If creating your poster in PowerPoint:

In Windows:

Windows will only natively export PowerPoint files in 72 dpi resulting in blocky text. Therefore we recommend you use the open source program PDF Creator.
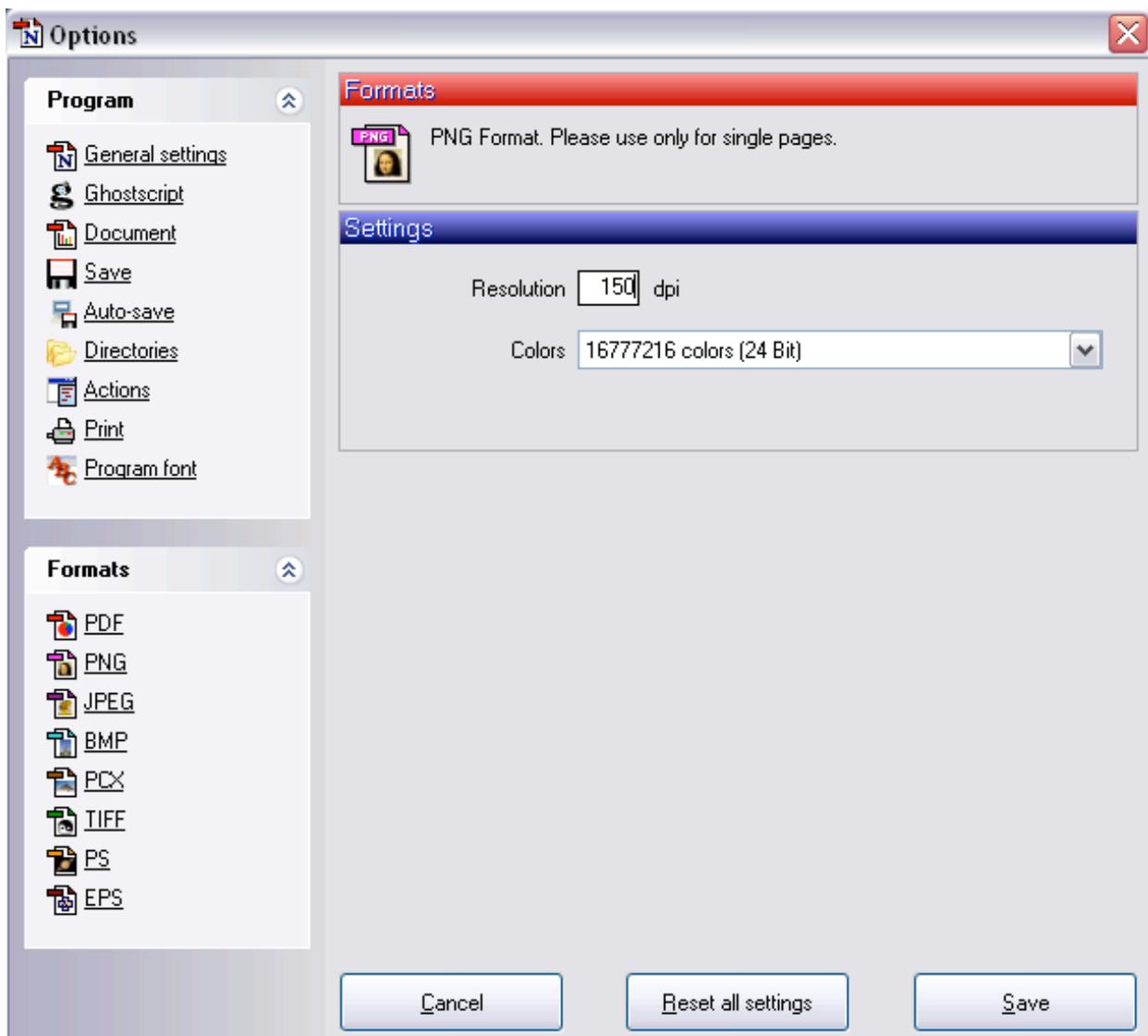(http://sourceforge.net/projects/pdfcreator/)

Open PDF Creator

Printer → Options
On the left side under Formats, click on PNG
Change the Resolution to 150 dpi

Click Save.

In PowerPoint:

File → Print

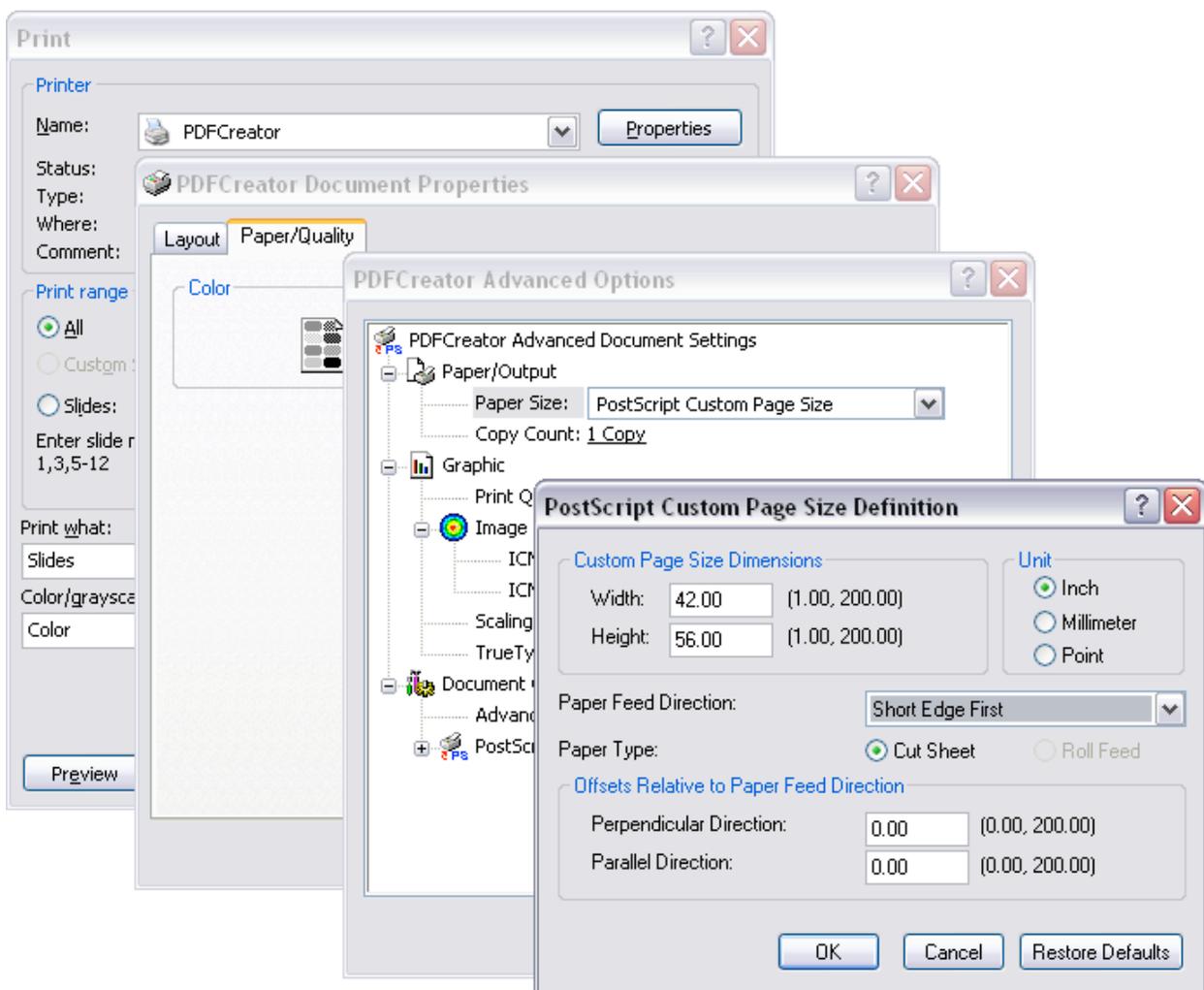Select PDF Creator as Printer

Click on Properties

Click on Advanced

Under Paper Output, select Post Script Custom Paper Size from the drop down menu

Type 42 as the width

Under Paper Feed Direction drop down menu, select Short Edge first or Long Edge first depending on the layout of the poster. (ie: typically, select short edge first for landscape posters and long edge first for portrait posters)

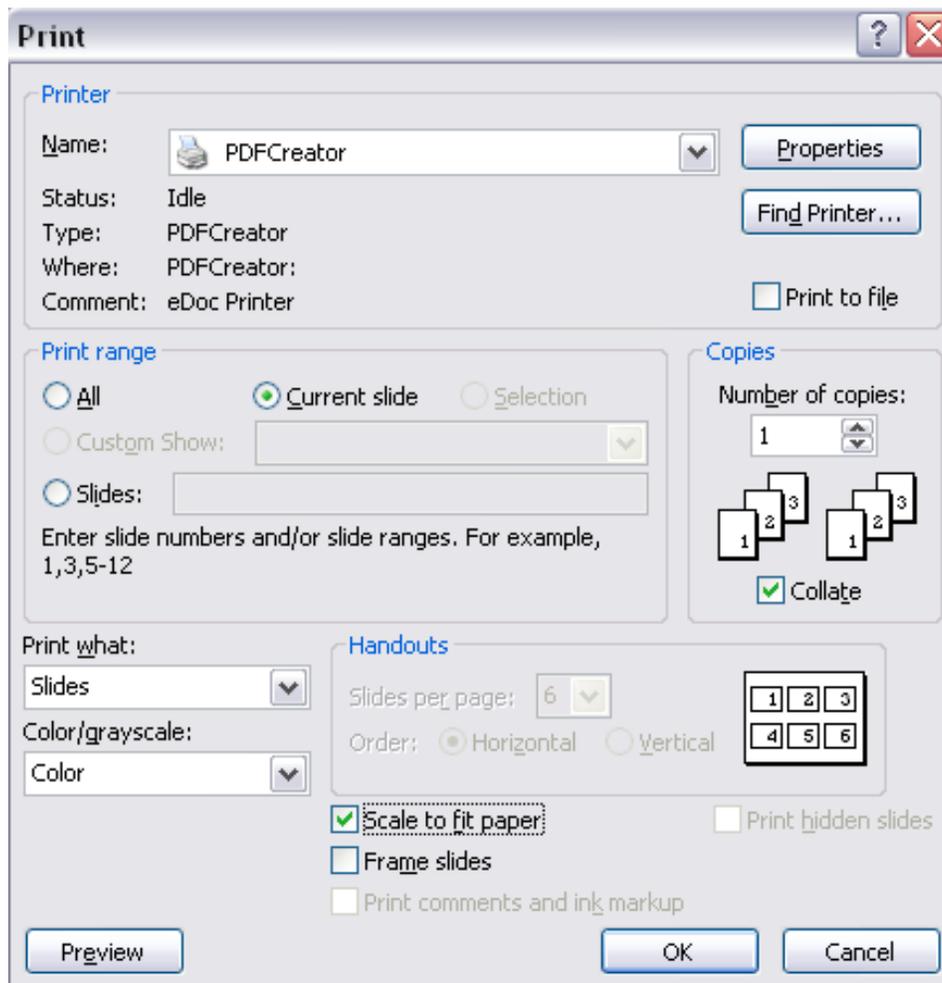Click OK out of Custom Page Size

Click OK out of Advanced Options

Click OK out of Document Properties

In the Print Menu:

Click radio button for Current slide

Check box that says Scale to fit paper (if needed)
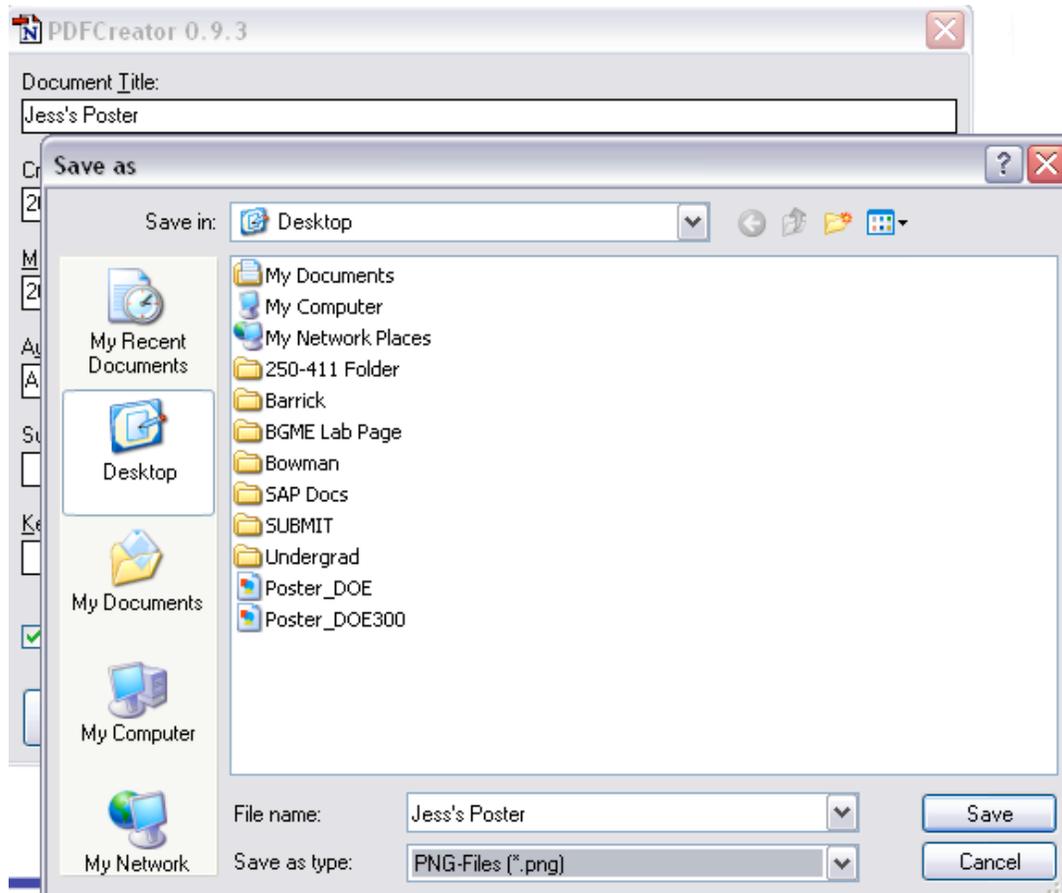
Click OK

In new window that pops up:

Change Document Title
Click Save
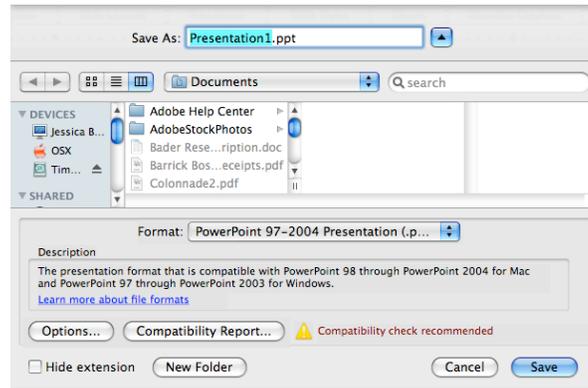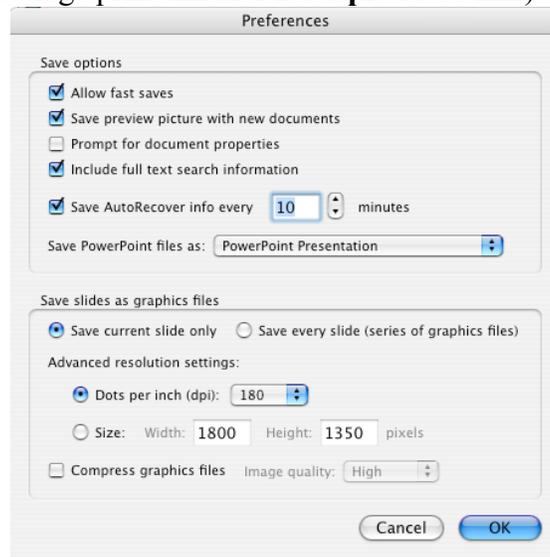Under the Save as Type drop down menu, select PNG
Click Save

Check your output image for correct orientation and layout. If incorrect, change Paper Feed direction in Custom Page size (see above).

To save your Power Point slide on a Mac:
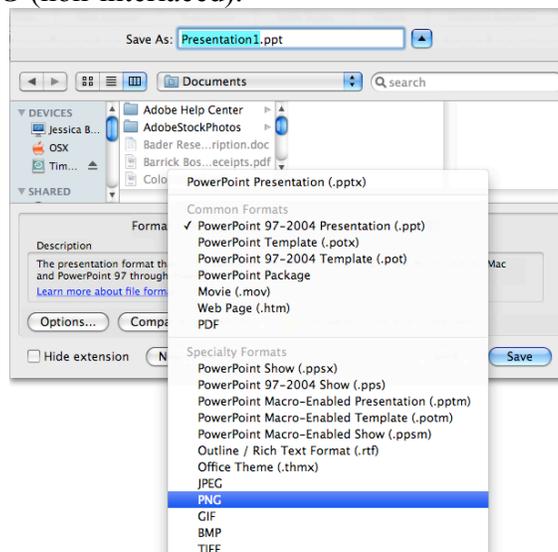
File → Save As
Select *Options…*

Under *Save slides as graphics files*, select *Save current slide only* and make *dots per inch* no greater than *180*. (**Note:** Average print time for **150 dpi:** 45-60 min)

Click *OK*.

Change the *Format* to *PNG* (non-interlaced).

Click *Save*.