

Texas Surgeons Summit

JOINT VIRTUAL ANNUAL MEETING WITH NORTH & SOUTH TEXAS ACS CHAPTERS

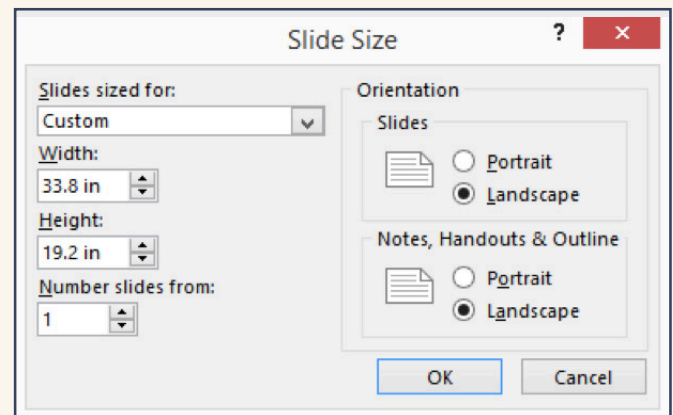
LEARN • LEAD • CONNECT

ePoster Guidelines

STEP #1: Set Page Size for your PowerPoint ePoster

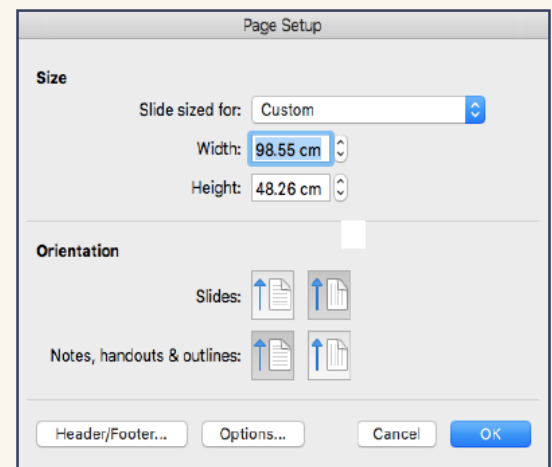
WINDOWS

- 1) Go to the "Design Tab" click on "Slide Size", on the drop-down menu, then click "Slide sized for:" set it to: "Custom"
- 2) Set "width" to 33.8" then set "Height" to 19.0"
- 3) This setting is critical for proper sizing
- 4) Set to "Landscape orientation".
- 5) Click "OK" to finalize.
- 6) For PC's: To be safe, save your fonts.
- 7) In PowerPoint go to "Options" then to "Save" then at bottom of "Options set to "Embed Fonts in file".



MAC (office versions 16, 19)

- 1) Go to the "Design" tab
- 2) On the far left click on "Customize" then select "Slide Size"
- 3) then "Page Setup..."
- 4) sized for "Custom" then set the "width" to "85.85 cm" then set "height" to "48.26 cm"
- 5) This is a setting is critical for proper sizing
- 6) Set to landscape by clicking on the right horizontal orientation icon.
- 7) Click "OK" to finalize.



STEP #2: Build Your PowerPoint ePoster

- 1) Build your ePoster as a single slide.
- 2) You can insert a video(s) anywhere in the slide.
- 3) You then need to add animation commands to play the video automatically.
- 4) Save as a .PPT or PPTX.

STEP #3: Submit

After following the above specifics, you now have a rather large slide to create your ePoster. Save as .PPT

Due Date All ePosters are due **Tuesday, February 9, 2021**. Upload your poster to Dropbox using this link, [click here](#).