

**Having trouble printing from a template downloaded from the internet?** Such files almost always cause trouble when printing, e.g. ONLY the background (or a totally blank page) will print instead of the poster you see on the screen.

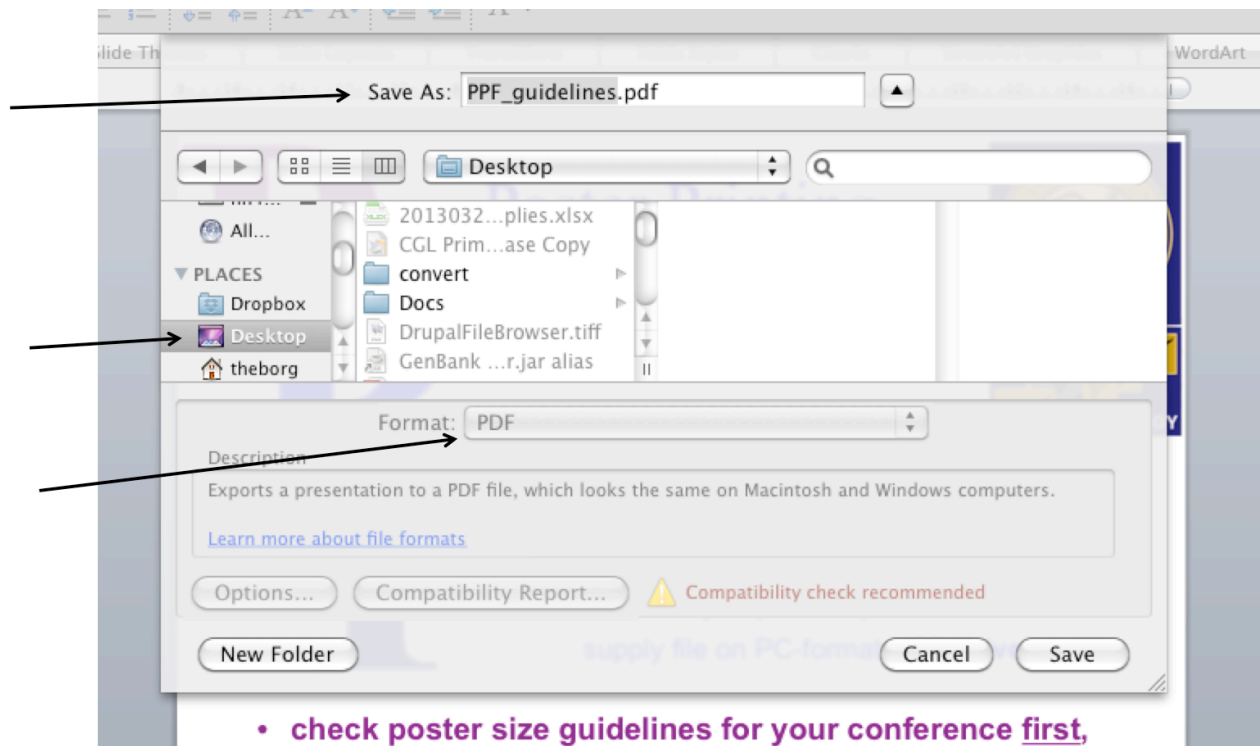
***Convert to a .pdf to print correctly!***

Did you create your PowerPoint Poster at 8.5" x 11", and **when you try to enlarge it everything gets messed up?**

***Convert to a .pdf before enlarging to fix that too!***

## **How to Convert a PowerPoint File to a .PDF to Correct Background Printing/Sizing Issues**

- 1) Open your file with **POWERPOINT** on the computer you used to create your poster
- 2) Click on "File" (upper menu bar), then "Save As"
- 3) Select ".pdf" from the "Format" pull-down menu, then choose where to save the file (e.g. "Desktop")
- 4) Give your new file a name (.pdf will automatically be appended)

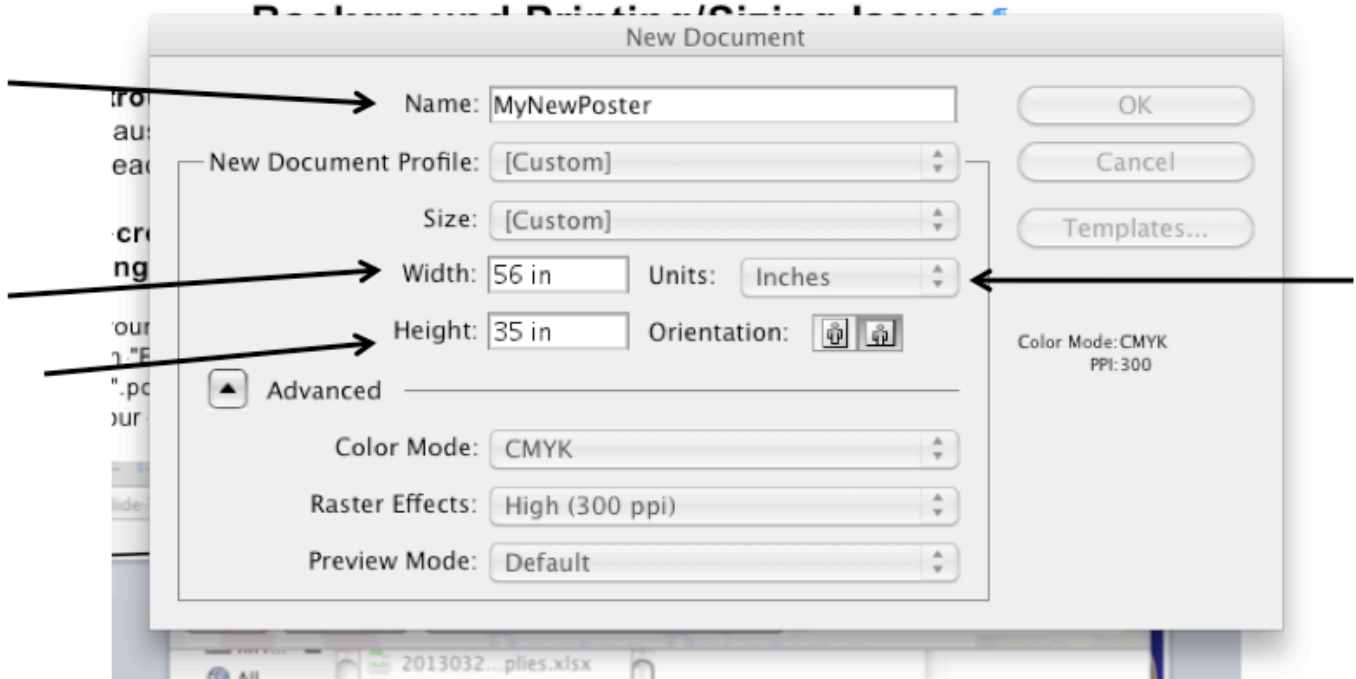


• **check poster size guidelines for your conference first,**

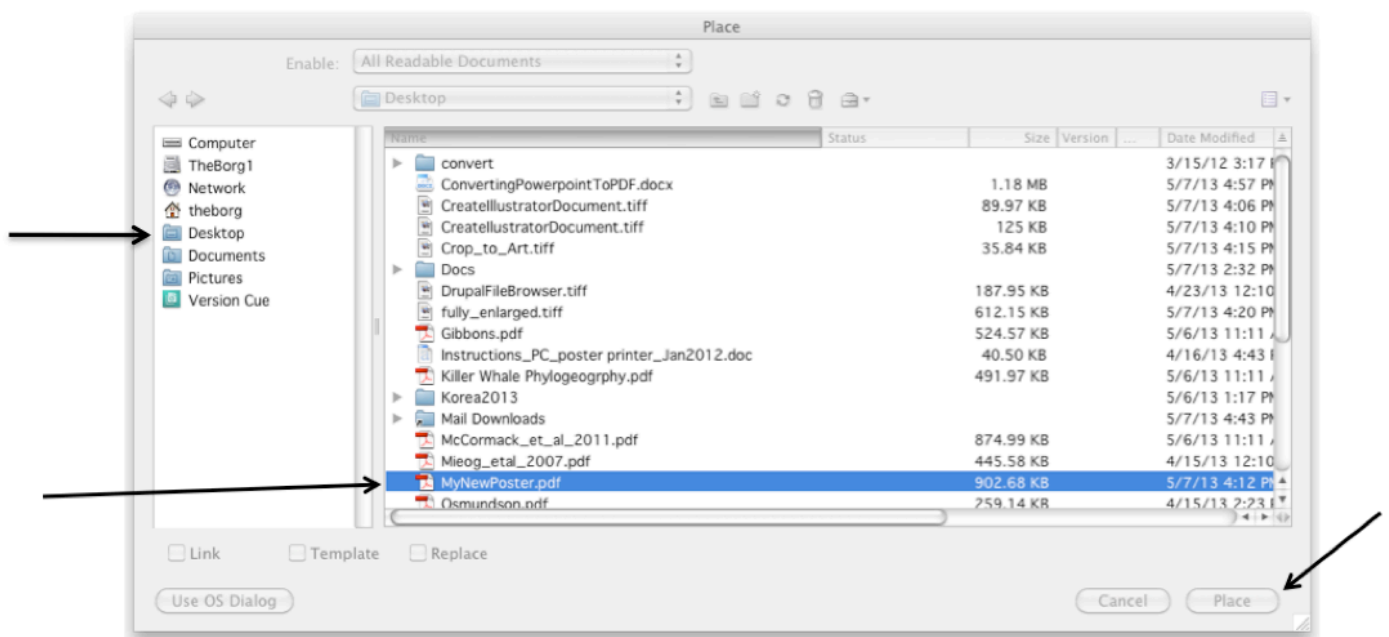
- 5) Drag your new .pdf file to your USB drive and take it to the Poster Printing Facility
- 6) Drag your newly-created .pdf file to the desktop of the PPF computer (Lenovo attached to poster printer)
- 7) Open **ADOBE ILLUSTRATOR** on the PPF Lenovo computer

8) Create a new **ADOBE ILLUSTRATOR** file (click on "File", then "New"), enter the intended print size in the dialog box that opens, select "inches" in the "Units" box, and give it a Name

## How to Convert a PowerPoint File to a .PDF to Correct

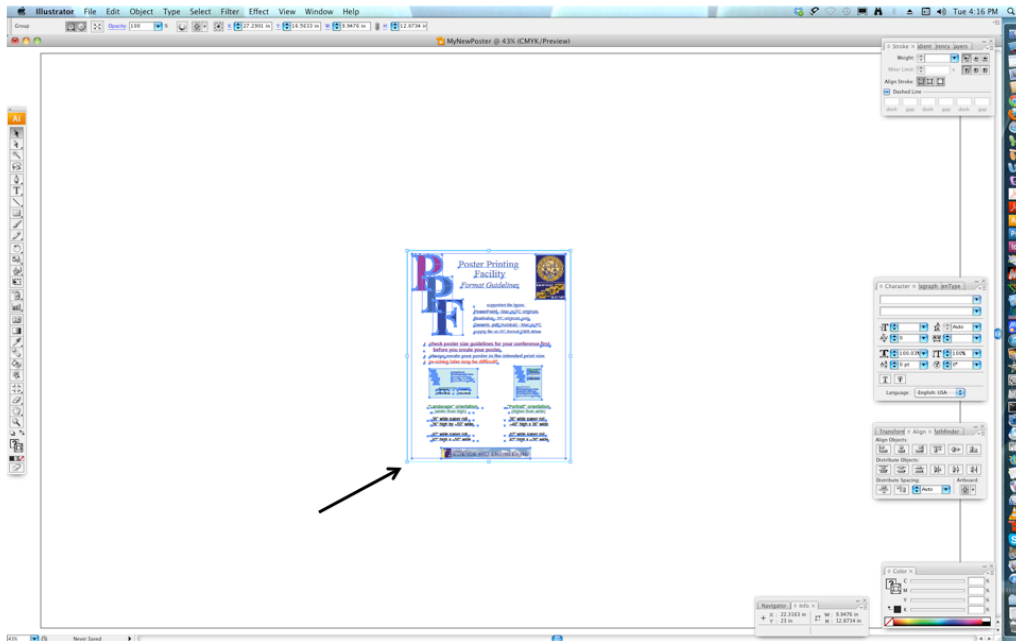


9) Click on "File", then "Place", and select the .pdf you exported from PowerPoint by clicking on "Desktop", then on the file name, then on the "Place" button at the bottom right

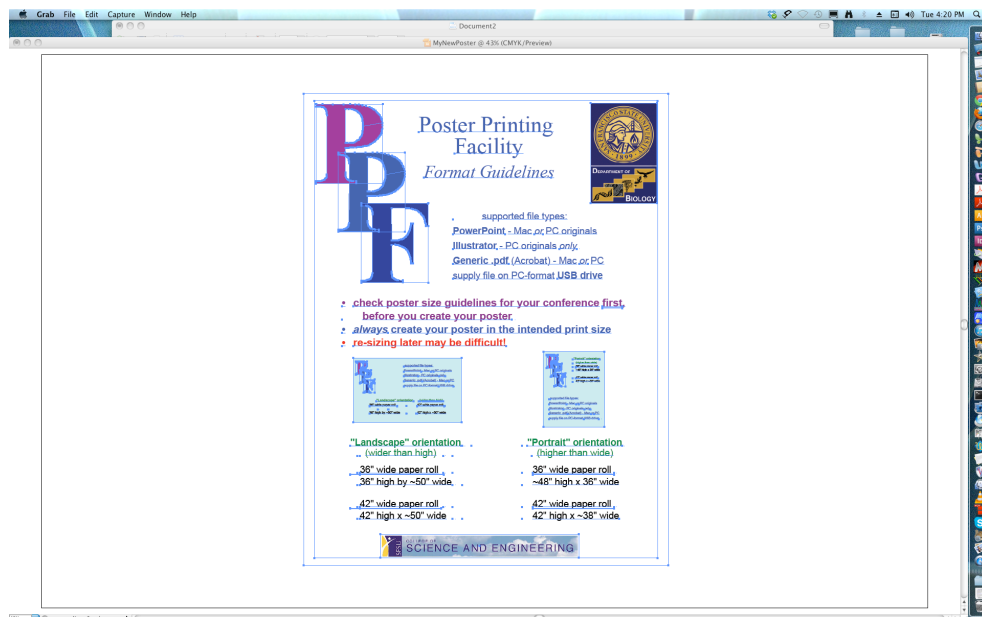


10) Your .pdf will appear in the center of your blank Illustrator document

11) While holding down the SHIFT KEY, click on one of the corners of the tiny .pdf, and drag it to enlarge (holding down the SHIFT KEY maintains proper proportions in most graphics software), if you do NOT hold down the SHIFT KEY and drag from the corner, your poster will be **distorted**



12) While holding down the SHIFT key, click on the opposite corner and drag to enlarge fully, so that the image fills the "artboard" of your Illustrator document



13) Save your new Illustrator document, then follow the instructions for printing from *Generic .pdf (Acrobat)* files (printing using Adobe Acrobat will ensure that **font substitutions will not cause problems**)