How to resize your Undergraduate Research Symposium Template

If you downloaded the PowerPoint Poster Template 1 or 2 from the Undergraduate Research Symposium website prior to May 16th, then the template is sized incorrectly and will need to be adjusted.

1. Open your PowerPoint slide, click the Design tab.

2. Click on the down arrow next to slide size and choose Custom size.
3. In the pop up window, change the width from 48 inches to 42 inches and click the OK button.

4. In the new pop up window, select Ensure Fit.
5. PowerPoint will rescale your poster, leaving blank space on the top and bottom. You may now rescale, reposition, resize your individual blocks of information to fit the corrected page size.

*Please note: These instructions show case template 1 but will work for template 2 as well.*