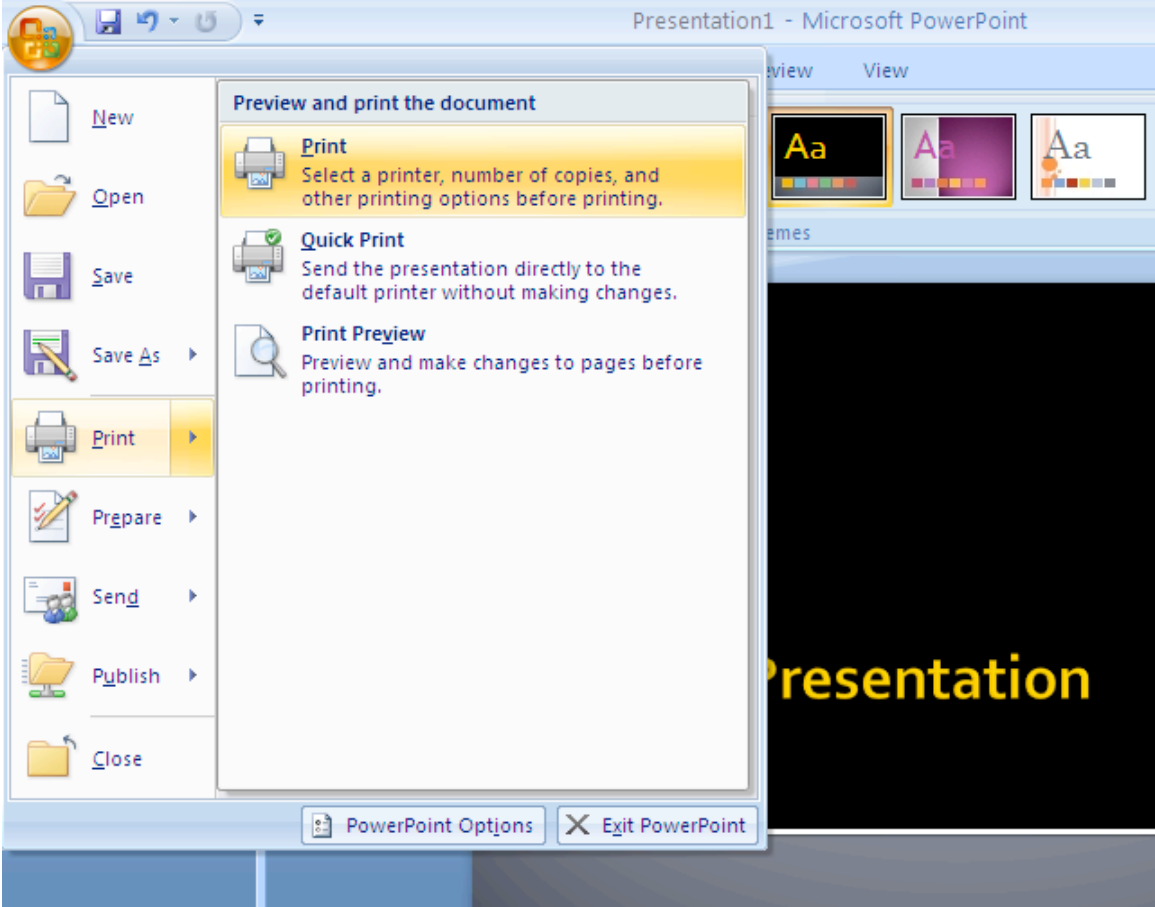
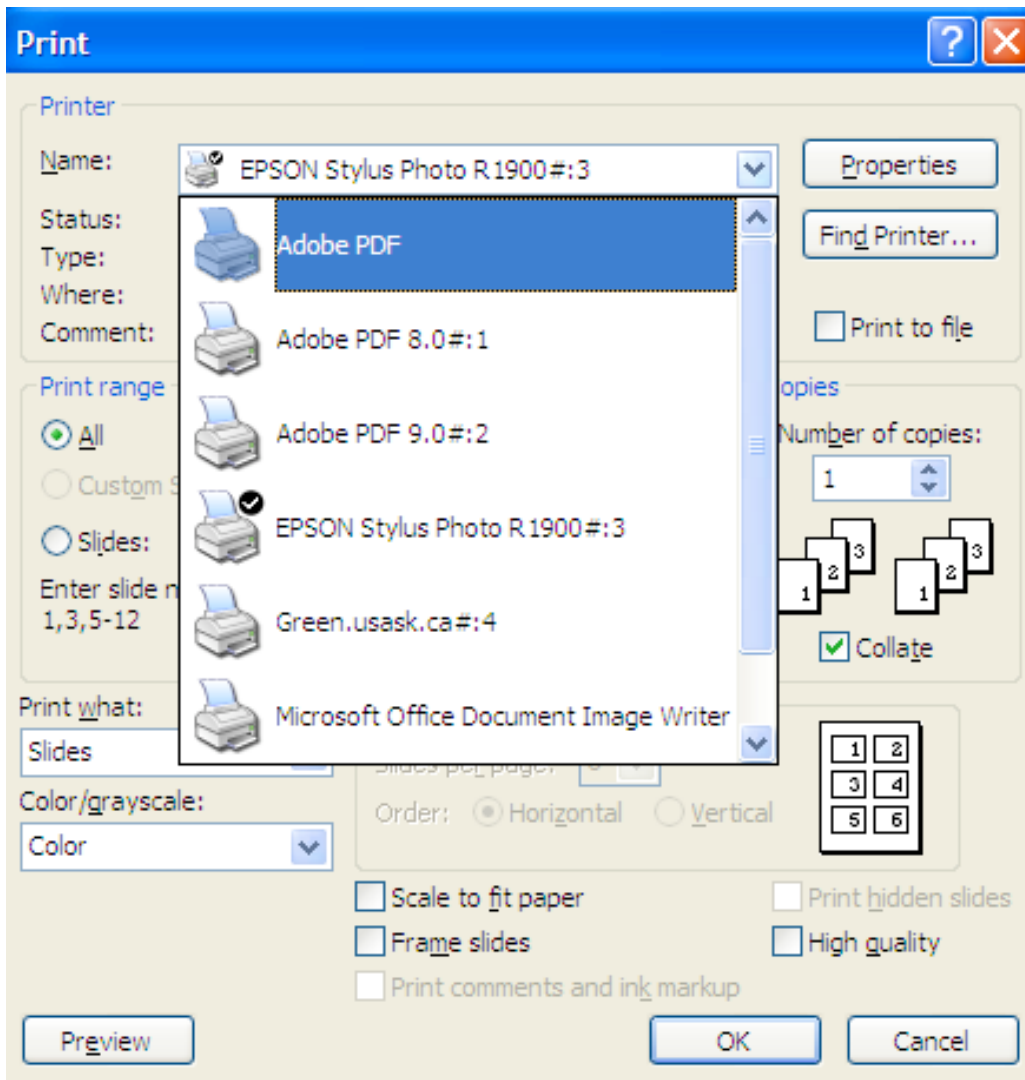


Converting PowerPoint 2007 Poster Presentation to PDF for Printing

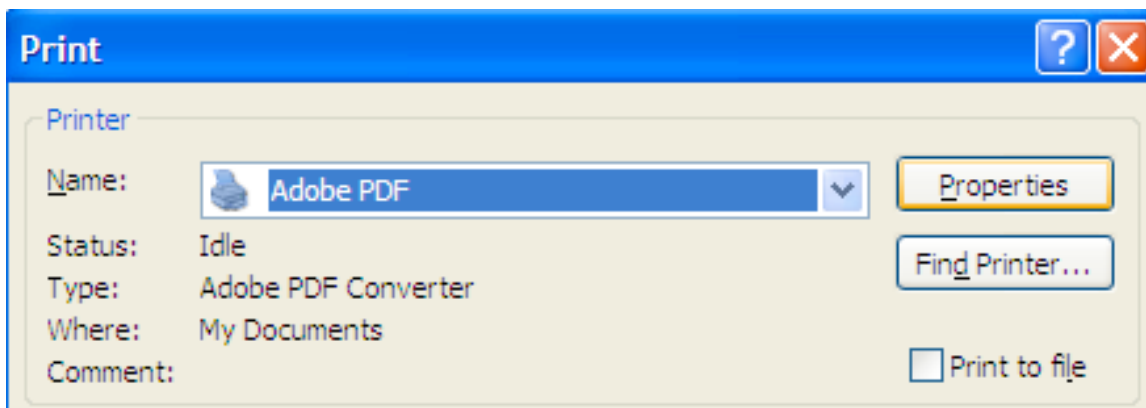
Before starting, ensure that Adobe Acrobat is installed on your system. Adobe Acrobat Reader will work for this purpose.

Step	Action
1	<p data-bbox="224 338 1122 373">Within PowerPoint 2007, Choose from the Office Button, Print > Print</p>  <p>The screenshot shows the Microsoft PowerPoint 2007 interface. The Office Button (top-left) is open, and the 'Print' option is selected. The 'Print' submenu is displayed, showing three options: 'Print' (highlighted in yellow), 'Quick Print', and 'Print Preview'. The 'Print' option is described as 'Select a printer, number of copies, and other printing options before printing.' The 'Quick Print' option is described as 'Send the presentation directly to the default printer without making changes.' The 'Print Preview' option is described as 'Preview and make changes to pages before printing.' The background shows a slide with the word 'Presentation' in yellow text on a black background.</p>

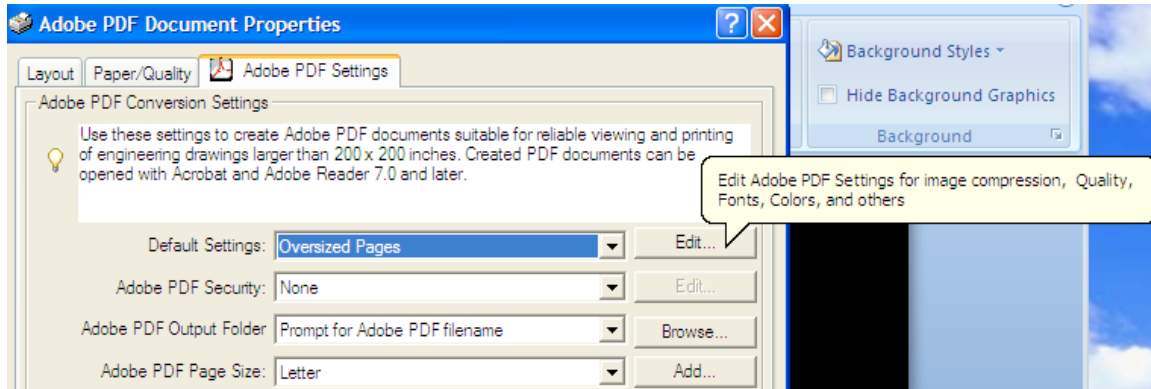
2 From the Print screen, Printer Name drop down options, choose Adobe PDF.



3 Click the Properties button.



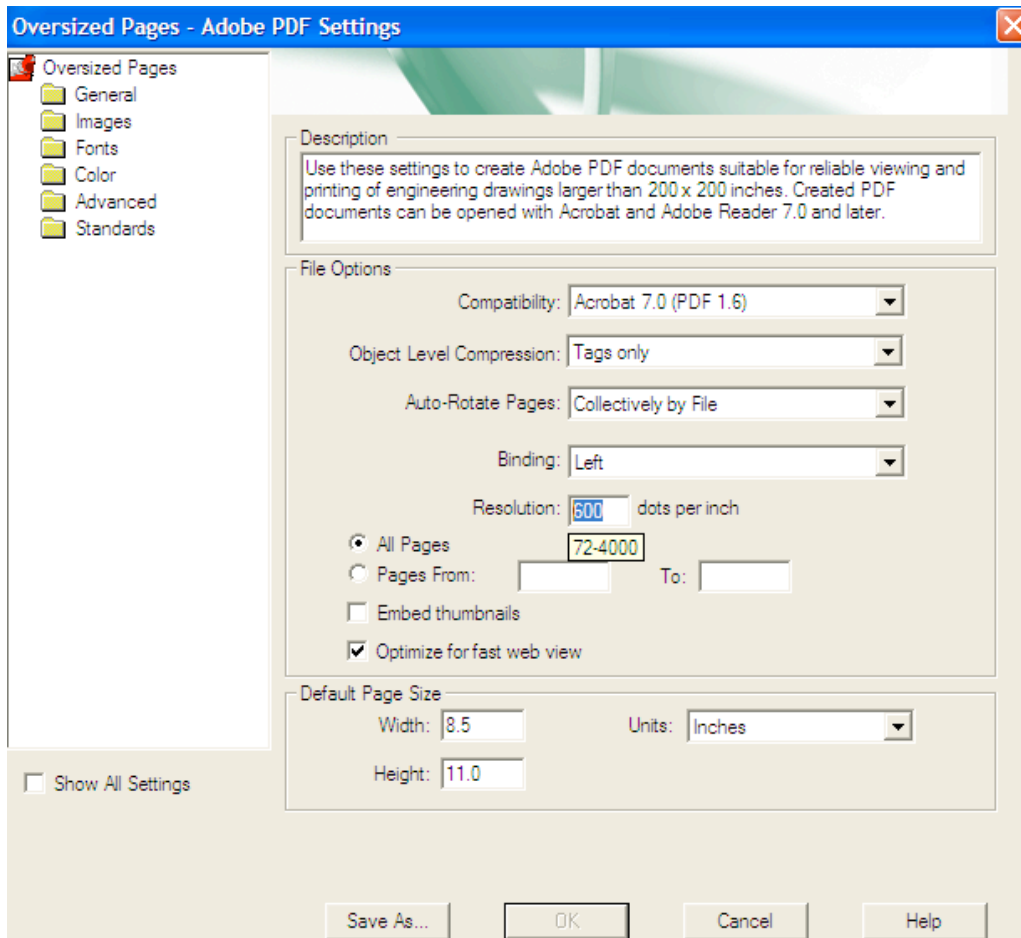
- 4 Choose the Adobe PDF Settings Tab and from the Default Settings, choose Oversized Pages.

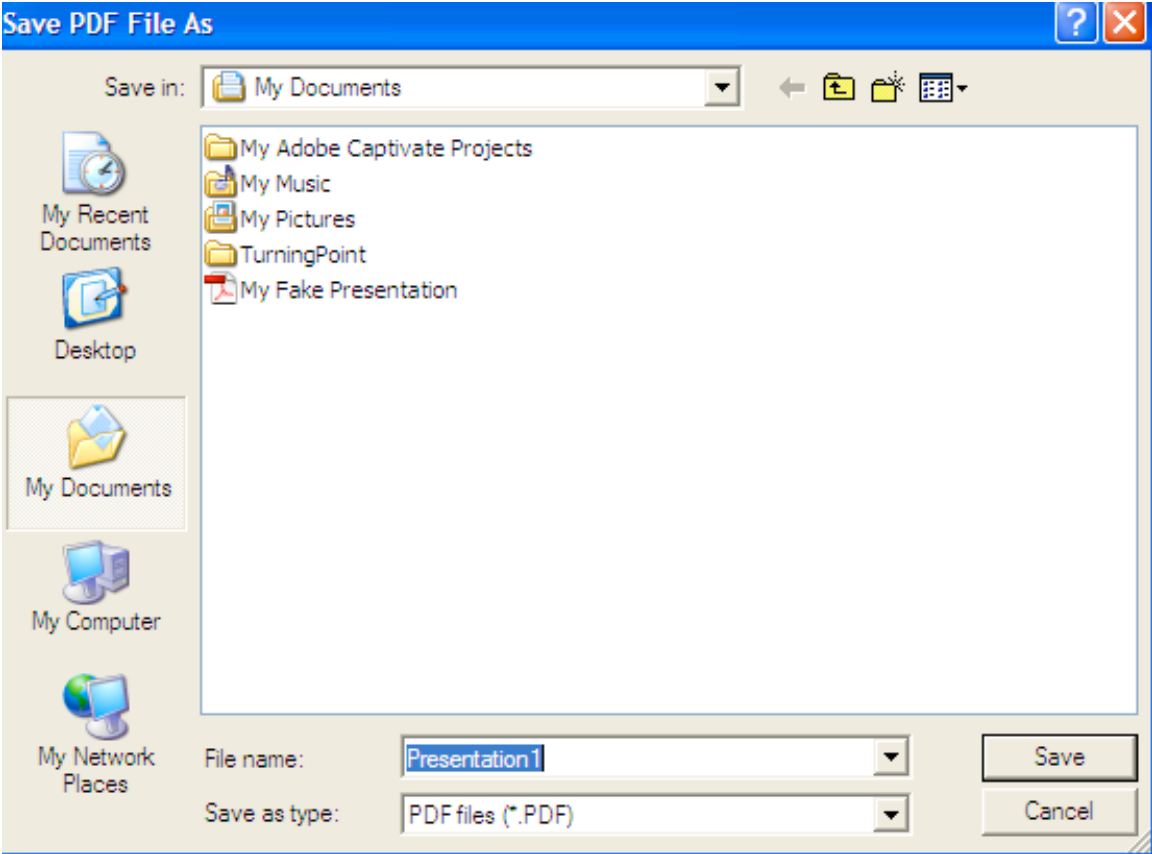


- 5 Select the Edit button for Oversized Pages

- 6 On the Edit screen, you may change any of the settings as required.

Pay attention to the Resolution (300 dpi should suffice) and Default Page Size (this will vary but should be set the same as your settings in PowerPoint for poster size).



7	Select OK once you have completed changing the settings.
8	A dialogue window may appear prompting you to save these settings. The settings will appear in the list for the next time you need to save a poster as PDF and you can choose to use this newly created Customized Oversize or create another new set of options.
9	<p>Continue to select OK on the dialogue windows and eventually, a dialogue window will appear prompting you to save the file as PDF.</p> 
10	Save the file and be sure to preview this file before sending to the professional printer.