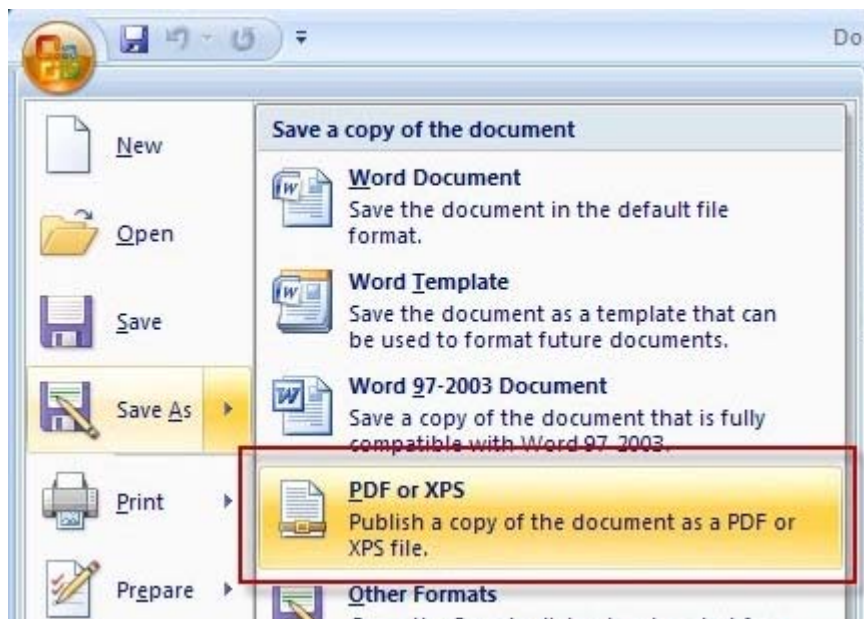


How to save your poster a PDF file

Saving your poster a PDF file in PowerPoint 2007

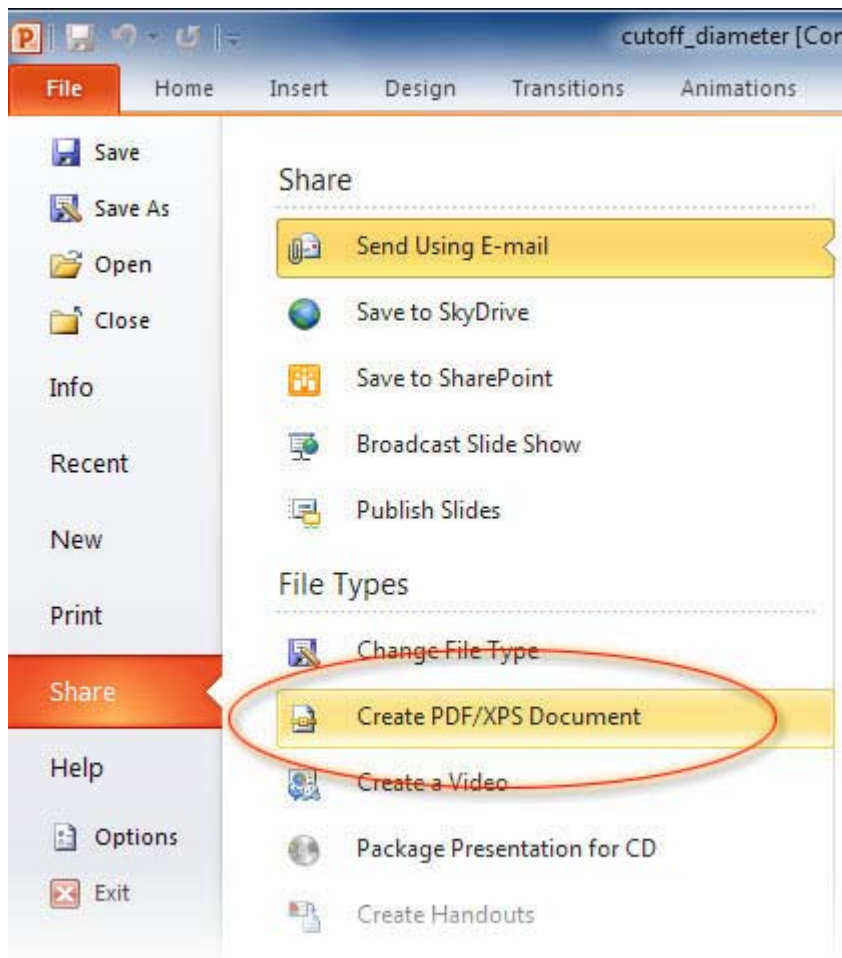
1. Having your poster open in PowerPoint, select “File > Save as” in PowerPoint 2007 or “File > Share” in PowerPoint 2010.
2. From the available options select “Create PDF/XPS Document”
3. Select the location, i.e.: desktop, on your computer where you would like to your poster to be saved as .PDF file.



If the version of PowerPoint 2007 you are using does not have the feature to Save as PDF, you can download and install the feature from Microsoft, free of charge, by clicking [here](#).

Saving your poster a PDF file in PowerPoint 2010

1. Having your poster open in PowerPoint, select “File > Save as” in PowerPoint 2010 or “File > Share” in PowerPoint 2010.
2. From the available options select “Create PDF/XPS Document”
3. Select the location, i.e.: desktop, on your computer where you would like to your poster to be saved as .PDF file.



Saving your poster a PDF file in PowerPoint 2010

For users of Microsoft PowerPoint 2003 or older

PowerPoint 2003 does not have the feature of saving a poster as a PDF file. Therefore, if you do not already have [Adobe Acrobat Professional](http://www.adobe.com/products/acrobatpro.html) installed on your computer, you can download, install and use the following free applications for saving your poster as a .PDF file.

1. <http://www.convertfiles.com/>
2. <http://document.online-convert.com/convert-to-pdf>
3. <http://www.freefileconvert.com/>
4. <http://www.primopdf.com/online.aspx>(requires download and installation)

Below, please instructions on how to use each of the above.

1.

<http://www.convertfiles.com/> Step 1: Choose your .PPT file from your computer
 Step 2: As an input format choose Ms PowerPoint 97/200/XP
 Step 3: As an output format choose Adobe Portable Document Format (.PDF)
 Step 4: Convert
 Step 5: Click the provided link and save the converted file on your computer

2.

<http://document.online-convert.com/convert-to-pdf>

Step 1: Choose your .PPT file from your computer

Step 2: Convert

The converted file has been saved on your computer.

Or

3.

<http://www.freefileconvert.com/>

Step 1: "Input File"

Choose the .PPT file you wish to convert

Step 2: "Output Format"

Select the output format wish to convert your file (.PDF)

Step 3: "Convert"

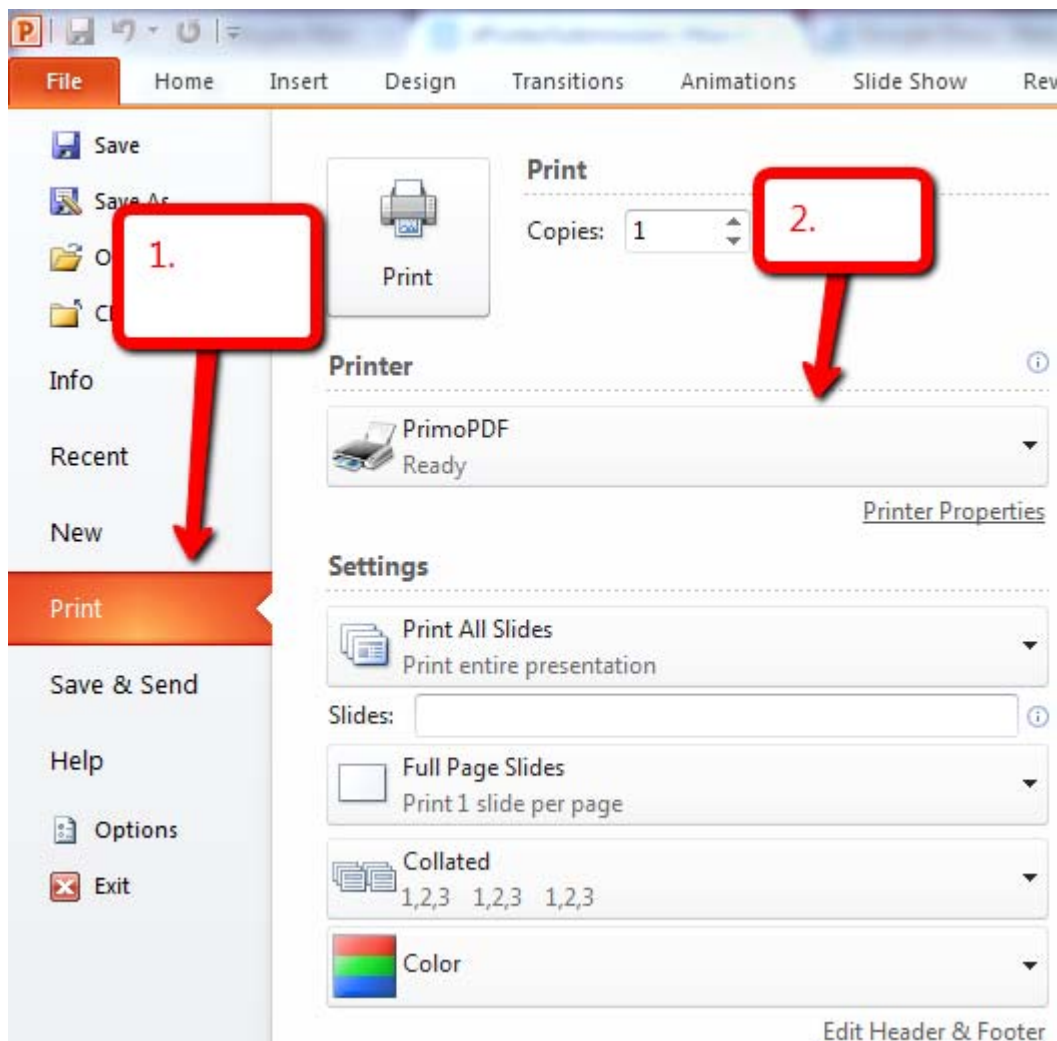
Click on "Convert" button to convert your file

Step 4: Click on the download button to download and save the converted file on your computer

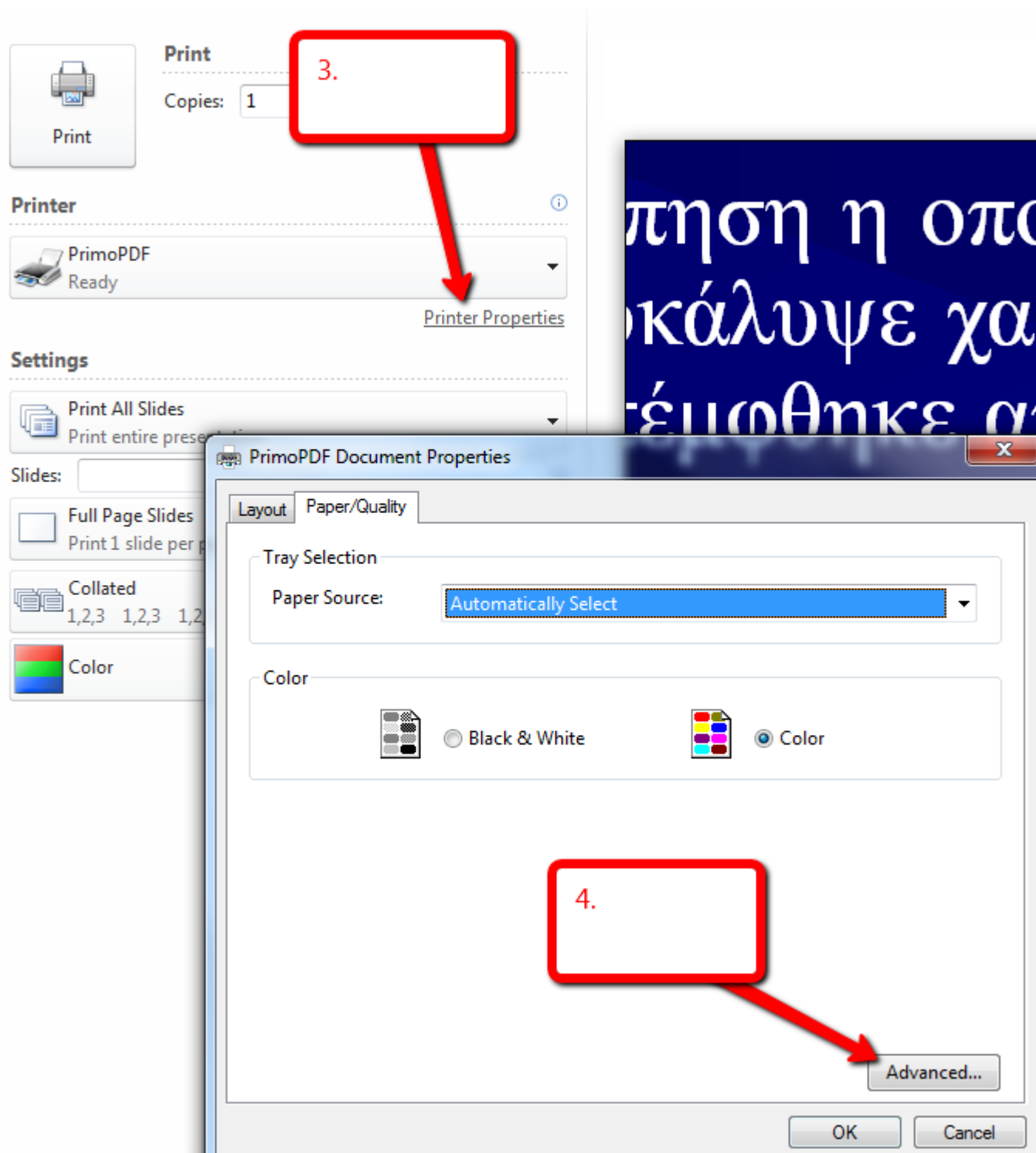
Instructions on how to use PrimoPDF

Step 1: Open your poster file in PowerPoint and select File > Print

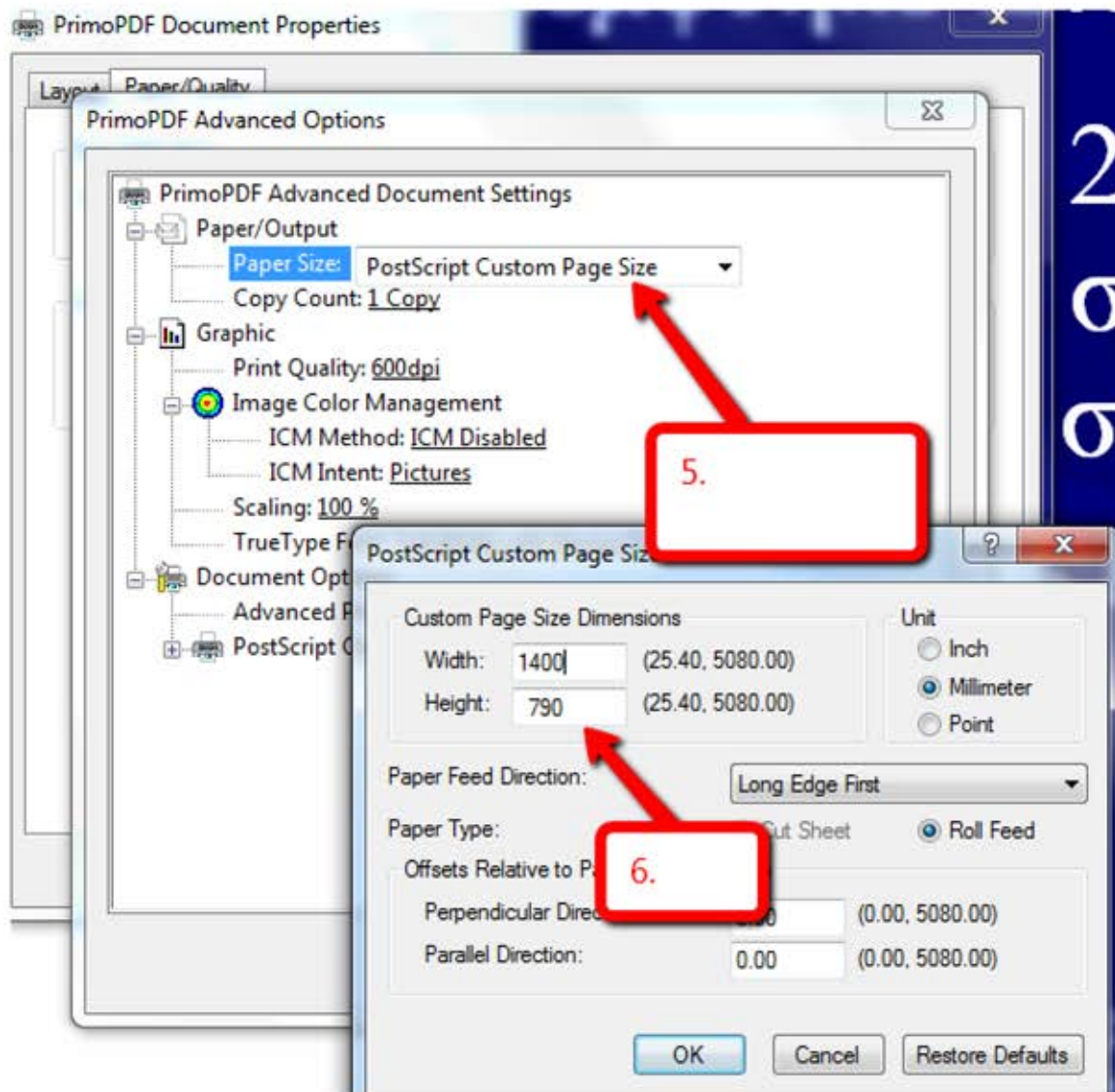
Step 2: Select PrimoPDF as the printer from the list of available printers



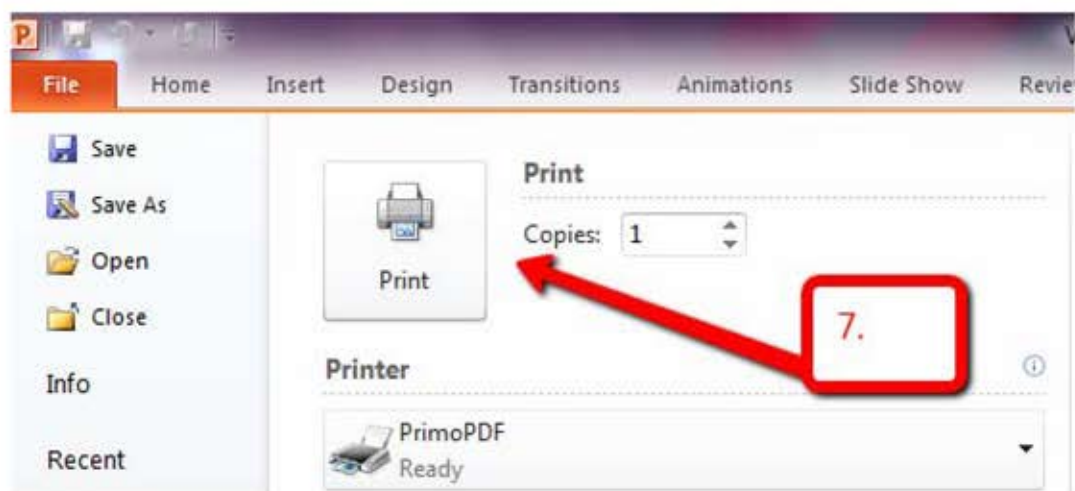
Step 3: Select Properties,
Step 4: Select Advanced...



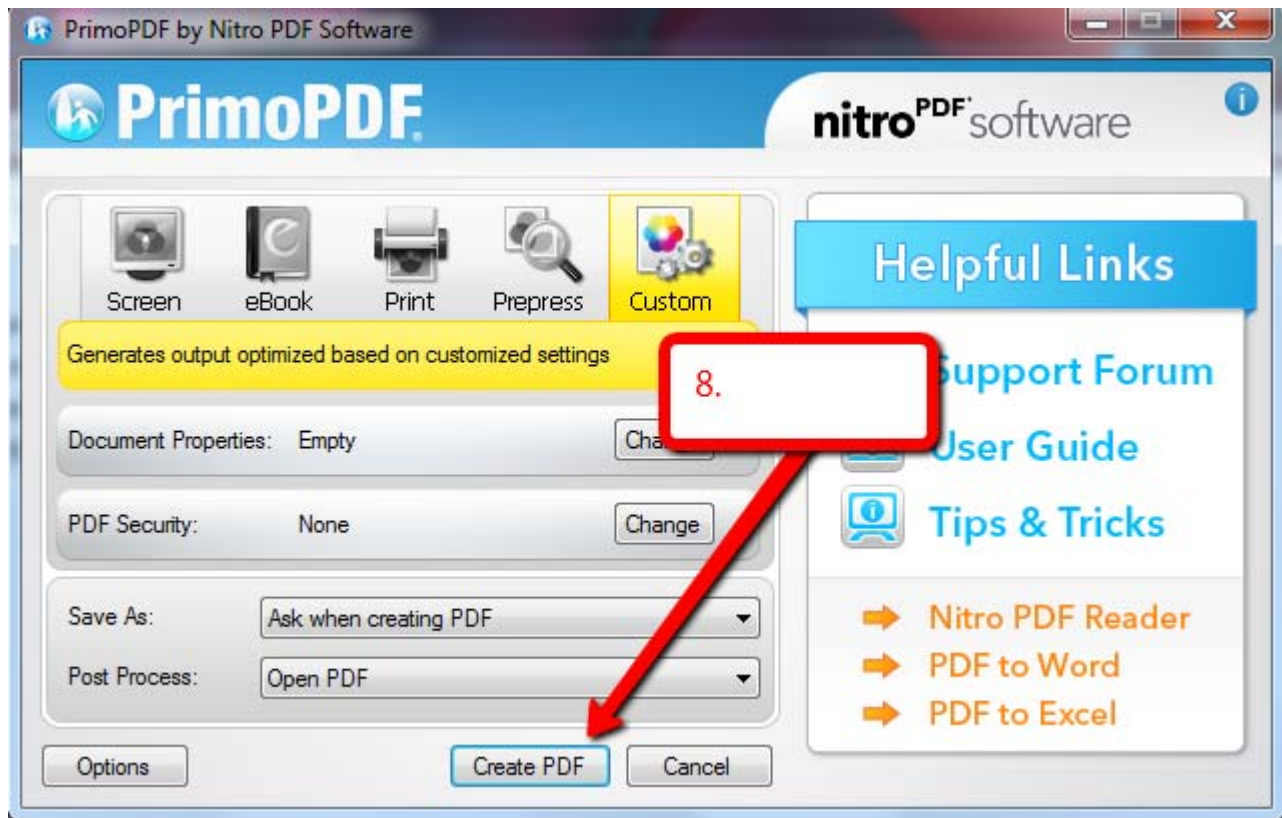
Step 5: From the drop-down select PostScript Custom Page Size
Step 6: of Width: 790mm and a Height: 1400mm and click OK.



Step 7: Click Print



Step 8: Click Create PDF



Your poster will be converted to PDF as soon as you finalize printing.

Why do we ask for a PDF file

It's for your own good.

Portable Document Format (PDF) is the only type of file today that combines the following key advantages.

1. Ensures that any colleague of yours will be able to view your poster both on their computer screen using just a free web browser, as well as on a printout, with excellent quality.
2. Minimizes any problems or issues with the rendering of your poster regardless of any symbols, fonts, colors and graphics you might have used
3. No one can alter/edit the content of your poster, therefore protecting your work and intellectual property.