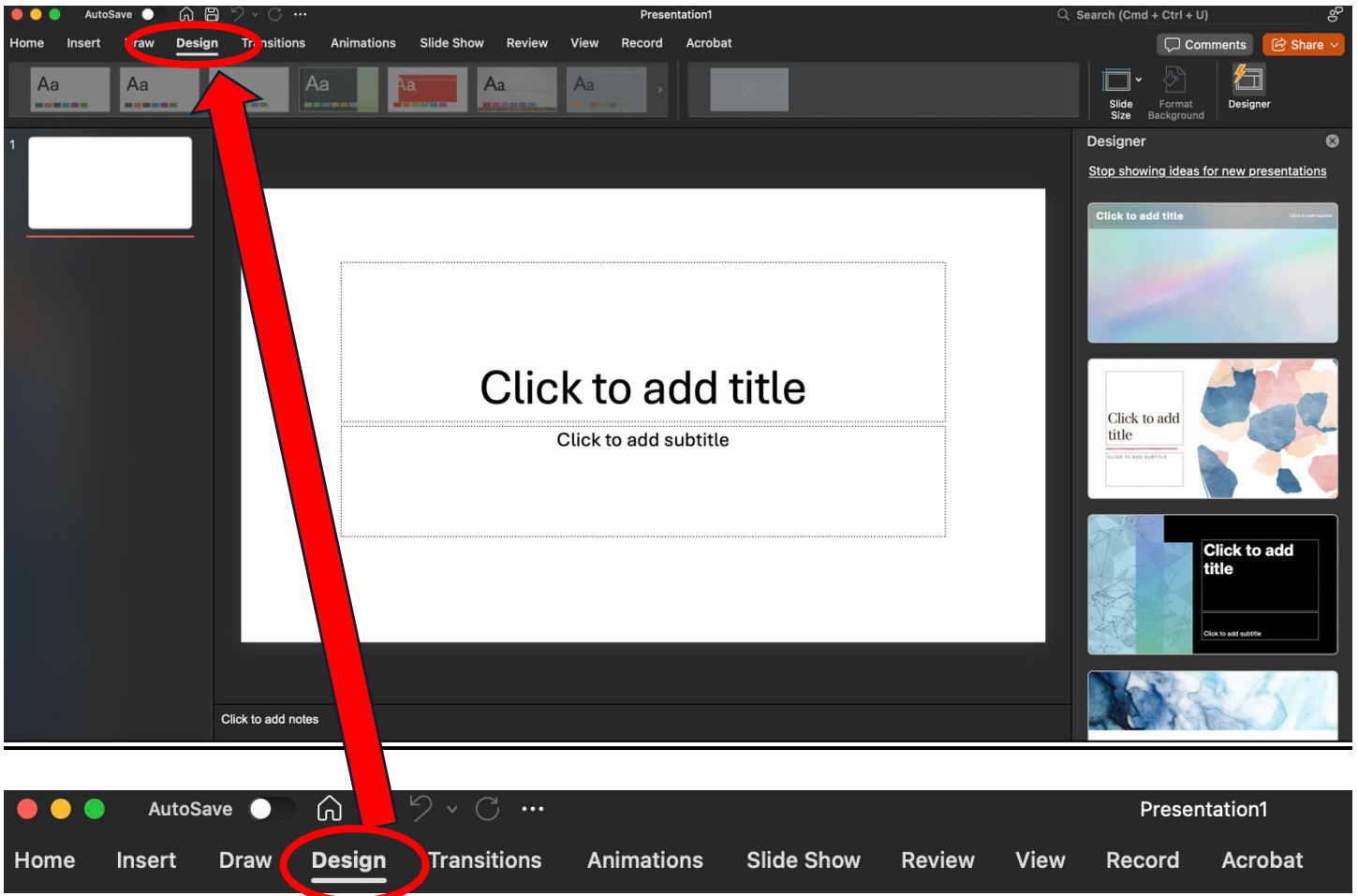
Important Note:
Do not save your file as PNG.
Preferred File types would be JPEGs, PDF Standard or PDF for Print.

You are Done! If saved to PDF Standard go to Page 10.

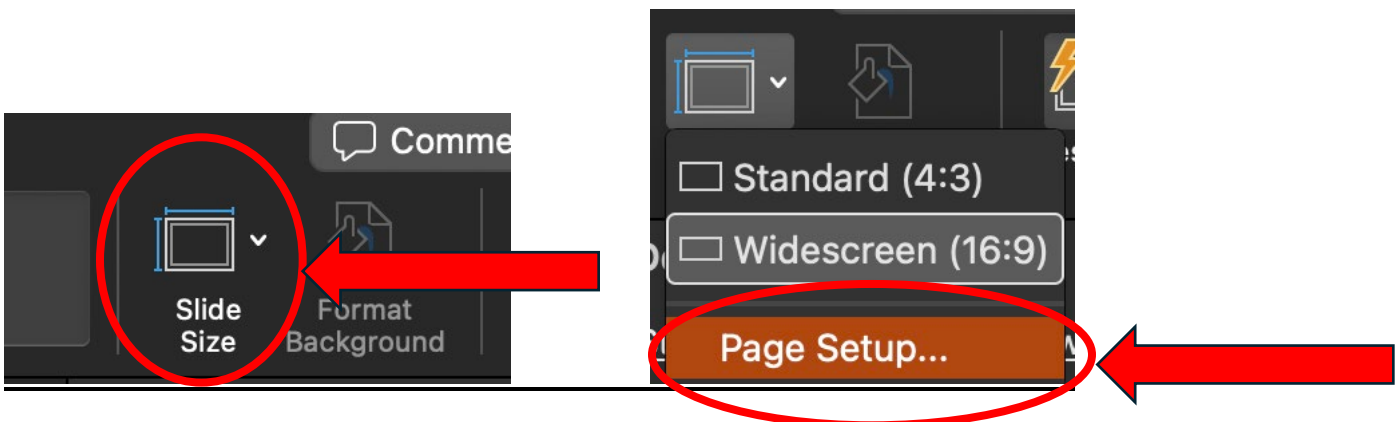
PowerPoint

If you used PowerPoint to create your poster (i.e. for symposium, conference, or any other poster). Then follow these steps to ensure your poster is in correct size.

1. Open PowerPoint and click on Design, located on the top of PowerPoint.

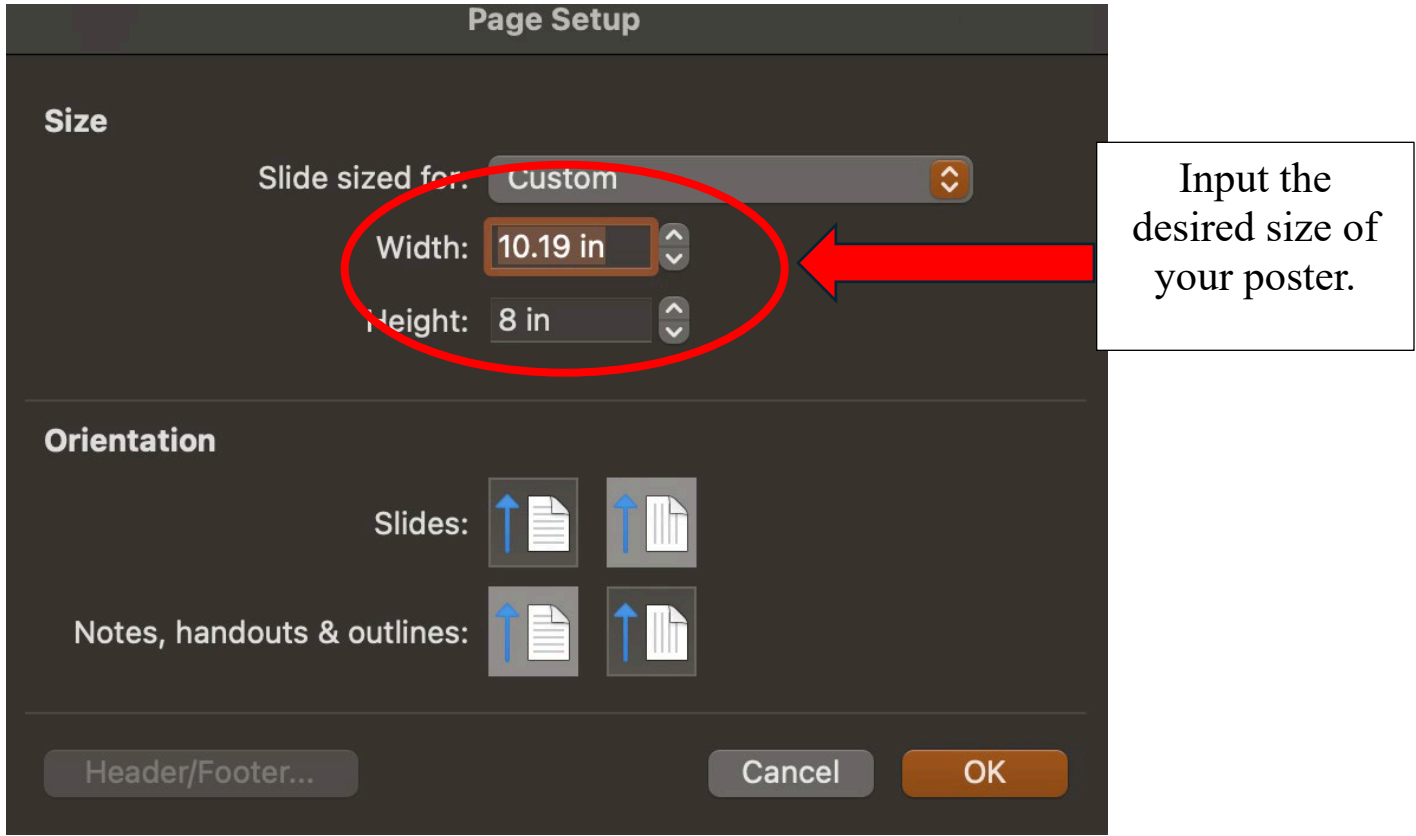


2. Upper right, click on Slide Size and a drop box will appear. Then click Page Setup.



3. Window box will open and ensure to set on Slide sized for as Custom and setup the size of your poster.

(Note: Sizes vary depending on you or your instructor's preference). Then click Ok.



4. To save, click on File, Save As, then save file as PDF.

After custom sizing your PowerPoint poster, you may need to adjust your texts and images.

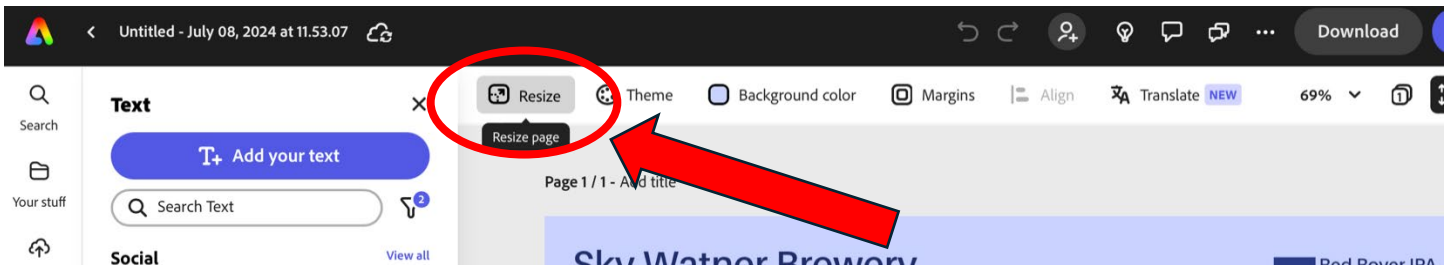
You are Done! If saved to PDF go to Page 10.

Adobe Express

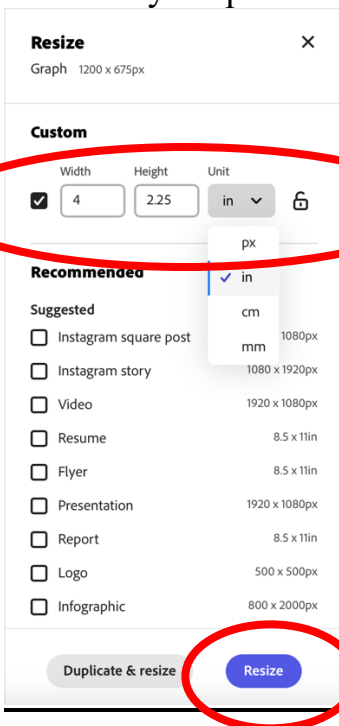
If you used Adobe Express to create your poster (i.e. for symposium, conference, or any other poster). Then follow these steps to ensure your poster is in correct size.

Adobe Express shares almost the same similarity as Canva.

1. Open Creative Cloud and click on Adobe Express, a web browser will open the application.
2. Click on Resize and a new window will pop up on the left side of your screen.

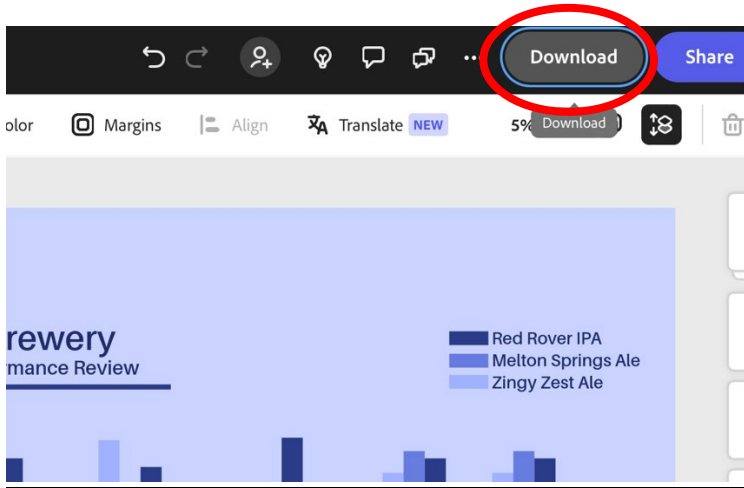


3. Under Custom, make sure to select Inches instead of Pixels (px) to input the size of your poster. Then click on Resize.



4. **After custom sizing your poster, you may need to adjust your texts and images.**

5. When finished, click on Download that is located upper right side of your screen, then select the file type and click download.



Download

File format

PNG (Best for images) ▼

Recommended

Download

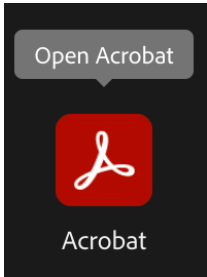
Important Note:
Do not save your
file as PNG.
Preferred File
types would be
JPEG, PDF
Standard for PDF
for Print.

You are Done! If saved to PDF Standard go to Page 10.

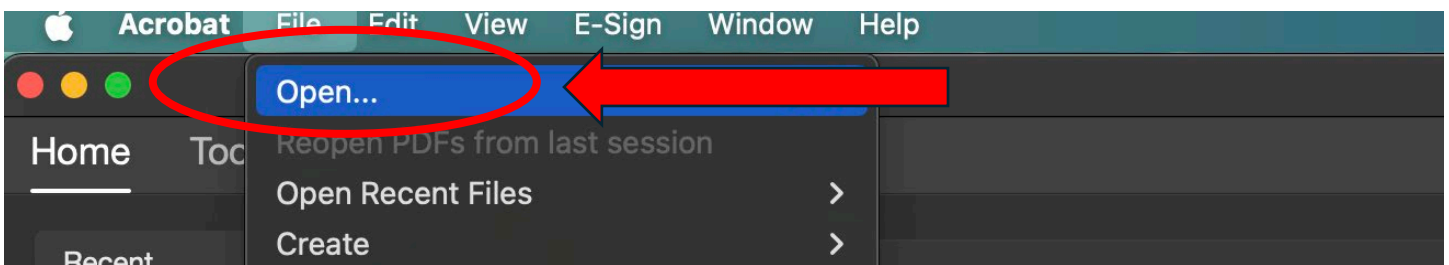
Converting PDF to EPS

While our Roland Printer can print out PDFs, it can sometimes be problematic as it can convert your text into random symbols such as Wingding's. To ensure this does not happen, convert your PDF to EPS if your poster contains a lot of text.

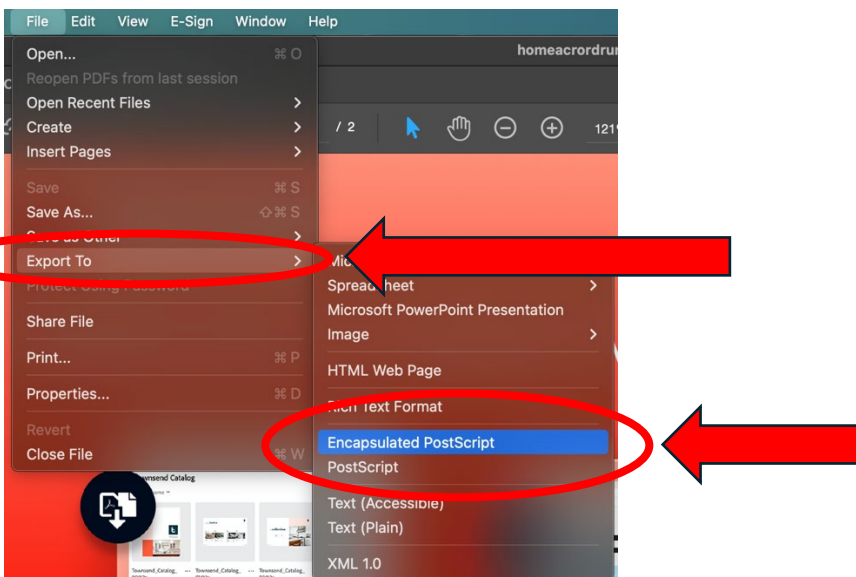
1. Open Adobe Acrobat from Creative Cloud.



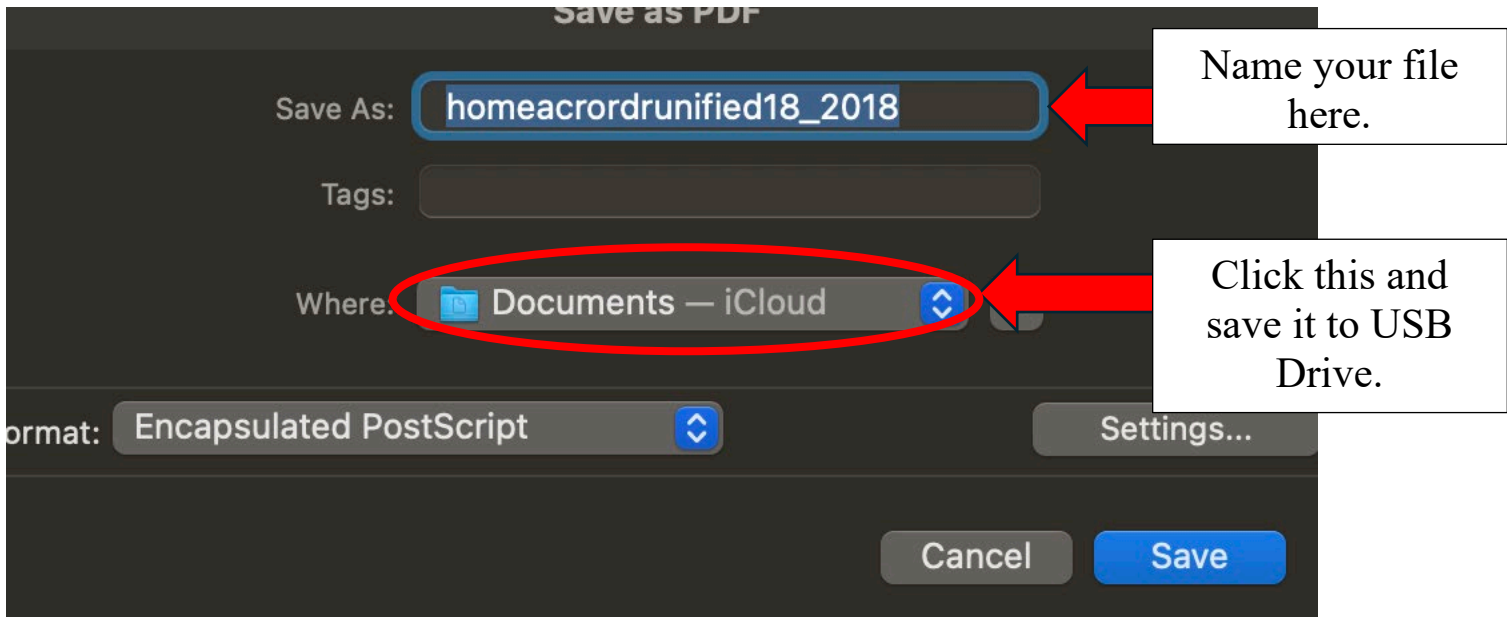
2. Go to File tab – Open and find your poster.



3. When your poster is opened on Acrobat. Go back to File – Export to – Encapsulated Postscript.



4. New window will pop up and ensure to name your poster and save your file to a USB Drive.



You are Done and Ready to Print! Please let an I-CREATE employee to print out your poster.