# Instructions for Poster Formatting:
## Format Restrictions

**Main document:**

- .png or .jpg format are the only file types that may be used.
- Minimum width is 1000px (26.46cm).
- Minimum height is 600px (15.88cm).
- Maximum file size is 3MB.
- No transparent background.

**Preview "thumbnail" document:**

- .png or .jpg format
- A copy of the main poster document that has been made smaller.
- Recommended width is half of the main document.
- Recommended height is half of the main document.

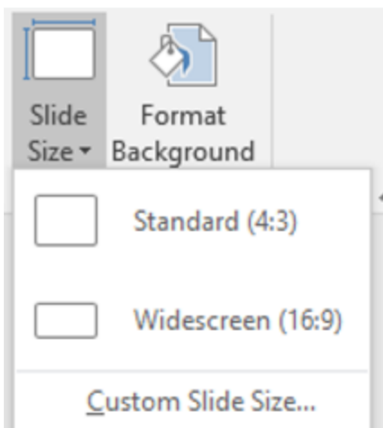## Resizing your poster to fit the dimension requirements

The most simple way to edit the dimensions of a poster is using a slideshow editor such as powerpoint or keynote. Here we'll show you step by step details on how to change your dimensions.

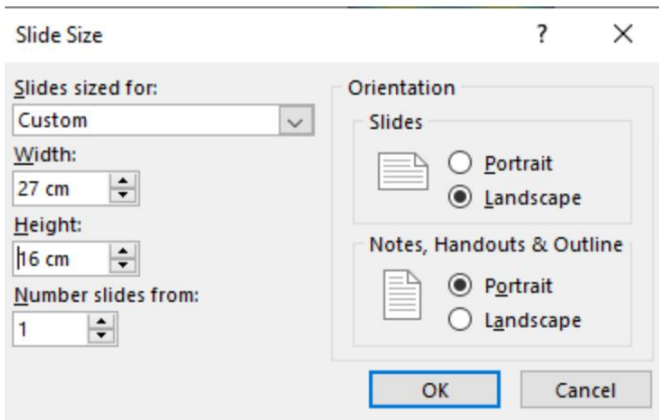**Powerpoint instructions**

1. Select the **Design** tab of the toolbar ribbon.
2. Select **Slide Size** icon near the far right end of the toolbar.
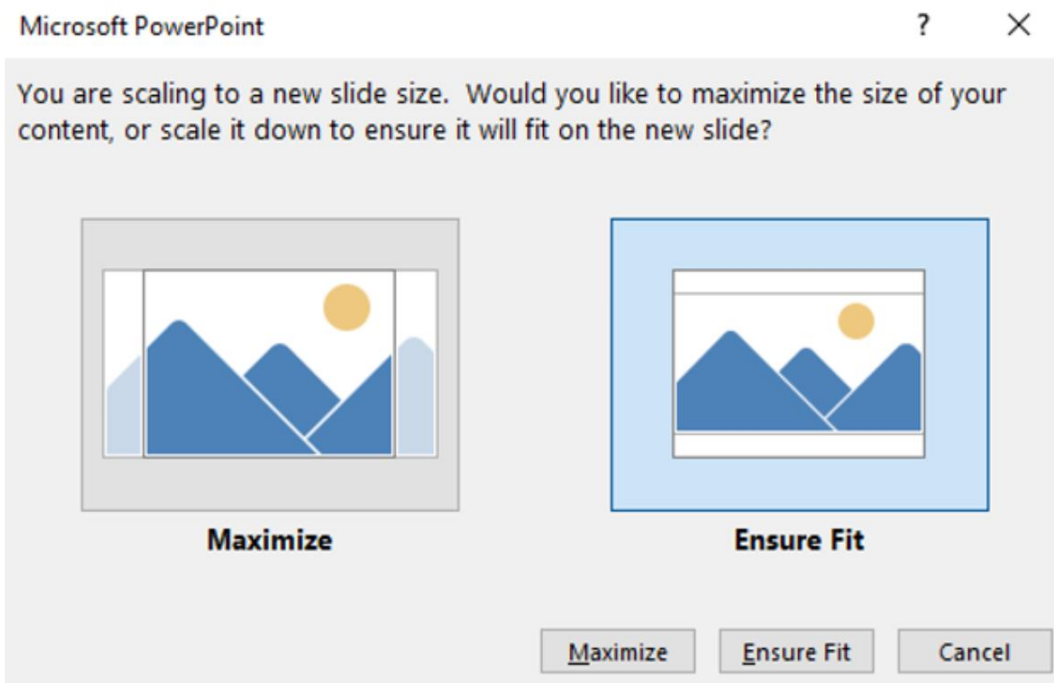


3. Select **Custom Slide Size.**

4. Change the **Width** and **Height** to be larger than the minimum size guidelines above (26.46cm and 15.88cm) and click okay.



5. Click **Ensure Fit** to make sure the resizing doesn't stretch your poster in an undesirable way.



6. Repeat to create the preview poster with half of the width and height.