

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: 40 X 46 in.
  - Maximum printable height should be no more than 42 in. Width can exceed 42 in.
4. Add to template.
  - Images/charts/tables should be sized at 100% in PowerPoint. Any sizing 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 currently in template.
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 (**PPTX uses RGB/HEX, Printer uses CMYK**).
  - Printing using Microsoft Print to PDF settings may make the file bigger than expected/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.
  - Use Adobe Acrobat to preview posters made with other software using similar steps as above, instead of Output Preview: Adobe RGB(1998) check other CMYK previews to see how your poster may change colors when the pdf colors are converted by the printer.
    - Conversion drastically changes 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 **close** to specified with PPTX directly with standard Adobe PDF conversion.

Please clarify if your poster uses standard RGB or CMYK values in your final pdf you submit no matter if you use PPTX or other software, so that we can print it closest to the colors. If not specified, we will use the default settings.