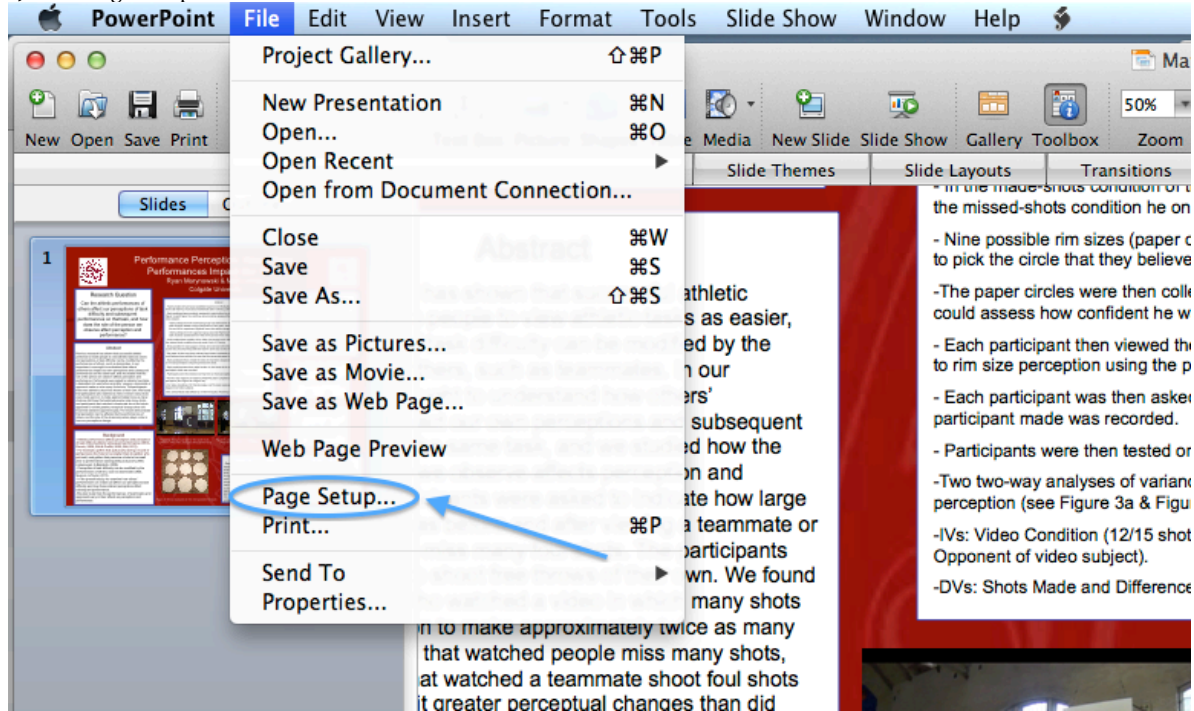
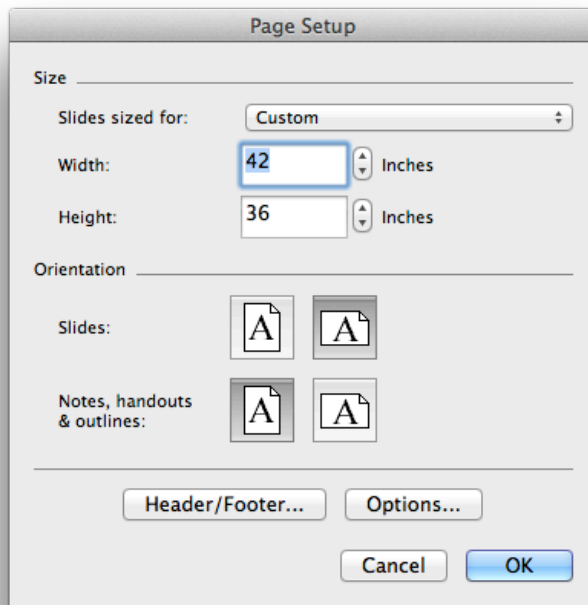


Making a PDF of a Poster from PowerPoint

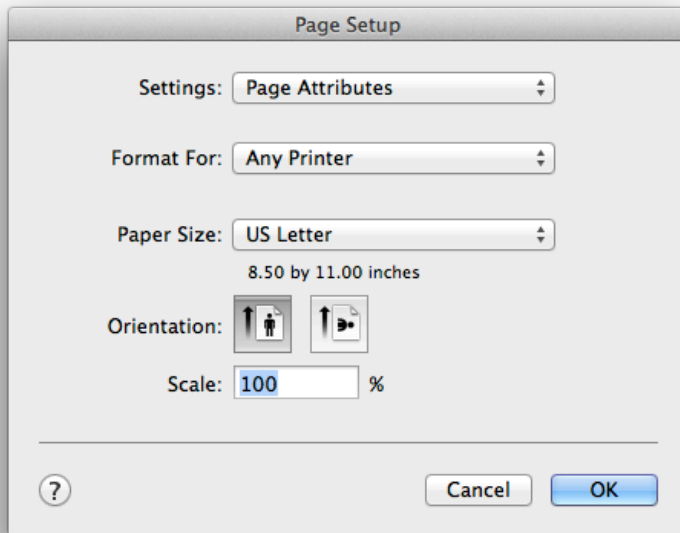
1) Go to Page Setup under the File menu.



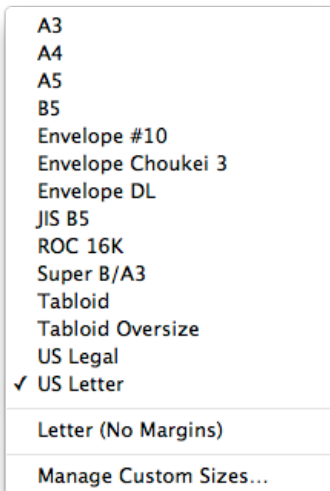
2) Ensure that the dimensions of the page shown there are correct, and the Slides orientation set to Landscape, as shown below. Once you have done so, click the Options button.



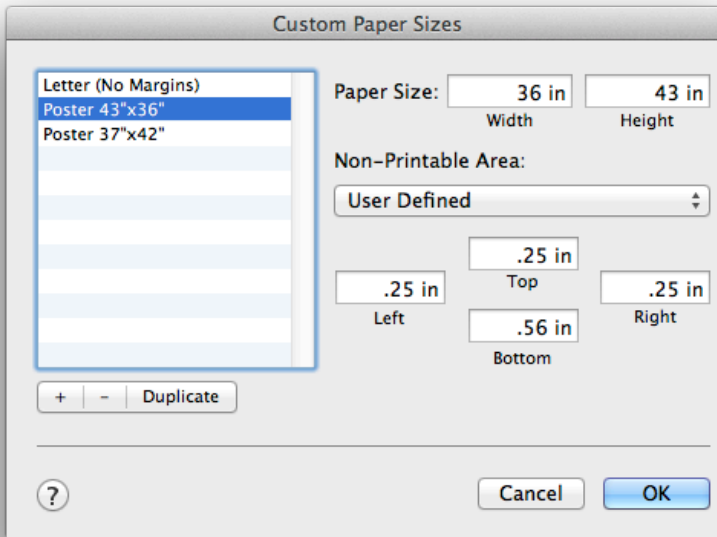
3) This will bring you to another Page Setup dialog.



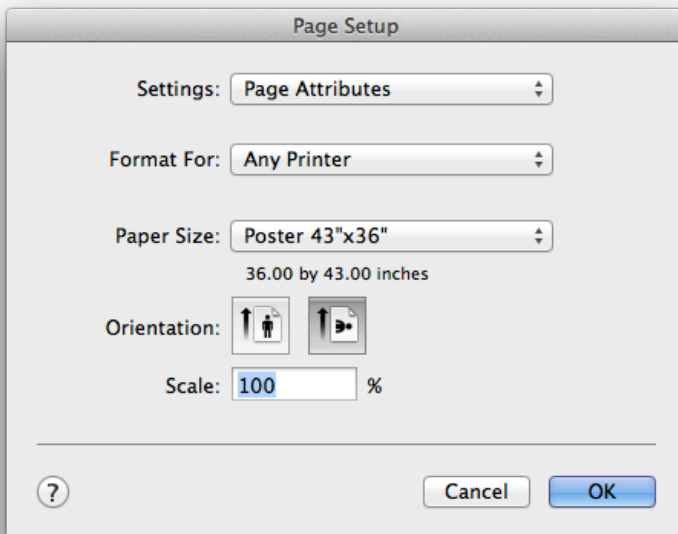
4) In it, you will need to click on the Paper Size menu (where it says US Letter above), and select Manage Custom Sizes at the very bottom.



5) This will bring up the Custom Paper Sizes dialog. In it, you will need to create a new custom paper size (using the + button at the bottom-left), and set the dimensions to the **reverse** of those used in the previous Page Setup dialog, with 1 inch added to the width (so for the 42"x36" poster in this example, it would be 36"x43", as shown below.)



6) Once this is done, press OK, and simply ensure that the size you created in the previous step is selected in the Paper Size menu.



7) Now hit OK until the dialog boxes disappear, go to Print under the File menu, and under the PDF menu in the bottom left, select Save PDF. This should produce a PDF file of the poster that has the correct paper dimensions.