a&aa output room

powerpoint posters

Problems with PowerPoint

PowerPoint is not designed to do page layouts for print. It is designed for screen presentations. We recommend that you use graphic design software (such as Adobe InDesign) for creating large format documents. Ideally, the software should support the saving to a PDF file format.

Font Substitution

Installed fonts can be different from computer to computer and is especially true between Windows and Mac OS. Saving to PDF, the fonts you designed with are embedded in the file to be used when printing.

Low Resolution Images

Bit mapped images (usually photos or scanned images) are made of a collection of square dots. Enlarging these images enlarges the bits that make up the image. For low resolution images, the individual bits become visible when enlarged and the image will look like a bunch of small squares. Bit mapped images should be at least 100 dpi at the size that you intend to print, but do not need to exceed 150 dpi.

Document Size

Create the slide layout and dimensions to match the intended print size. Scaling a small document up does NOT work.

Solution

If you do not have access to page layout software and need to use PowerPoint, save your document to a PDF format using these instructions.

Converting PowerPoint Slides to PDF

Windows

These instruction are for using Adobe Acrobat Professional. If you do not have Adobe Acrobat Professional see instructions for using the free PDF Creator on our website: http://aaa.uoregon.edu/output

1. Open your document in PowerPoint. From the Design tab click on Page Setup (in the upper left). Note the size of the slide. Click Ok.

2. From the File tab select Print.

3. From the printer list choose Adobe PDF and Click on Printer Properties.

4. A new dialog box appears. Under Default Settings select PDFX3 2002.

4. Under the Layout tab click Advanced.

5. A new dialog box appears. Under the Paper Size drop down menu select Postscript Custom Page Size.

6. A new dialog box appears. Enter your slide's shortest dimension as the width, and its longest dimension as the length. Click OK.

7. Click OK to exit Advanced settings. Click OK again to exit Printer Properties.

8. Click on the Print icon in the upper left. A dialog box appears asking you to title your document and where to save it. Give your document a title. Choose location to save PDF. Click SAVE.

9. See **Poster Printing** to submit file for printing.

Mac OS

1. Open your document in PowerPoint. From the File menu select Page Setup

2. Note the size of the slide and click Options... button.

3. A new dialog box appears. From the Paper Size drop down menu select Manage Custom Sizes.

4. A new dialog box appears. Click the **+** icon in the lower left. In the Paper Size field enter your slide's shortest dimension as the width, and its longest dimension as the length. Click OK.

5. Double check your new custom page size is selected. Click Portrait or Landscape to match the orientation of your layout. Click OK. Click OK again to exit Page Setup.

6. From the File menu select Print.

6. From the PDF menu in the lower left select Save as PDF-X.

7. A dialog box appears asking you to title your document and where to save it.

8. See **Poster Printing** to submit file for printing.