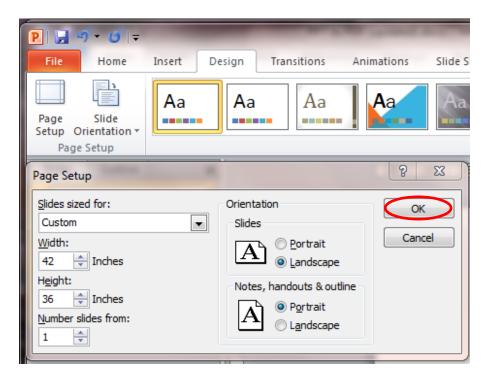


How to Create a PDF Poster file from a PowerPoint Poster file

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).

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.

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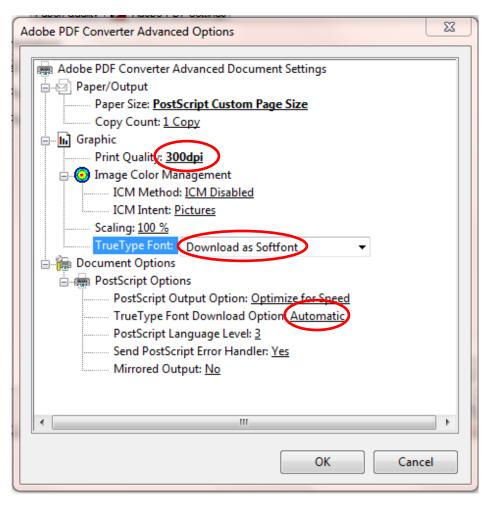
STEP 3: Click the **Layout** tab, then select the **Landscape** in the Orientation section and click on the **Advanced...** button.

Adobe PDF Document Properties	23
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Advanced OK Car	

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.

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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.

Adobe PDF Document Properties	23				
Layout Paper/Quality 💹 Adobe PDF Settings					
Adobe PDF Conversion Settings					
Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.					
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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)*.