

Creating Posters using PowerPoint

Using MacOS and PowerPoint 2011

- 1) Start a new presentation
- 2) Configure the slide size
 - a) Go to the File menu and choose Page Setup to open the first “Page Setup” dialog
 - b) Change the Size settings for the size you want
NOTE: one size must be no greater than 35.5 inches, as that is the maximum paper size for the poster printer.
 - Example 1:
Width 35.5 & Height 24 : charge is for two feet
 - Example 2:
Width 36 & Height 24 : charge is for three feet
(prints three feet long with 11.5 inches of white space)
- 3) Configure the paper size
 - a) Click the “Options...” button to open the second “Page Setup” dialog
- 4) Change “Paper Size” to “Manage Custom Sizes...” to open the “Custom Paper Sizes” dialog
 - a) Click the “+” button at the bottom left
 - b) Set the Width and Height to the same values you entered above
 - c) Under Non-Printable Area, set all values to “0.25 in”
- 5) Click the “OK” button to close the “Custom Paper Sizes” dialog
- 6) Click the “OK” button to close the second “Page Setup” dialog
- 7) Click the “OK” button to close the first “Page Setup” dialog
- 8) Design your poster on the slide
Be sure to save it often - if using a computer in the Center, you should save it to a removable flash drive or send it to your email frequently
- 9) Create a PDF of your poster
 - a) Go to the File menu and choose “Save As...”
 - b) Under “Format” choose “PDF”
 - c) Give it a name and indicate where to save the file
 - d) Click the “Save” button
- 10) Bring poster to the Service Desk
 - a) Posters can only be printed from a flash drive or other removable USB type storage device
 - b) Center staff cannot print a poster sent via email or other online source
 - c) Payment for posters is via cash, check, or UD FLEX only - UD printing allocation, credit cards, and debit cards are not accepted

Creating Posters using PowerPoint

Using Windows and PowerPoint 2010

- 1) Start a new presentation
- 2) Configure the slide size
 - a) Click the “Design” tab on the ribbon, then click the “Page Setup” button
 - b) Change the Size settings for the size you want
NOTE: one size must be no greater than 35.5 inches, as that is the maximum paper size for the poster printer
 - Example 1:
Width 35.5 & Height 24 : charge is for two feet
 - Example 2:
Width 36 & Height 24 : charge is for three feet
(prints three feet long with 11.5 inches of white space)
 - c) Click the “OK” button to close the “Page Setup” dialog
- 3) Design your poster on the slide
Be sure to save it often – if using a computer in the Center, you should save it to a removable flash drive or send it to your email frequently
- 4) Create a PDF of your poster
 - a) Go to the File menu and choose “Save As...”
 - b) Under “Save as type” select “PDF (*.pdf)”
 - c) Give it a name and indicate where to save the file
 - d) Select “Standard (publishing online and printing)” at the bottom
 - e) Click the “Save” button
- 5) Bring poster to the Service Desk
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