

How to Print a Poster [PC version]

Please create your poster in PowerPoint.

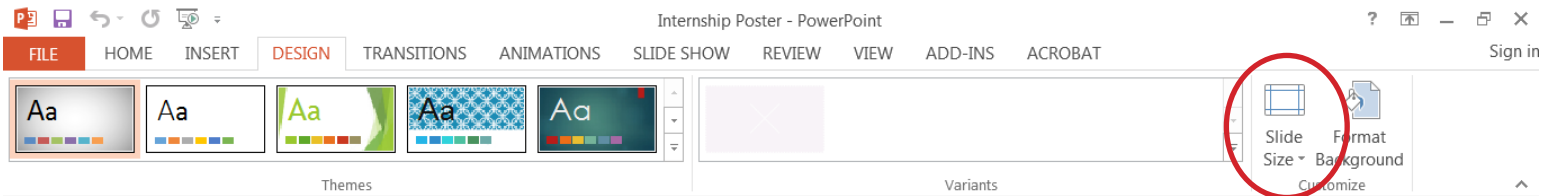
Steps:

1. Open PowerPoint presentation.

a. Note: any visuals that appear blurry or pixelated will print as such.

2. Since we want the poster to print out at 6 ft (72 inches wide), we'll adjust the size of the PowerPoint to **half** that (36 inches)

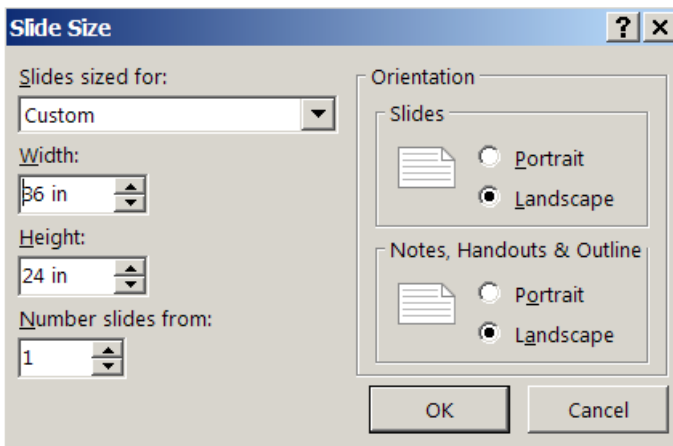
a. Navigate on the top menu bar to **DESIGN**:



b. Click on the Slide Size icon

c. Select Custom Slide Size

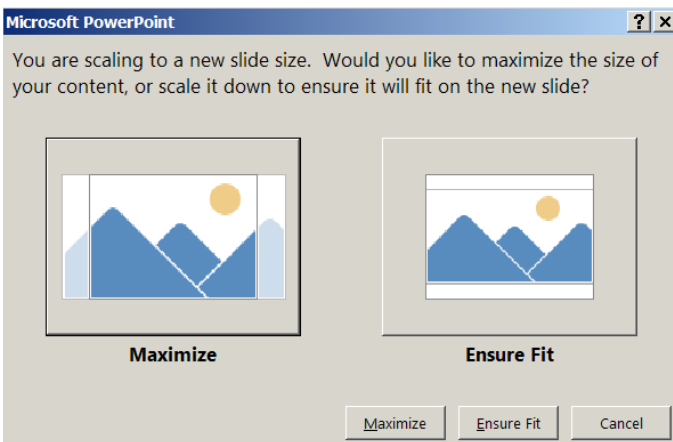
The dialogue box should look like this. Input the following dimensions:



a. Click OK

b. When a pop-up appears asking you if you want to Maximize or Ensure Fit, click **Ensure Fit**

The dialogue box should look like this:



3. We'll save this now as a PDF

- a. Go to:
 - i. File
 - ii. Save As Adobe PDF
 - iii. Click **Yes**
 - iv. Click **Save**



4. We will now convert the PDF to an image file that can be uploaded to be printed

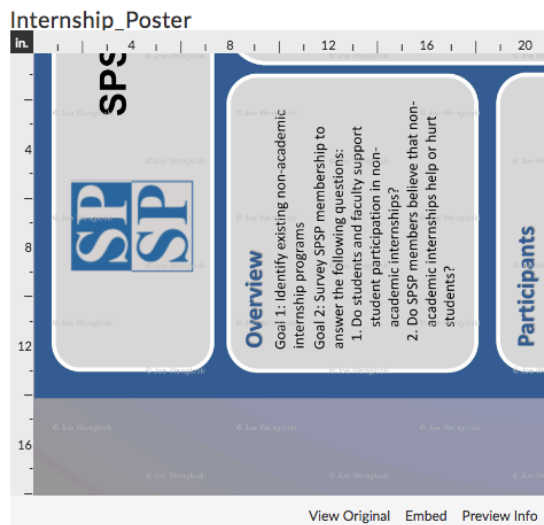
- a. Visit www.convert-my-image.com
 - i. Under **Our Services** on the left hand side, select the 4th option: **PDF to JPG**
 - ii. Under **Quality (DPI)**, change to **300 – Above Medium**
 - iii. Click the blue button **Choose File** and locate the PDF you just created
 - iv. Click the green button **Convert**
 - v. Save your image file

5. We will now rotate the image 90 degrees so we can upload it to the printing website

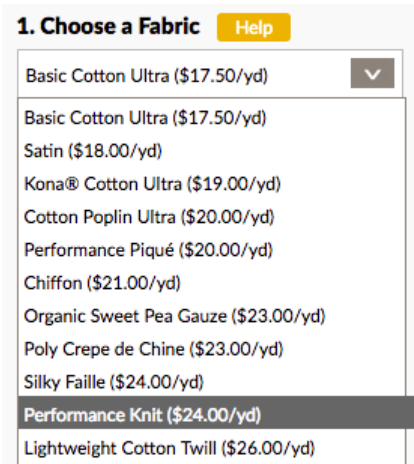
- a. Open your image
 - i. Double-click on your image
 - ii. Rotate your image counter-clockwise by clicking the button with the circular arrow pointing to the left **OR**
 - iii. Locate the JPEG file, right-click on the image and select **Rotate Counter-Clockwise**
 - iv. Save the file

6. Now we will upload the file to the website to be printed.

- a. Visit <https://www.spoonflower.com/designs/new>
 - i. Under **Choose File**, select the JPEG image file you just created
 - ii. Confirm that you own the rights or have permission to use the design
 - iii. Click **Upload File**
- b. A new screen will appear. We will now select the correct fabric and dimensions
 - i. **NOTE:** do not be alarmed, your poster will appear to be sized incorrectly. In the following steps, we will fix that.



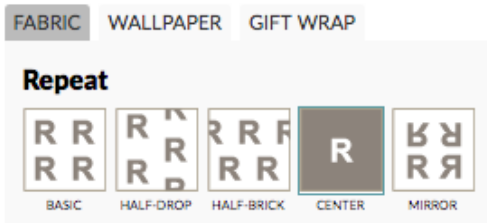
ii. On the right hand side, under **1. Choose a Fabric**, select “**Performance Knit**”



iii. Under **2. Choose a Size & Amount**, change the **Quantity** to 2 Yards, and make sure it says **Yards (56" Width)**



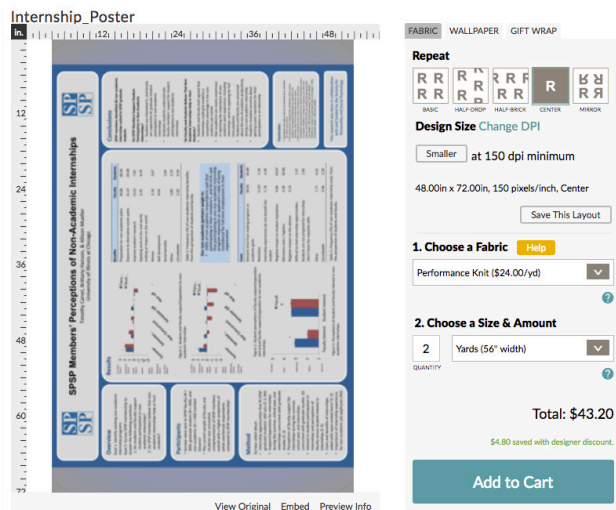
iv. At the very top of the page, under **Repeat**, select “**Center**.” This option will leave unprinted fabric on the top and bottom of your poster, which you can fold behind it when you pin it up at convention.



v. **NOTE:** your poster will appear to be “out of focus.” This is normal, as it is a low-resolution preview of your poster. It will print out EXACTLY as you saw it at 100% in PowerPoint.

vi. The screen should look like this now (with your poster in the left side of the screen):

NOTE: there will be white space on the left and right of the poster. That’s OK! You will fold this underneath your poster when you mount it to your space.



7. Click **Add to Cart** to purchase and ship your poster.