

For 36" printer:

1. Download Poster Template as PowerPoint file (extension PPTX).
2. Using UCA email, log into Microsoft Office/PowerPoint from UCA. UCA IT Site:
<https://uca.teamdynamix.com/TDClient/1923/Portal/KB/ArticleDet?ID=48786>
 - Microsoft Office for personal computers UCA IT site: <https://uca.teamdynamix.com/TDClient/1923/Portal/Requests/ServiceDet?ID=26577>
3. Verify the slide is sized appropriately. Go to **Design > Slide Size > Custom Size**.
 - Template: 36 X 42 in. (landscape)
 - Maximum printable length of one side **should not** exceed 36 inches. Other side can be any length and orient however is best for you.
4. Add to template.
 - Images/charts/tables should be sized at 100% in PowerPoint. Any scaling to achieve this inside PowerPoint may affect final print quality.
 - Having something bigger scaled down would maintain quality better than scaling something up.
 - Try to maintain colors in template to have visible color differences. You may use other colors, but know it may look different than expected.
5. Use appropriate software to convert the PPTX file to PDF maintaining formatting and colors.
 - Final colors may vary depending on settings/software used to export to PDF.
 - Save As PDF: click "File" tab, "Save As" tab, "Download as PDF" option
 - Printing using Microsoft Print to PDF: settings may change the file size and/or change colors.
 - Make sure print settings have the correct size selected.
 - Check document properties are the desired size once exported in multiple browsers or Adobe.
 - Adobe Acrobat: **Create > Select PPTX File > Advanced Settings > High Quality Print or Standard** (Maintains RGB) > **Create Button**.
Download and send PDF to email.
 - **Premium Tools: Print Production > Output Preview** selecting different settings allow you to check CMYK conversions and RGB.
 - Free online PDF conversion software: <https://convertio.co/pptx-pdf/>

Use Adobe Acrobat to preview posters made with other software using Print Production, instead of Output Preview: Adobe RGB(1998) or sRGB, check other CMYK previews to see how your poster may change colors when the pdf colors are converted.

- ❖ Conversion may change the colors, especially if you do not know the original color profile you are using, it may look even more different than expected as the printer color scheme modifies it or as it goes through multiple conversions.

Template contains colors that will come out **almost** identical to specified with PPTX directly with standard Adobe PDF conversion.