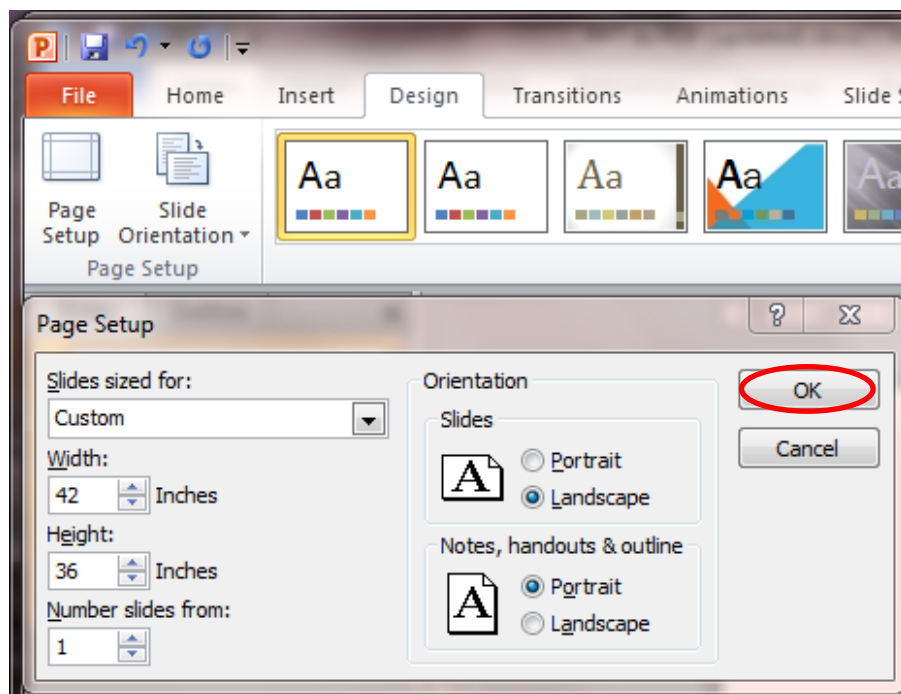


# How to Create a PDF Poster file from a PowerPoint Poster file

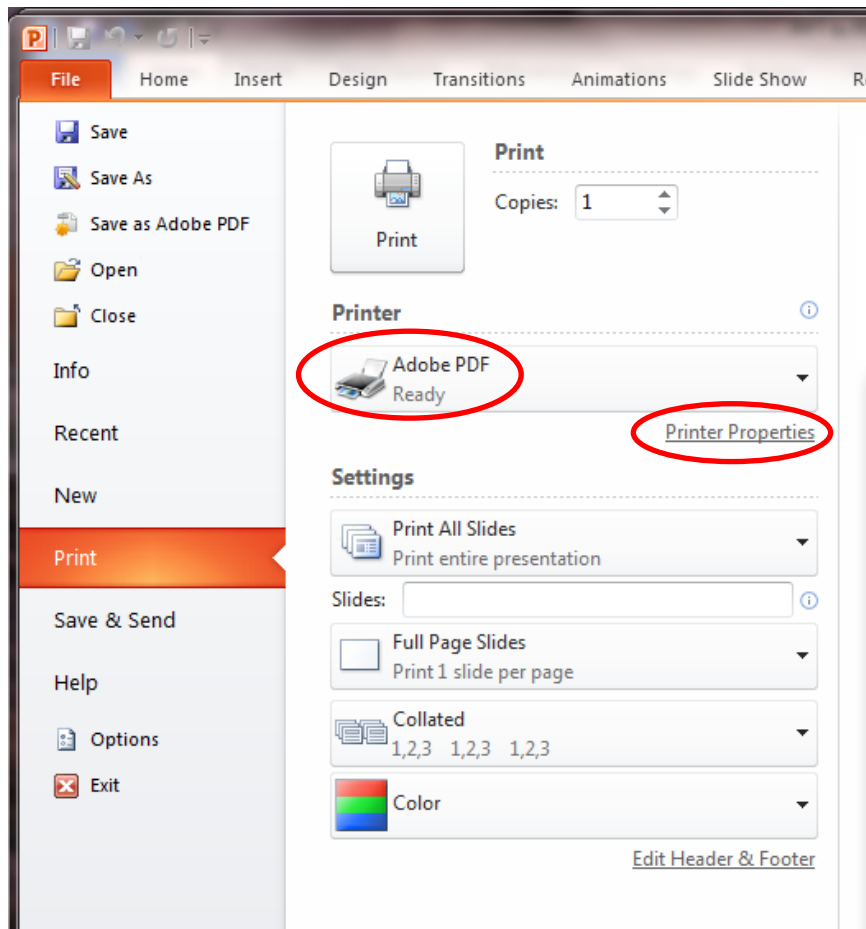
*UROC Plotter is optimized to print PDFs that have been created through Adobe Acrobat Pro (which can be found on all CSUMB Computer lab computers if students/faculty do not have it on their computers).*

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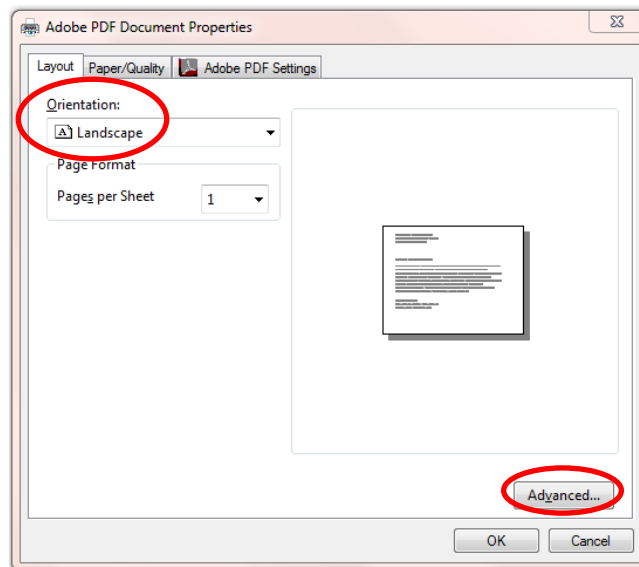
**STEP 1:** Open your PowerPoint poster file and click **File, Page Setup** or select the **Design Tab** and select **Page Set-up** (depending on the version of PowerPoint you are using). Note the values in the **Width** and **Height** boxes. These instructions assume a 42" W x 36" H poster, which is the standard poster size UROC uses (size may vary depending on the requirements of the hosting conference). Click the **OK** button.



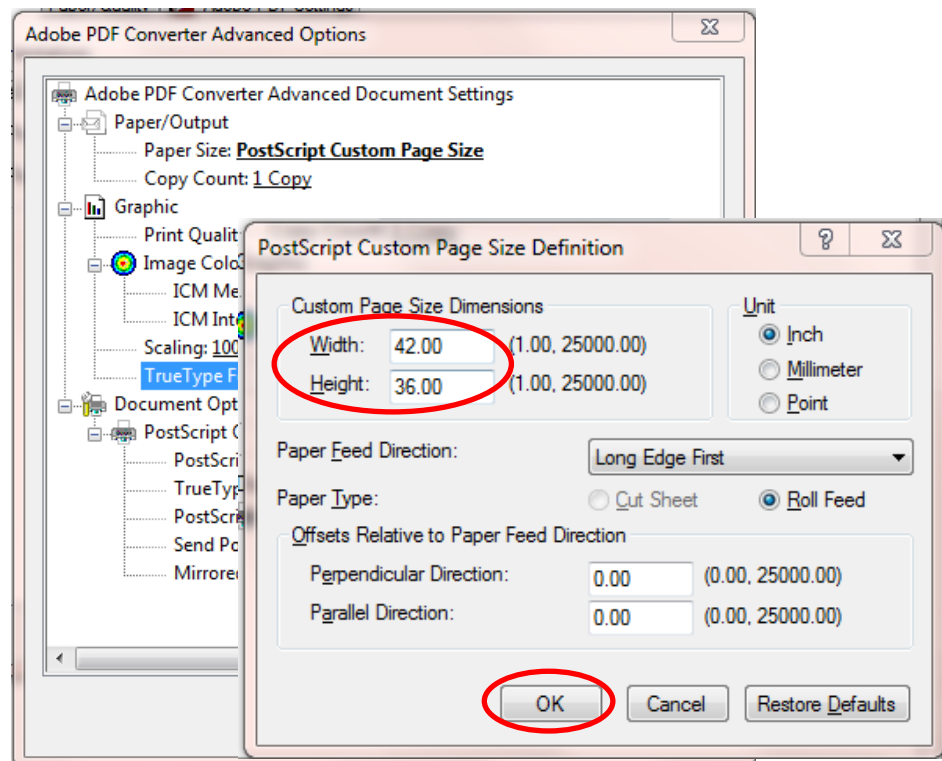
**STEP 2:** Select the **File** menu, and select the **Print** dialogue. Then select **Adobe PDF** from the **Printer** drop down list, and click the **Properties** button.



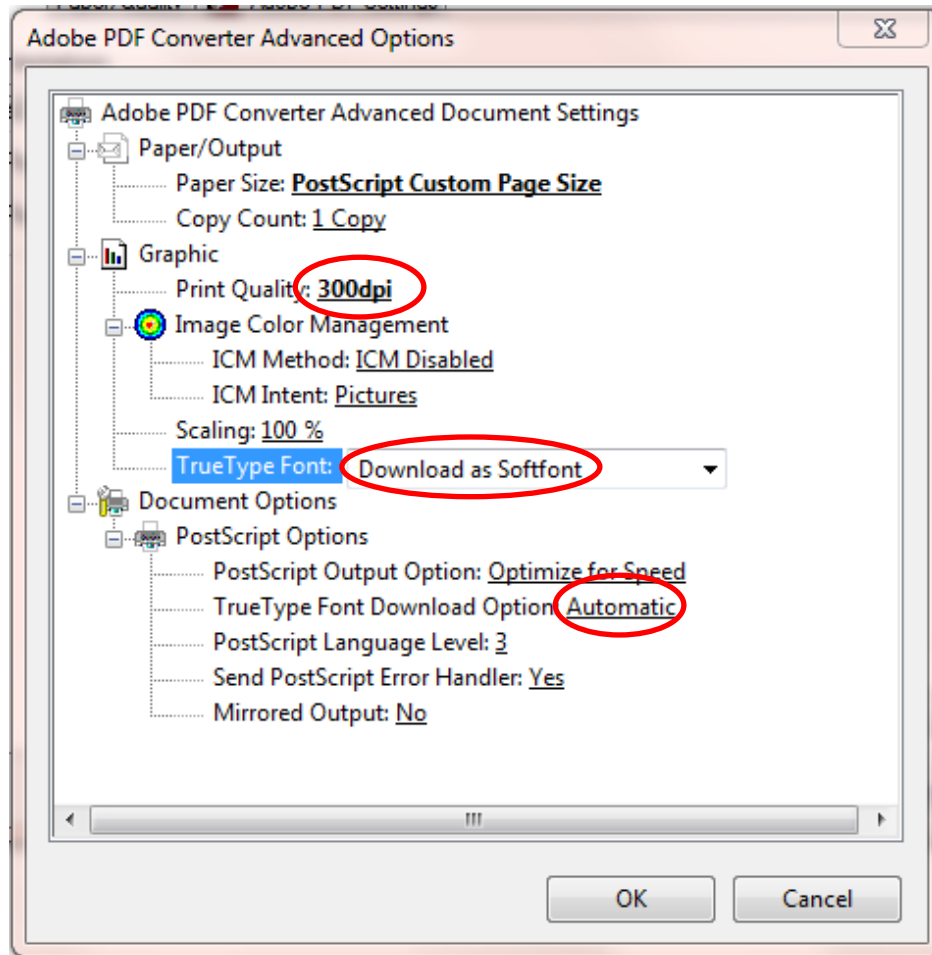
**STEP 3:** Click the **Layout** tab, then select the **Landscape** in the Orientation section and click on the **Advanced...** button.



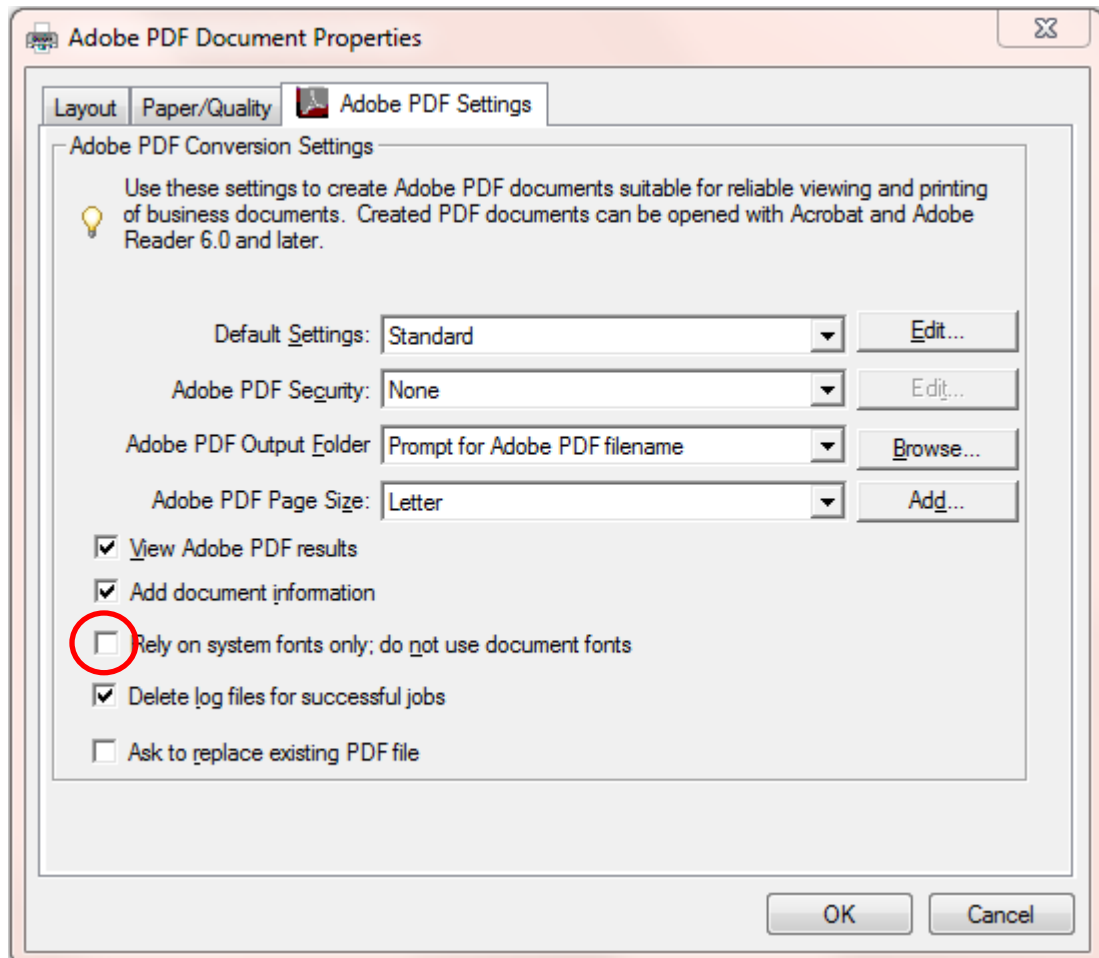
**STEP 4:** In the **Paper Size** list box (located under **Paper/Output**), select **PostScript Custom Page Size**. In the **PostScript Custom Page Size Definition** dialog box, enter the dimensions of your poster's **Height** and **Width** in the corresponding boxes. Be sure the appropriate radio button is selected in the **Unit** area. Click the **OK** button.



**STEP 5:** 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 6:** Click the **Adobe PDF Settings** tab and **uncheck** the “**Rely on system fonts only**” check box. In the **Adobe PDF Conversion Settings** area, choose **Standard** in the **Default Settings** list box and click the **OK** button.



**STEP 7:** 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**).