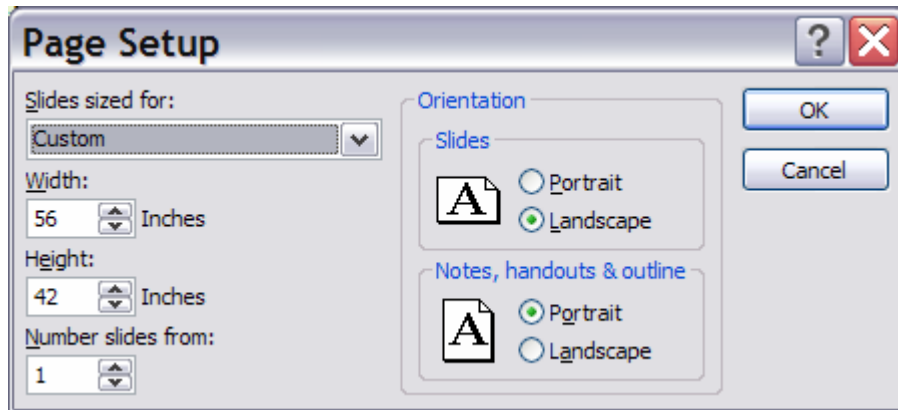
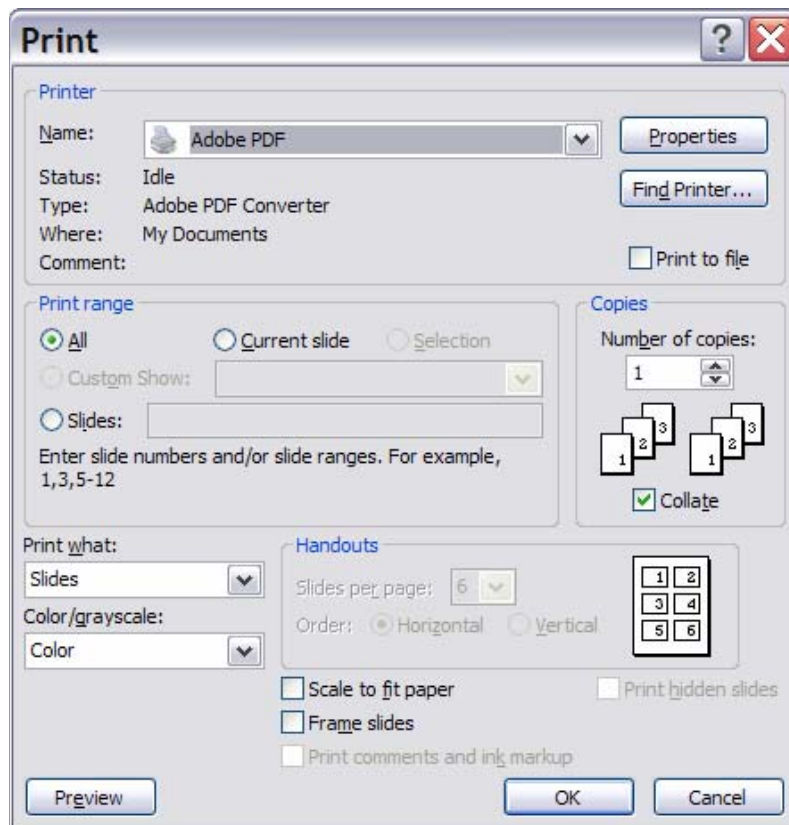


HOW TO CREATE A PDF POSTER FILE FROM A POWERPOINT POSTER FILE

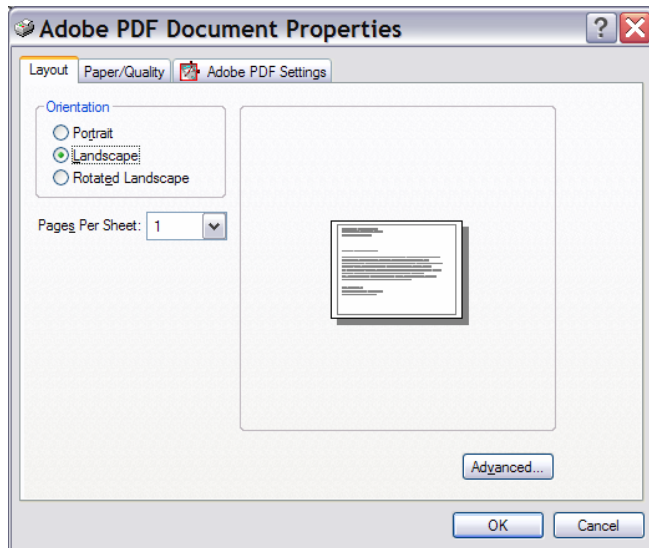
STEP 1: Open your PowerPoint poster file and click **File, Page Setup...**. Note the values in the **Width** and **Height** boxes. These instructions assume a 56"x42" (WxH) poster. Click the **OK** button.



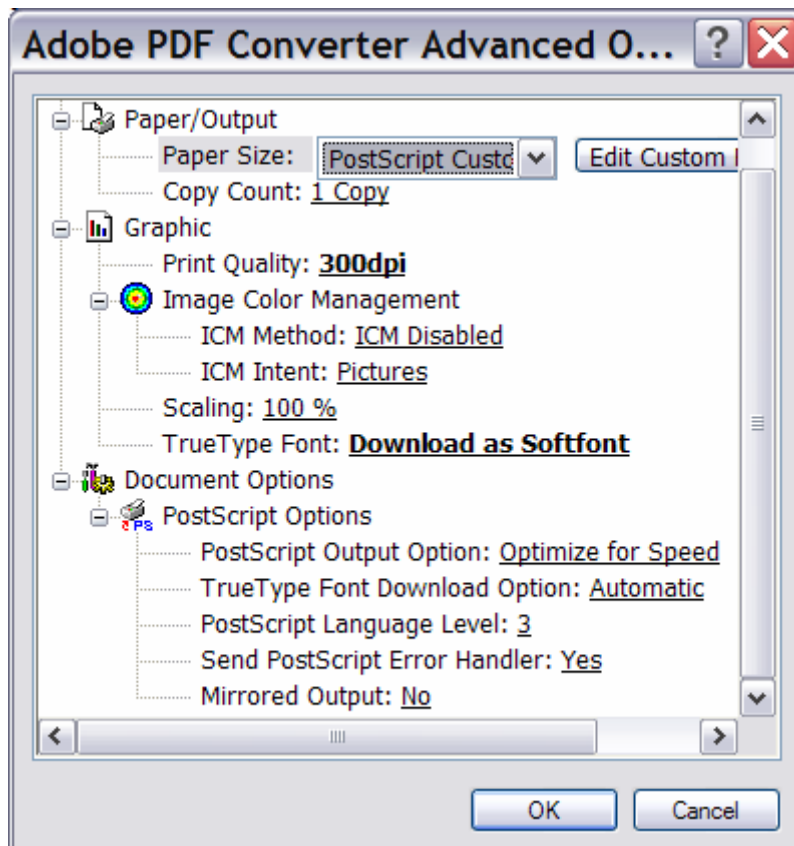
STEP 2: Click **File, Print...**, select **Adobe PDF** in the **Name** list box in the **Printer** area, and click the **Properties** button.



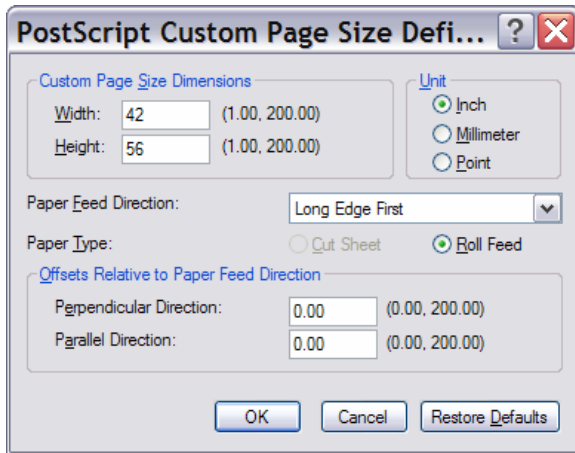
STEP 3: Click the **Layout** tab, then select the **Landscape** radio button and click on the **Advanced...** button.



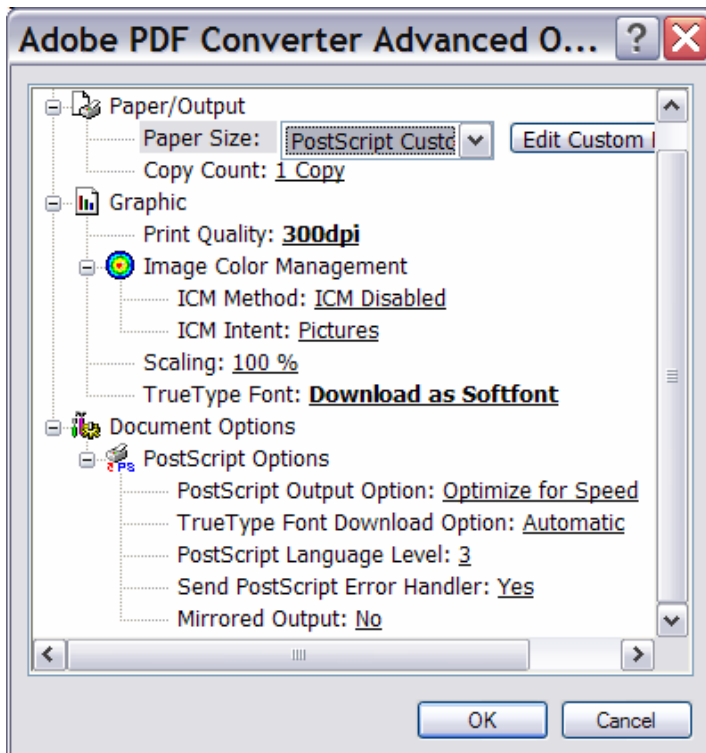
STEP 4: In the **Paper Size** list box (located under **Paper/Output**), select **PostScript Custom Page Size**.



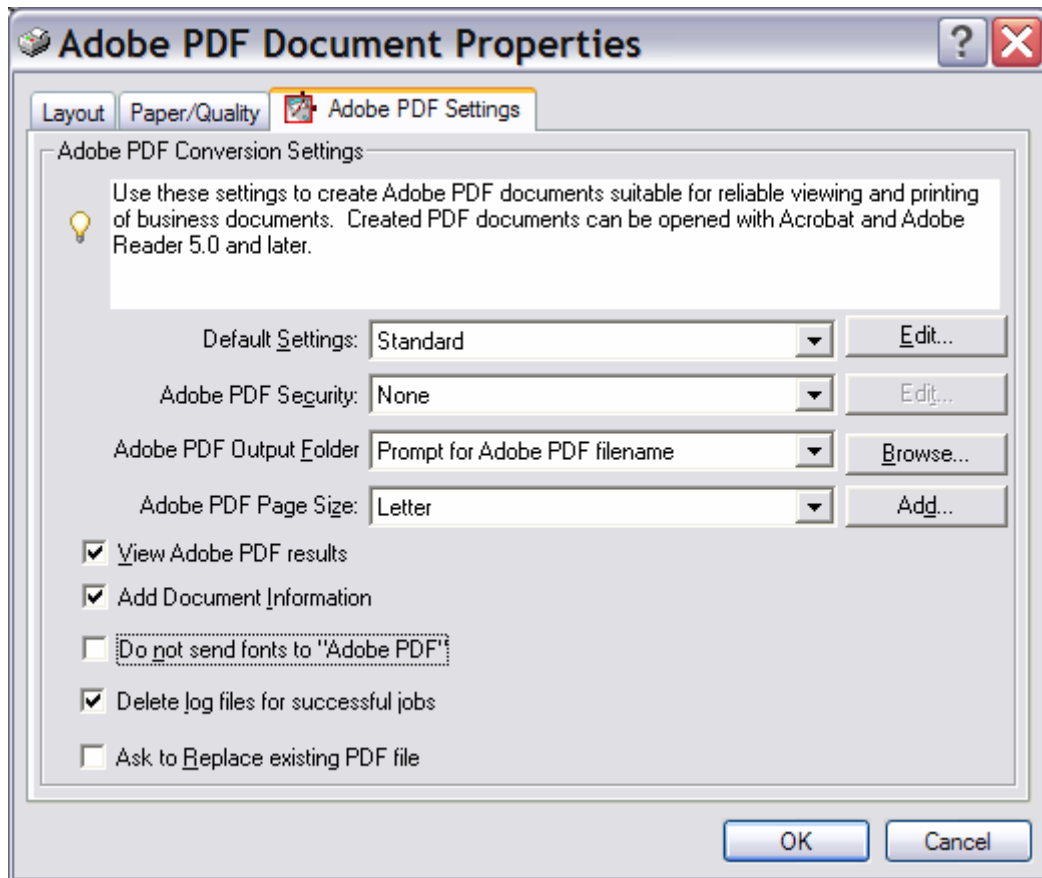
STEP 5: In the **PostScript Custom Page Size Definition** dialog box, enter the short dimension of your poster into the **Width** box and the long dimension into the **Height** box. Be sure the appropriate radio button is selected in the **Unit** area. Click the **OK** button.



STEP 6: In the **Adobe PDF Converter Advanced Options** dialog box, set **Print Quality** (found under **Graphic**) to **300dpi**, **TrueType Font** (found under **Graphic**) to **Download as Softfont**, and **TrueType Font Download Option** (found under **Document Options, PostScript Options**) to **Automatic**. The dialog box should now look similar to the one shown below. Click the **OK** button.



STEP 7: Click the **Adobe PDF Settings** tab and *uncheck* the **Do not send fonts to “Adobe PDF”** check box. In the **Adobe PDF Conversion Settings** area, choose **Standard** in the **Default Settings** list box and click the **OK** button.



STEP 8: Click the **OK** button in the **Print** dialog box and save the PDF poster file when prompted (*remember the file name and location where you saved this file*).