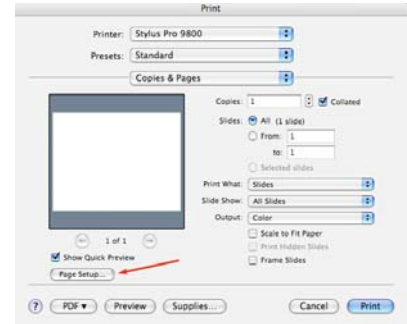
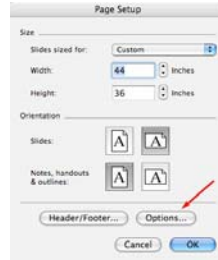


To Convert a PowerPoint file to a PDF (large poster format)

Macintosh

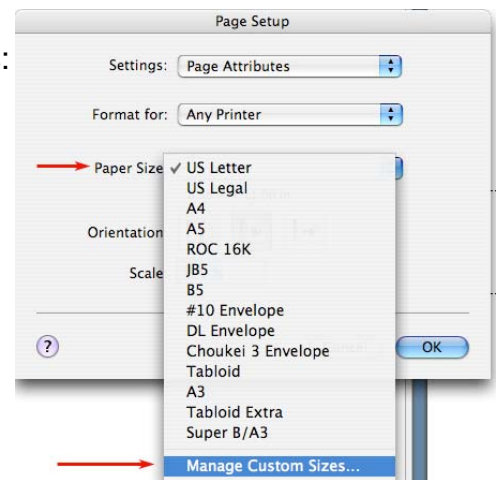
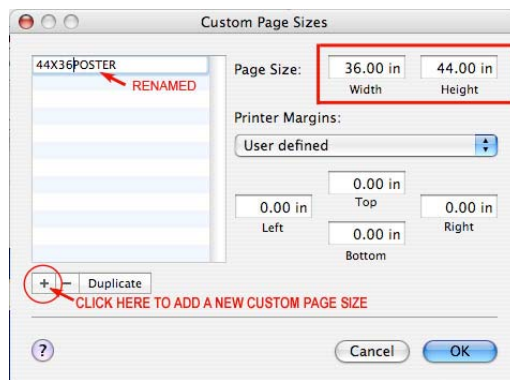
1. From PowerPoint, select File >> Print
2. Click Page Setup button:



3. Click Options button:

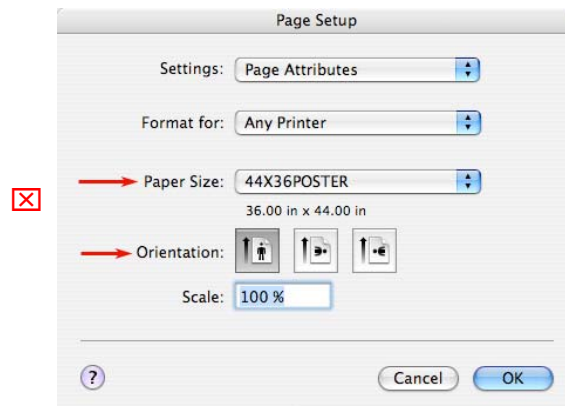
4. Next to Paper Size, select Manage Custom Sizes:

5. Create a custom size as illustrated below and click OK:



**NOTE: THE LONG DIMENSION MUST BE ENTERED AS THE HEIGHT.
(this is the reverse of the page set up dimensions)**

6. Select from the Paper Size menu the *Custom Paper Size* just created, confirm the vertical orientation is selected and click OK:



7. Click OK
8. The Quick Preview should look correct
9. Select "Save As PDF" from the PDF button in lower left. The .ppt extension should be removed.

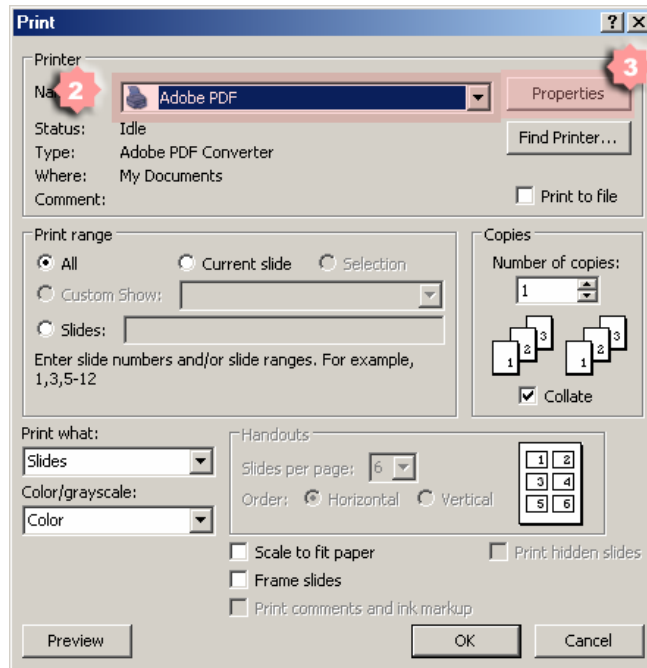
To Convert a PowerPoint file to a PDF (large poster format)

Windows

These instructions require the full version of **Adobe Acrobat 6 or later installed.**

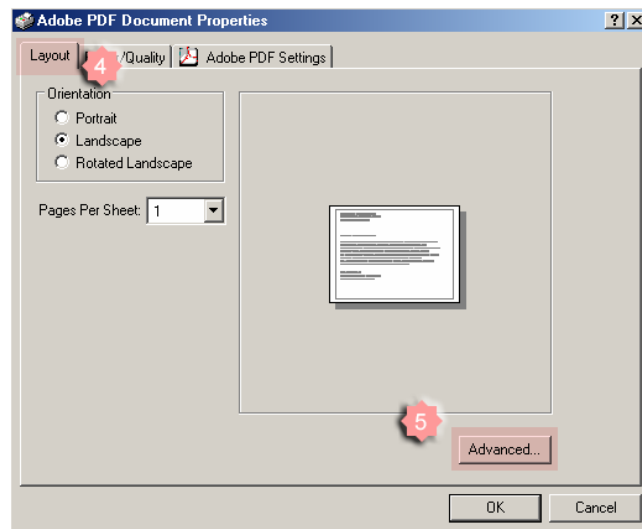
1. Choose **Print...** from under the **File** menu in PowerPoint.
2. Change the **Printer Name:** field to *Adobe PDF*.
3. Click on the **Properties** button to configure the layout and paper sizes.

A window entitled **Adobe PDF Document Properties** will open



4. Click on the **Layout** tab
5. Click on the **Advanced...** button

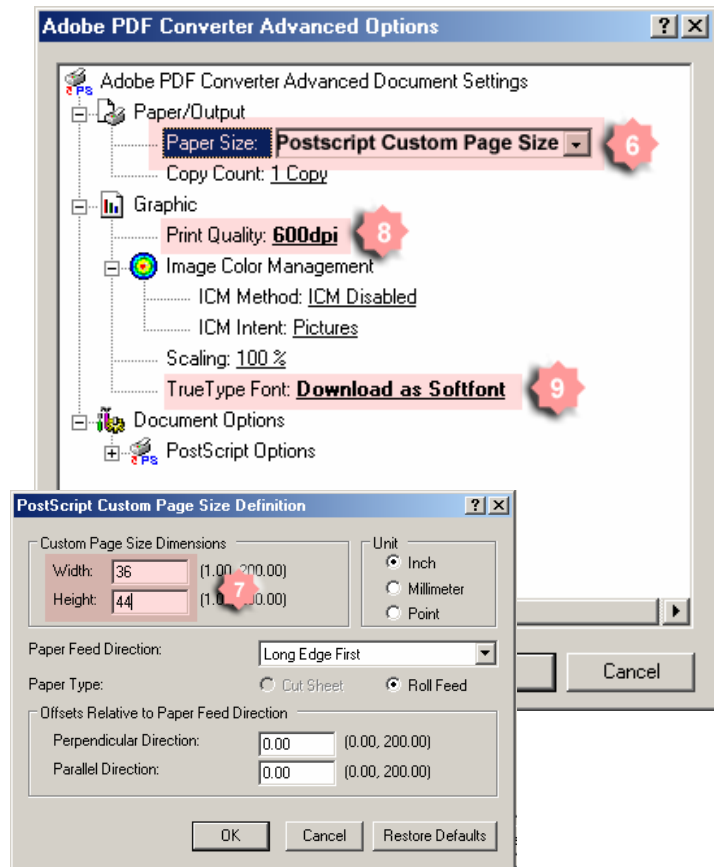
The Adobe PDF Converter Advanced Options Window will open



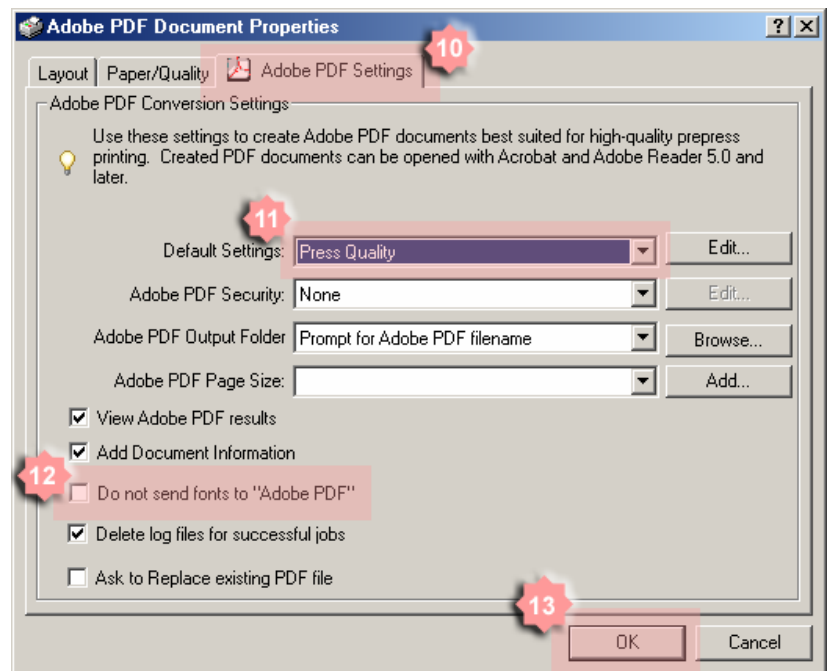
- In the Paper Size drop down menu select **Postscript Custom Page Size**. The Postscript Custom Page Size Definition window will open
- THIS IS IMPORTANT:** Set the **Width** to the **short dimension** of your poster and the **Height** to the **long dimension**. Click OK

Back in the Adobe PDF Converter Advanced Options dialog box:

- Set the *Print Quality* parameter in the Advanced Options to **600 dpi**
- Select “**Download as Softfont**” from the *TrueType Font* menu. Click OK



- In the *Document Properties* window, click the **Adobe PDF Settings** tab
- Select the Adobe PDF Settings tab and change the *Default Settings*: drop-down menu to read **Press Quality**
- Uncheck** the box labeled **Do not send fonts to Adobe PDF**. Click OK
- Click the **OK** button to close the Adobe PDF Document Properties window



- Select a location to save the PDF file and press the **Save** button.