**Instructions for working with Science Fair poster Templates (PowerPoint or Google Slides)**

1. Download the appropriate file, or copy it to your Google Drive.
2. Edit the file to fit your tastes and include your science fair information. Note that the dimensions of the dimensions of the page are 24” x 36” to match what you will need for your board, with a minimum of gluing.
3. You can change the background color or formatting
4. Insert your own information, including text, figures, photos, graphs, and anything else you want by placing it into the appropriate box. Each box is designed to cover one section of your project, such as “Abstract,” “Research,” “Conclusions,” etc., but you can change them as you wish. If you need another box, just copy and paste one that is already there.
5. Adjust the sizes and placement of the different sections on your board. (Note that the first page will be the center section of your board, which is 24” x 36”, and the second page has two sections, which are each 12” x 36”, which you will cut apart to make the “wings” of your presentation board.)
6. Add any additional touches that you would like on your board. Set it up so that once it is printed it will look just the way you want it to.
7. Don’t forget to save your work often, if you are working with PowerPoint! Google Slides will save it as you work.
8. Print a test copy of your project. If you print it as a “Handout” with one slide per page in portrait mode, you should get a nice representation on 8½ x 11 paper of what your poster will look like. You should be able to make out all the information. You can even cut the second page and tape the pieces together to see what it will all look like. If it doesn’t look quite like you want, go back and edit it some more.
9. Save your PowerPoint file as a pdf, or Download your Google Sheets file as a pdf file. You will want to put a copy of this pdf file on a USB flash drive that you can take to the print shop.
10. Take your USB drive to Insty-Prints in Kalispell (131 S Main St) and they will have your project printed out, in a batch with all the others that take advantage of this option. The cost will be $25 for a matte (non-glossy) finish poster, which you will cut and attach to your board. You can attach it with double-sided tape, velcro, or (of course) rubber cement.