

# Resizing And Exporting Powerpoint Slides For Poster Printing

## Resizing A PowerPoint Slide

1. Once your document is open, click on the design menu in the red menu bar at the top of the PowerPoint window.
2. The design menu will appear showing different slide styles. To the right of these, is a Slide Size button. Click this.
  1. **On a PC:** Click custom size, enter in your specific dimensions and click ok.
  2. **On a Mac:** Click on page set up. Choose slide sized for Custom in the drop down menu and then enter in your width and length. Click ok.

## To Export A Slide To PDF - Mac

1. Click on File in the menu bar in the upper left hand corner of the screen.
2. Click on Export.
3. Name the file in the Export As box, choose a location to save in the Where box and then click export.

## To Export A Slide To PDF - PC

1. Click on File in the red menu bar of the PowerPoint window.
2. Choose Export on the red, left hand side menu.
3. Click on Create Adobe PDF.
4. Click Create Adobe PDF again.
5. If prompted, save file.
6. Choose location to save PDF and save.