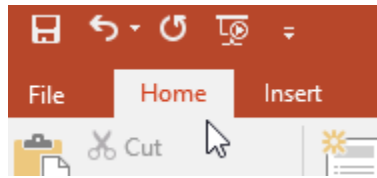
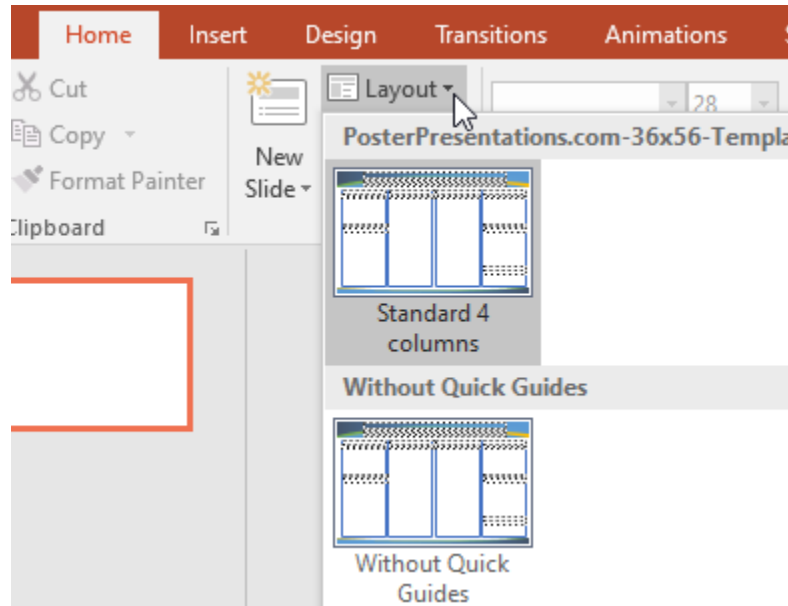


Instructions for making a poster for Scholarship Week:

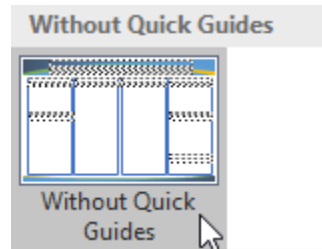
- Choose a template to use from <https://www.posterpresentations.com/free-poster-templates.html> and open it in PowerPoint
 - 36x48 and 36x56 are good size choices
- Edit and customize the template with your project information
 - Be sure to add the Monmouth University Scholarship Week logo!
- When finished, you can hide the guides on the sides of the poster:
 - To hide the guides, click on the Home tab (top of the screen)



- Then click on the Layout button below to see the available layouts



- Choose the Without Guides layout.

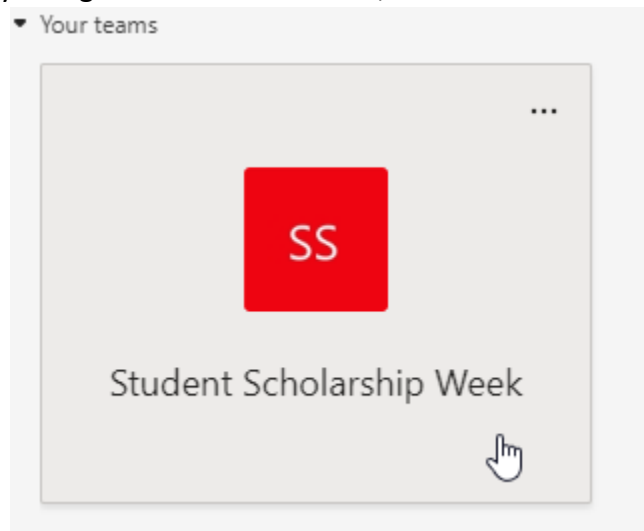


Adding a Voiceover (optional)

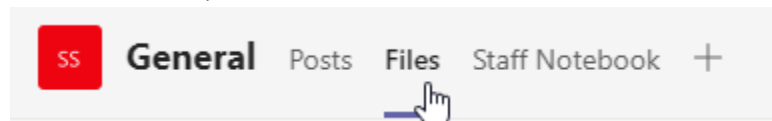
- After your poster is finished, you can then record a Voiceover for the poster when it's being viewed. Instructions for recording a voice over are provided here:
 - Voice over via PowerPoint: <https://www.lifewire.com/how-to-record-voiceover-powerpoint-4173784>

How to upload to Microsoft Teams:

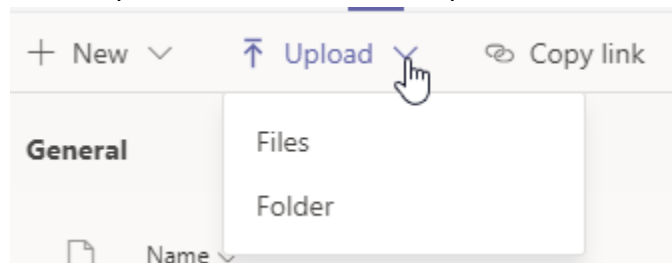
- When you log into Microsoft Teams, click on the Student Scholarship Week group



-
- Under the General tab, click on Files



-
- Next, click on Upload to decide what to upload



-
- Select Files and click on what you'd like to upload from the Directory that opens
- Click on your desired file and click Open
- The file will begin uploading, and will appear below