

**NOTE:** Top and bottom blue bars can be deleted or edited. To decrease the height of each bar go to the menu bar and select: **View > Master > Slide Master**. Make edits and return to your layout by going to the menu bar and selecting: **View > Normal**.

Banner must be printed at 200%. Final size is 48" x 8".

Check with the output service provider you are using to determine if you need to give them a PDF or a PowerPoint file.

Provide a print out of your poster along with the file to the service provider you are using.