

# Jensen SAS Computer Lab

Contact: Tom Tran at [ttran40@csulb.edu](mailto:ttran40@csulb.edu) (Version 1.10)

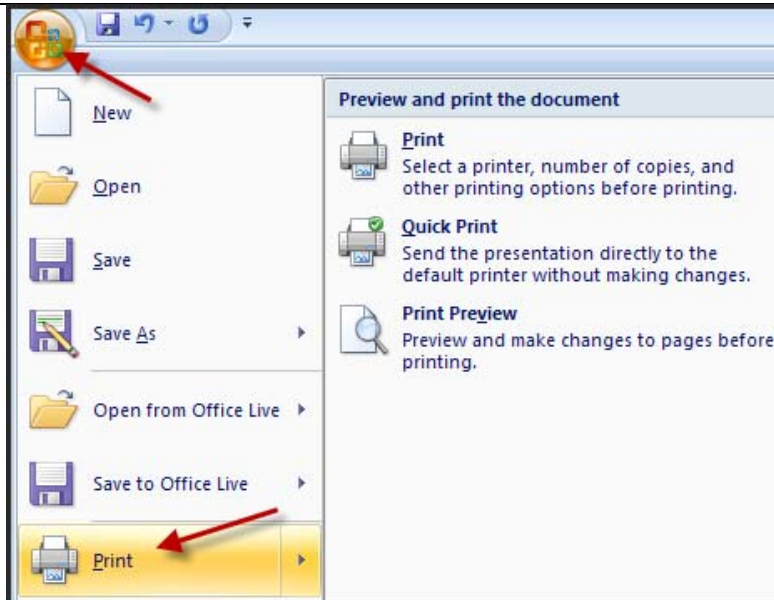
Microsoft Windows XP

Microsoft PowerPoint 2007 (example poster is 48" Wide by 42" High)

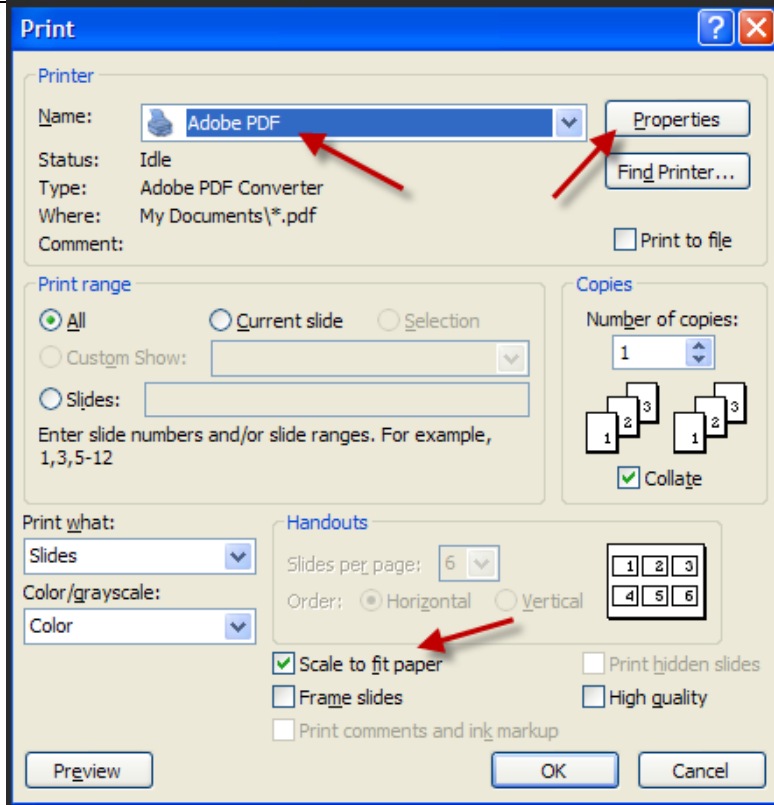
Adobe Acrobat Professional version 9.3.2 (v. 7 or higher)

## How to convert MS PowerPoint 2007 poster to a PDF file

1. Click on the **Microsoft** button and then, **Print**.



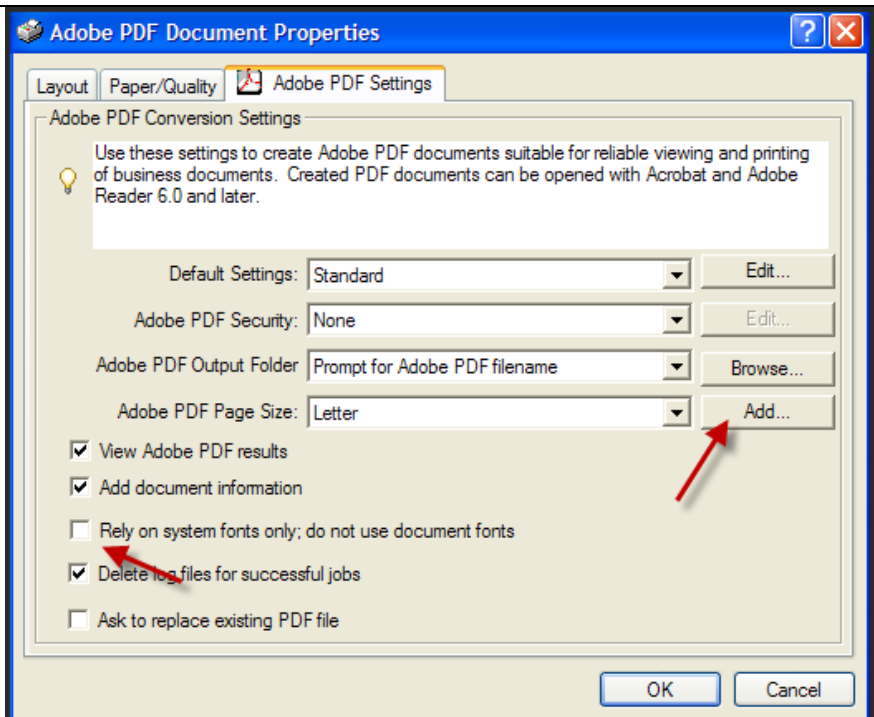
2. Select **Adobe PDF** as a printer. Place a check to **Scale to fit paper**. Next, click on **Properties**.



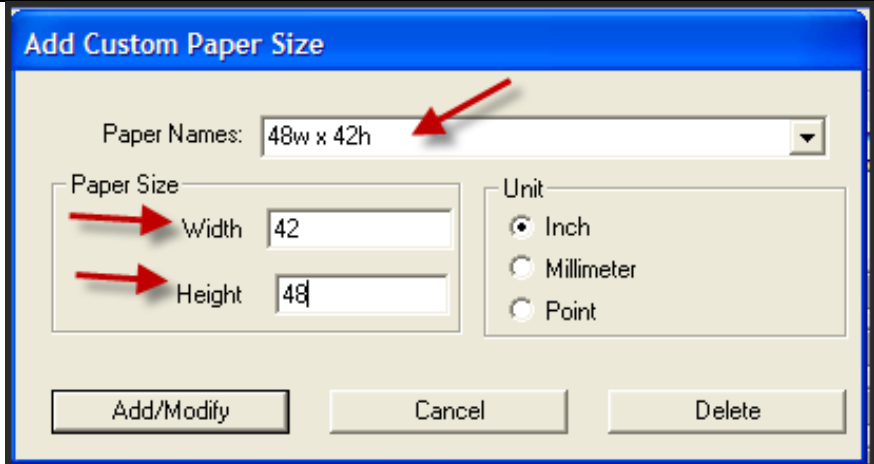
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3. Uncheck **Rely on system fonts only...** and then click on **Add**.



4. The PowerPoint poster is sized at 48"W x 42"H. Therefore, under the **Paper Names**, enter a descriptive text so you can recall the custom paper size later. Under the **Paper Size**, very *important*, reverse the entry as in the example.



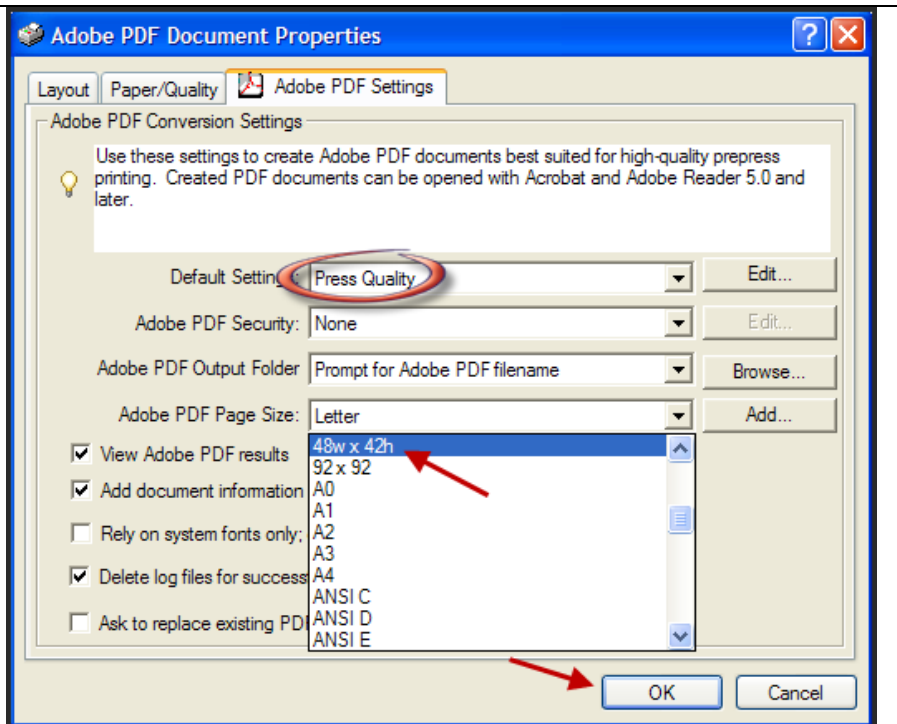
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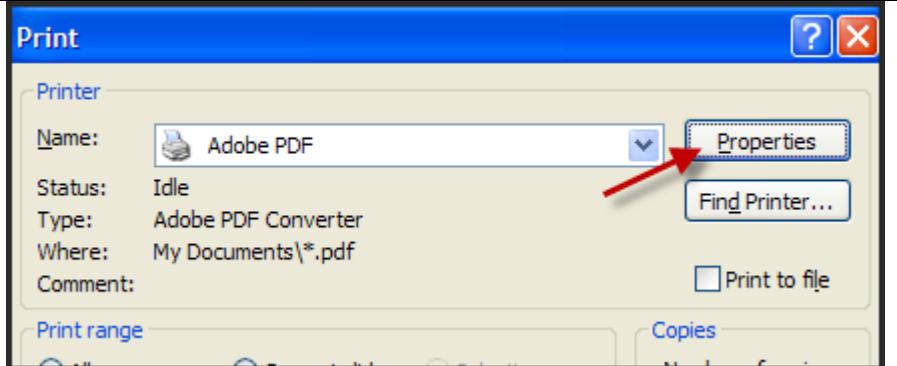
5. Under the **Adobe PDF Page Size** drop down menu, select your new custom page size *48w x 42h*. Then click OK.

**Default Settings:** select *Press Quality*

Note: After you click OK, if first time creating custom size, Adobe Acrobat does not retain the **Adobe PDF Page Size** selection. Therefore, go back by clicking on Properties and re-select **Adobe PDF Page Size** that you have just created and then, click OK again (see steps 6 & 7).



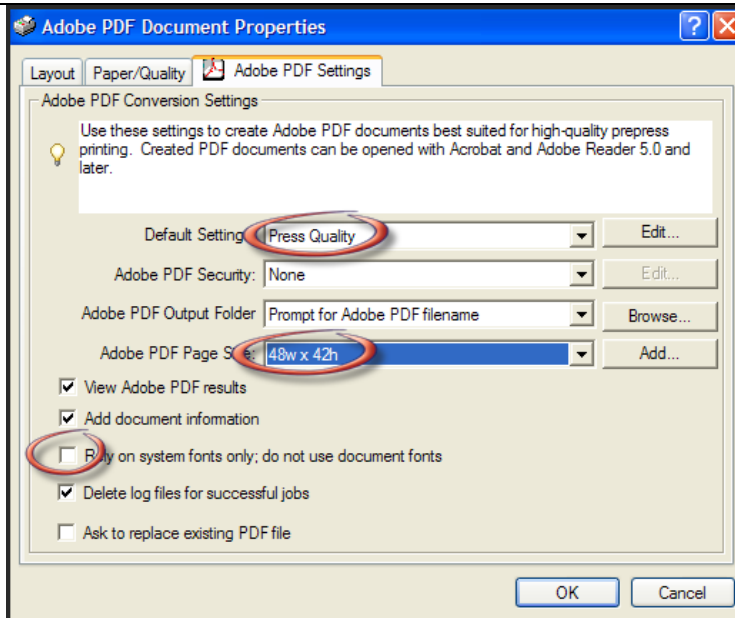
6. Go back by clicking on **Properties** and verify your selections.



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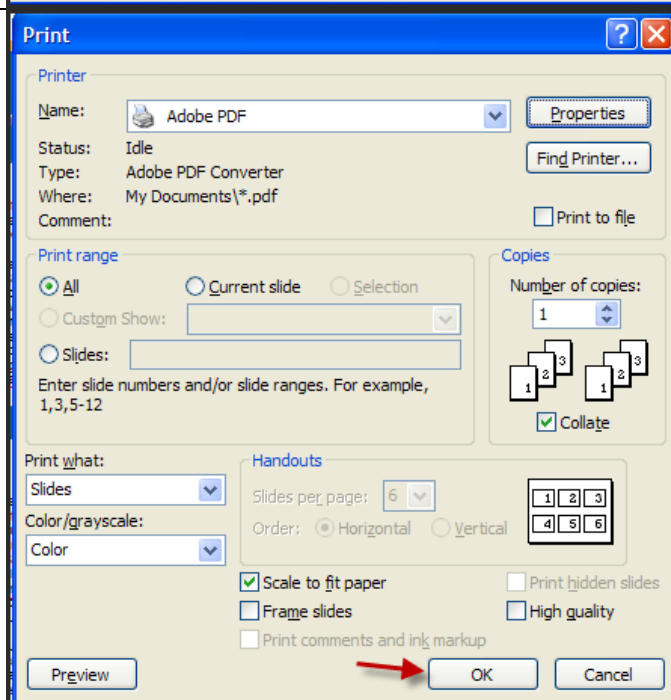
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7. Verify **Adobe PDF Page Size** is the correct selection and **Rely on system fonts** is unchecked. Click on OK when verified.



8. Click **OK** and give it a file name and location to save the PDF file to.

All done...great job.



Double check your file. Open your PDF file and go to **File / Properties**

Select **Description** tab. Your **Page Size** should be your poster dimensions.

