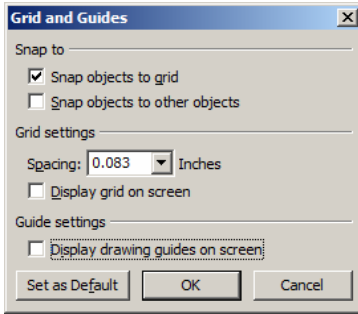
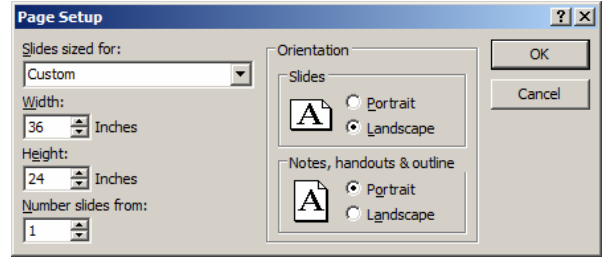


Creating a poster in Powerpoint.

Launch Powerpoint.

Pull down File to Page Setup.

Under Slides sized for select Custom and enter 36 x 24



Delete the default text boxes. Pull down view to Grid & Guides and click Display grid on screen.

Hold down the control key and drag the guides to 1 inch from the edges of the page. Keep your text and graphics at least 1 inch away from the page edges.

Add your text using the text box on the Drawing menu.

Add your graphics.

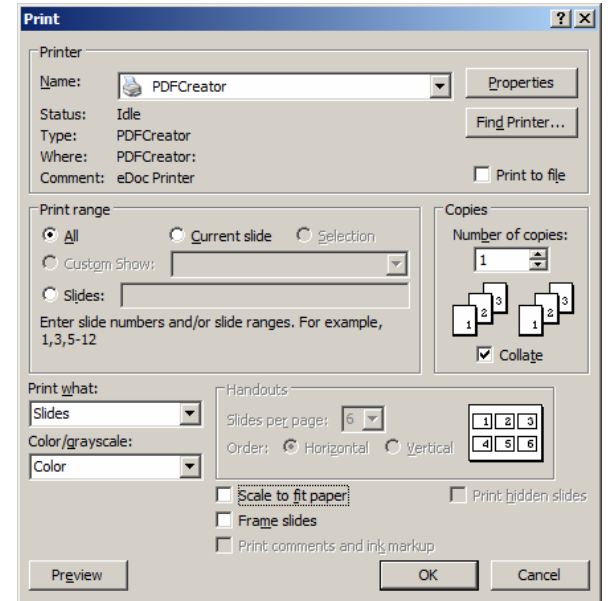
Zoom in to 100% frequently to check your work. If your graphics look blocky on the screen, they will print blocky.

Converting your powerpoint poster to a printable pdf using PDF Creator.

Open your powerpoint poster.

Pull down File to Print and choose PDF Creator as your printer.

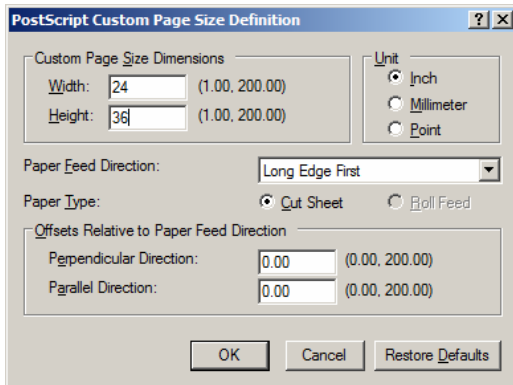
Click on Properties.



Then click Advanced

For Paper Size select Postscript Custom Page Size.

Enter 24 for the width, 36 for the height (yes - I know your document was 36 wide by 24 high, but because we left PDF Creator in Portrait Orientation this is how it works)



Hit OK a few times and Save and you'll end up with a nice 36x24 inch pdf you can send to the printer.

