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

N Options	
Program 🙁	Formats
 General settings Ghostscript Document Save Auto-save Directories Actions Print Program font 	PNG Format. Please use only for single pages. Settings Resolution 150 dpi Colors 16777216 colors (24 Bit)
Formats 😞	
PDF PNG PNG JPEG BMP BMP PCX PCX TIFF PS EPS EPS	
	Cancel Reset all settings Save

Click Save.

In PowerPoint:

File \rightarrow *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:



Save As: Presentation1.ppt
() BB = Documents Q search
▼ DEVICES Adobe Help Center Adobe Help Center ■ Jessica B Adobe StockPhotos ■ Image: Stock Stock Photos ■ ■ Barrick Boseceipts.pdf ■ ■ V SHARED ▼ Colonnade2.pdf ■
Format: PowerPoint 97-2004 Presentation (.p
The presentation format that is compatible with PowerPoint 98 through PowerPoint 2004 for Mac and PowerPoint 97 through PowerPoint 2003 for Windows. Learn more about file formats
Options) Compatibility Report)

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)

Preferences	
Save options	
☑ Allow fast saves	
Save preview picture with new documents	
Prompt for document properties	
☑ Include full text search information	
Save AutoRecover info every 10 🗘 minutes	
Save PowerPoint files as: PowerPoint Presentation	
Save slides as graphics files Save current slide only Save every slide (series of graphics files)	
Advanced resolution settings:	
• Dots per inch (dpi): 180	
Size: Width: 1800 Height: 1350 pixels	
Compress graphics files Image quality: High	
Cancel OK	

Click OK.

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

