

# PRINTING YOUR POWER POINT OVERSIZED POSTER

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Note: If you are using the poster template provided on AGES website, all the printing specifications are already in place; so skip to step 9 of this guide.

**For your convenience, print this document and follow the instructions when working on your poster.**

1) In your Microsoft®PowerPoint, click on “File” and then on “Page Setup (Figure 1) to access the specifications of your slide. You will be working on a single slide, which will become your oversized, single-page poster.

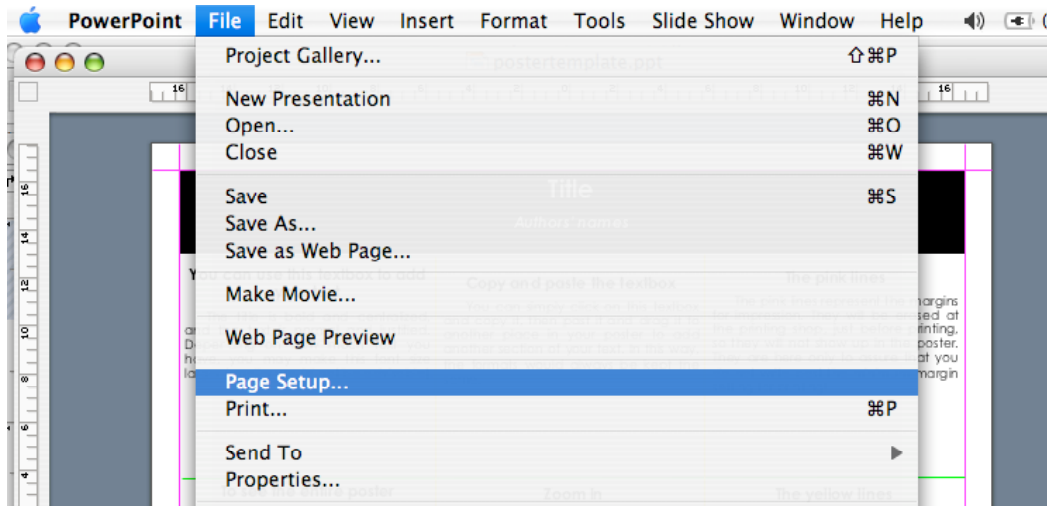


Figure 1. Click on “File” and “Page Setup,” as highlighted here.

2) Once you have accomplished step 1, a new window entitled “Page Setup” will open, like the one on figure 2. On this new window, click on the arrow to the right of the first field, “slides sized for” and then select “custom” (see figure 2).

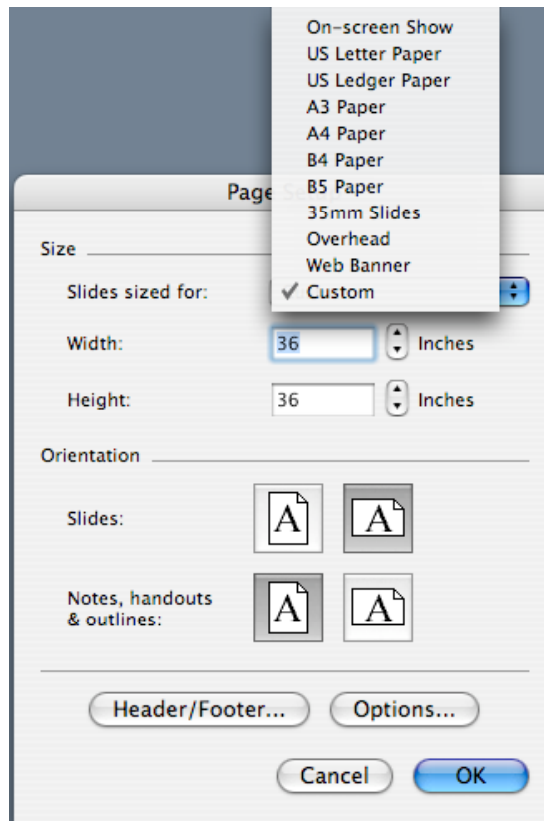


Figure 2. “Page Setup” window, where you can select the size of your slide.

3) After you have selected “custom” on the “Slides sized for” field, write the size of your slide on the “Width” and “Height” fields. This will be the size of your poster, that is, if you want a 3ft by 3ft poster (approximately 92cm by 92cm), enter “36” for the width and “36” for the height on the respective fields (see figure 2). If you want a smaller or bigger poster, just enter the corresponding width and height of your desired poster into the fields (remember to check if the unit is inches or centimeters). It is also important to check the guidelines for posters for the specific conference you will be attending, to know the maximum poster size allowed. Usually, posters are 3ft by 3ft. If you intend to have a larger poster, check also with the printer shops in your area to know the maximum size poster they are able to print.

4) After completing Step 3, click on “Options” on the same window (see figure 2). A new window will open, like the one on figure 3. In this new window, you will set up the specifications for printing your poster in the correct size. If you do not alter these specifications, your poster will not be printed correctly, as the paper size for printing will be much smaller than the size of your slide (i.e., poster).

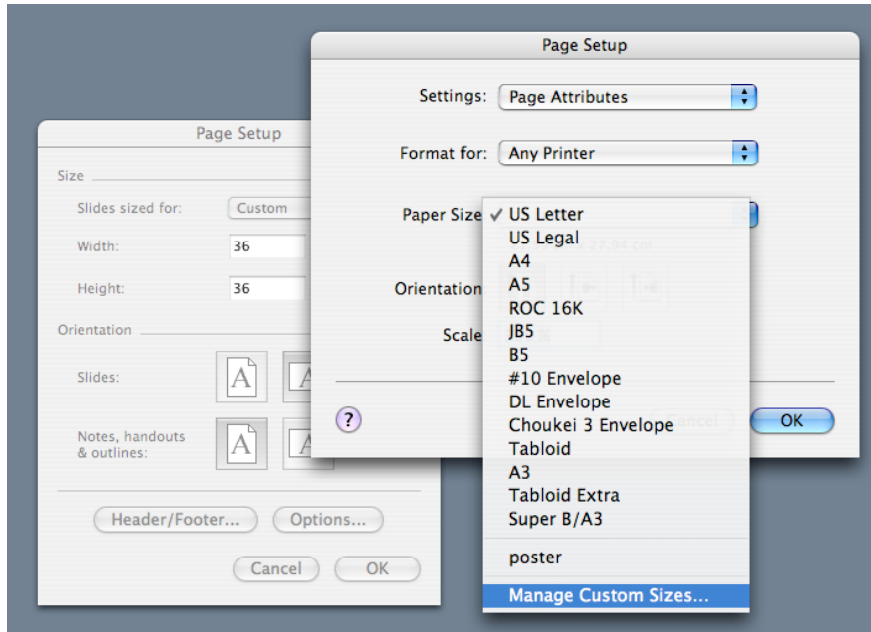


Figure 3. A second “Page Setup” window prompted by the “Options” button on the previous window. Here, you will set up the specifications for printing your poster.

5) Click on the arrow to the right of the “Paper Size” field, and select “Manage Custom Sizes.” Once you have clicked this option, another window will open (see figure 4). This window, entitled “Custom Page Sizes” will allow you to change the size of the page on which your slide/poster will be printed.

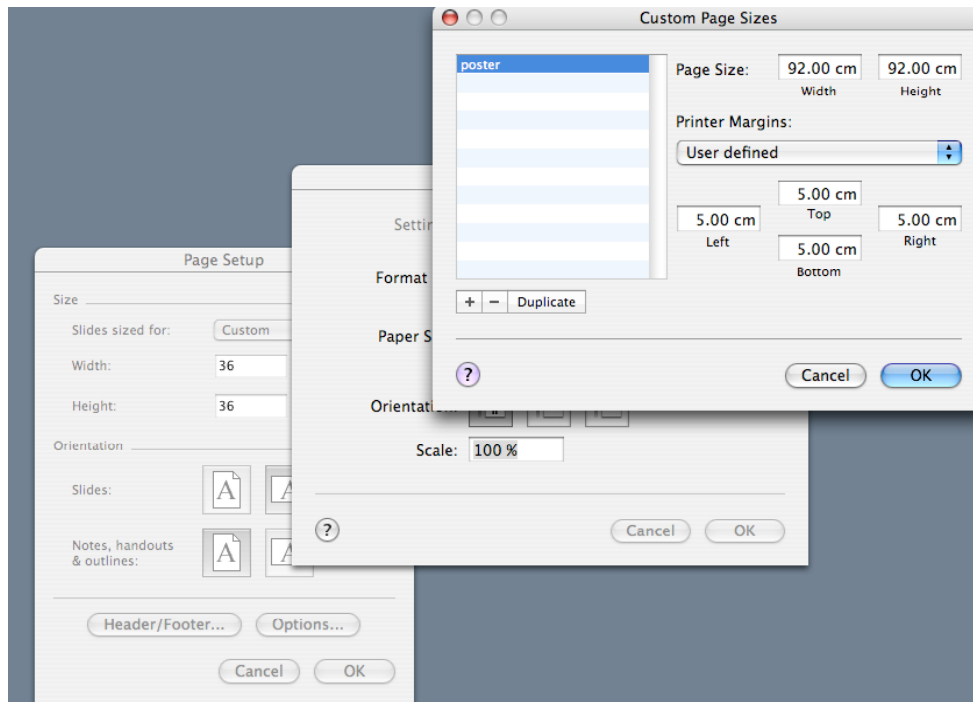


Figure 4. “Custom Page Size” window, where you can change the size of the paper on which your slide/poster will be printed.

5) Click on the “+” sign on the bottom left of the “Custom Page Size” window to add a new paper size. Once you have clicked on the “+” sign, you will see “untitled” in the same place where in figure 4 you can now see “poster” highlighted in blue. Click on the “untitled” to highlight it and then choose a name for your new custom size paper (in figure 4, for example, the name chosen is “poster”). Just type the name of your choice. This name will then be automatically saved as a new paper size among the various other options for paper size on your Microsoft®PowerPoint printing menu and you will be able to access it any time in the future.

6) In the same window, write down the width and height of the custom paper size you have just created, on the respective fields beside “Page Size.” If you are working with a 3ft by 3ft poster, you should write 36 inches or 92 cm in the “Width” and “Height” fields. If you are using any other poster size, just write the corresponding width and height of your poster in these fields. Just remember to convert from inches to centimeters or vice-versa, depending on the unit displayed on your computer.

7) Once you have accomplished step 6, write the numbers for the printing margins of your new Custom paper size. In figure 4, all the margins (top, bottom, right, and left) are 5cm. The margins should be at least 2cm; 5cm is ideal for a 3ft by 3ft poster.

8) Once you have finished step 7, click “OK” and the “Custom Paper Size” window will close. Click “OK” on the “Page Setup” windows as well.

9) Once you have finished your poster, delete the lines that delimit each section of your poster (yellow, green and pink lines on the poster template provided on AGES website), and then save your poster in pdf format. This will guarantee that your poster will look exactly as it does in the pdf file when it is printed. In pdf format, your poster will then be ready to be sent to the printer shop. Some printer shops allow you to send your poster electronically, by email, while others will require a copy of your poster on a CD. Usually, printer shops do not accept files on portable drives, but you can check with them before hand. Allow at least 2 business days to have your poster printed (for colored poster, check with the printer shop for timelines).