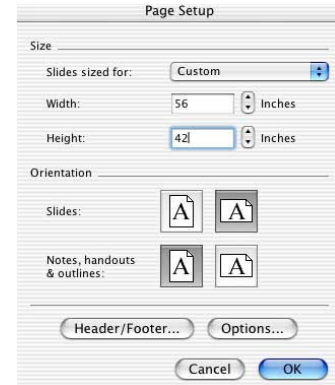
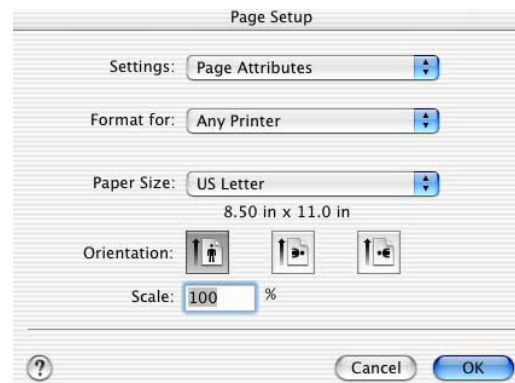


How to save a PowerPoint file as a PDF file using OS X:

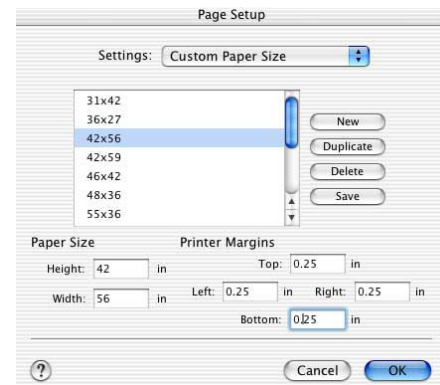
1. After you have completed creating your poster and you have saved your file go to the “File” menu and select “Page Setup”. A window will appear like the one to the right. Click on the “Options...” button.



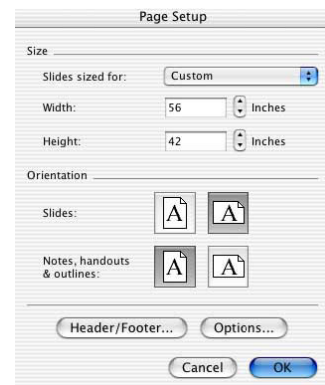
2. Once you click on the “Options” button this screen will appear. Click on the arrows next to “Page Attributes” and select “Custom Paper Size”.



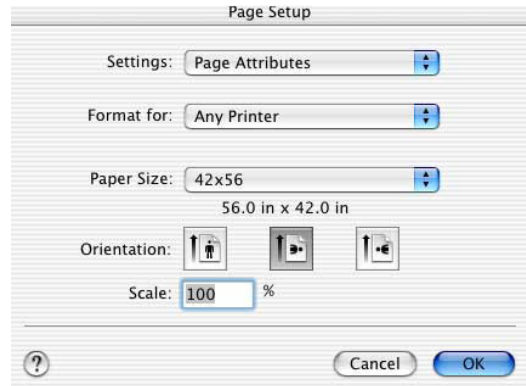
3. Once you select the “Custom Paper Size” this window will appear. Click on “New” and the screen will prompt you to name your new setting. After naming your new setting tab through the fields and enter your poster size. For this example we are using a landscape 42”x56”. After adjusting the settings click on the “Save” button to save your new setting. Then click the “OK” button. (If you don’t click on the save button first your new setting will not be saved.)



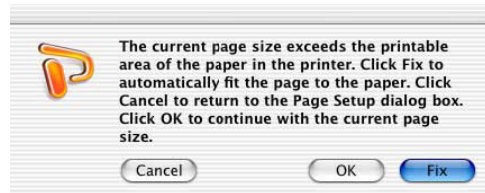
4. You should be back to this screen now. You have to go back into the “Options...” section one more time, so click on “Options...”.



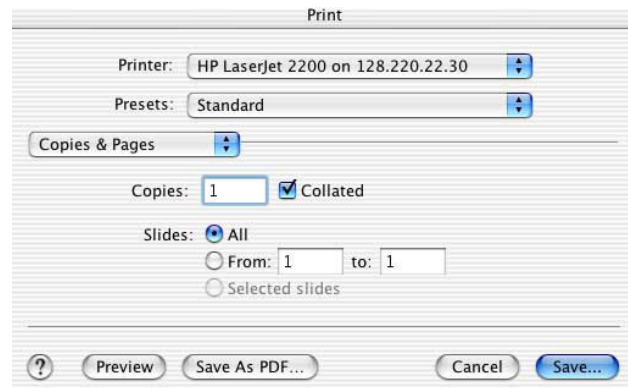
5. Now you need to change your “Paper Size” and “Orientation”. Click on the arrow next to “Paper Size” and scroll down to your new setting “42x56” (or whatever you named it), make sure your “Orientation” is landscape and “scale” is 100%. Then Click “OK”



6. Don't worry... You will get a warning popup like the one here. It is ok, so click “OK”. (DO NOT click “Fix”.)



7. Okay, now you are finished with customizing your Page Setup and you should be back to your poster file. Now go to the “File” menu and select “Print”. Don't worry about the printer that is selected you are going to save it as a PDF so it doesn't matter. Click on “Save As PDF...”



8. Save to the folder of your choice and that is it.

Proof your PDF.

Now you are ready to place your poster order.



9. Go to www.UniversityPosterPrinting.com and click on “[Order Your Poster Now](#)” Fill out the order form, upload your file and your poster will be on its way!