

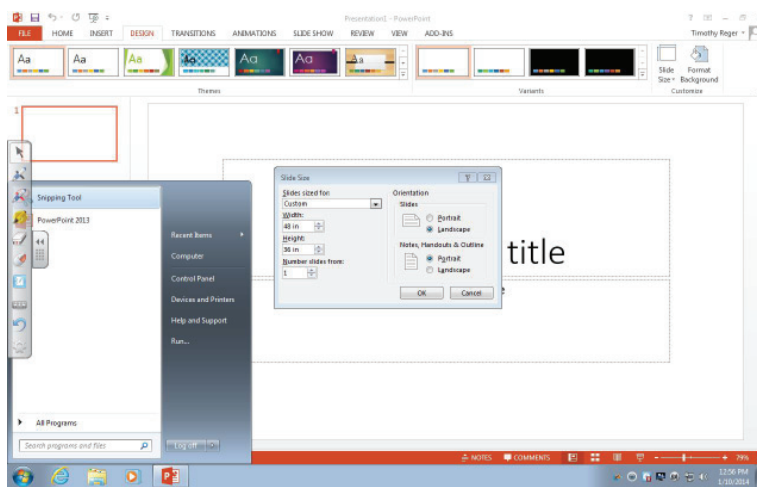
# Poster Design & Set-Up Tips

This information is intended to help with the initial document set-up for any posters you may need to print through Campus Services. The best way for you to submit a file is as a High Resolution PDF. This PDF should be created at the size you're going to have it printed. For example, if you'll be wanting a 36x48 inch poster, the size of the PDF document should be 36x48 inches. Since the most important part of setting your poster up is making sure the document you create is set to the size you wish to have printed we recommend that you use a program (Microsoft Power Point, Microsoft Publisher, Adobe InDesign, Adobe Photoshop etc...) that will allow you to create the appropriate size. Since many people at least have access to either Microsoft Power Point or Microsoft Publisher, these tips are based on using either of those programs.

## Step 1 - Page Size - Using Microsoft Power Point 2013

- After opening Power Point, select the "Design" Tab on the top toolbar
- In the design tab, over on the right, towards the top, select "Slide Size" and then "Customize"
- This should bring up a window where you can change the slide dimensions to the size you'd like to print your poster.
- After changing your slide size create your poster as desired

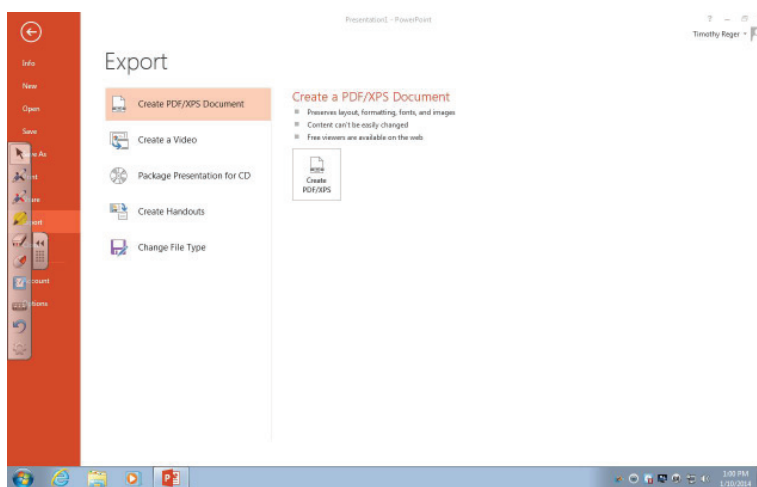
*\*\*If you are using an older version of Power Point, the general concept of creating the appropriate page size is the same, only after selecting the "Design" tab, you'll want to select "Page Size" on the left towards the top. This will again allow you to change the page/slide size to your requirements\*\**



## Step 2 - Saving as a PDF - Using Microsoft Power Point 2013

- After creating your poster you'll want to save or "export" the file to PDF.

*\*\*When saving your file in an older version of Power Point, under "Save As", choose the option "PDF or XPS" as the file type you'd like to save. This should save your poster as a PDF\*\**



After your poster has been saved as a PDF, feel free to bring it to Campus Services on a Flash Drive, CD or via e-mail. Please remember that attached files being e-mailed have a size limit of 24 MB. We have several types of paper to choose from depending on the size of your poster. Because our oversize color printer uses rolls of paper, we can print up to 42" wide and almost any length. If you have any questions about these tips or other questions about poster printing through Campus Services, please feel free to contact Tim Reger at 515-263-2976 or send him an e-mail at [treger@grandview.edu](mailto:treger@grandview.edu)