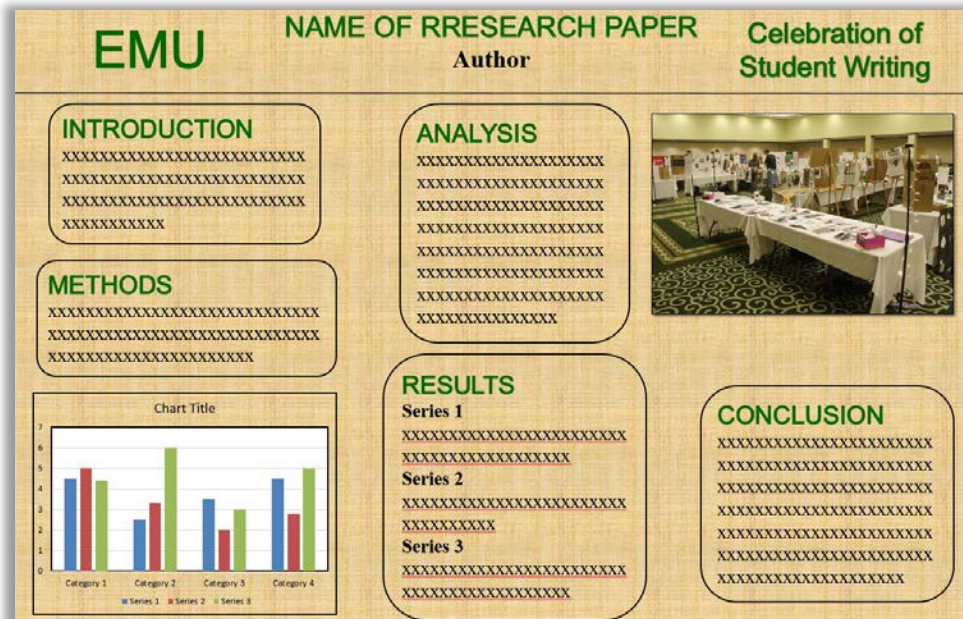


Saving & Printing

Example of your finished poster:



WHEN TO USE THESE INSTRUCTIONS:

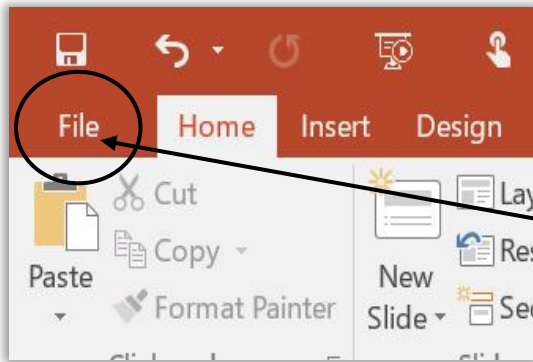
Use these instructions when you are finished with your poster and ready to print it.

This tutorial will guide you through saving in PPT format, using **Microsoft PowerPoint 2016** on a **Windows 10 PC**.

If you are using a different operating system, such as Windows 7, or another version/year of PowerPoint, **do NOT worry**. Other versions will only be visually different, but will have the same functionality.

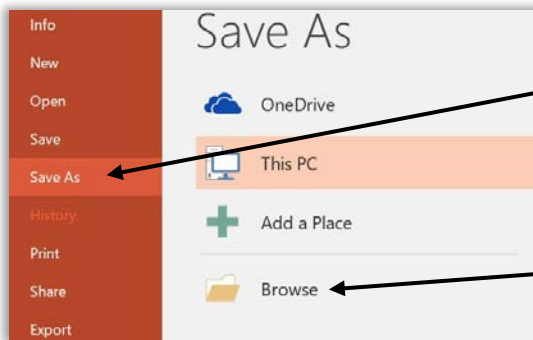
Saving As a PDF

NOTE: You will need a PDF program to save your poster as a PDF and print it. If you do not have one, you can **safely** download the **FREE** version of **Adobe Acrobat Reader** here:
<https://get.adobe.com/reader/>



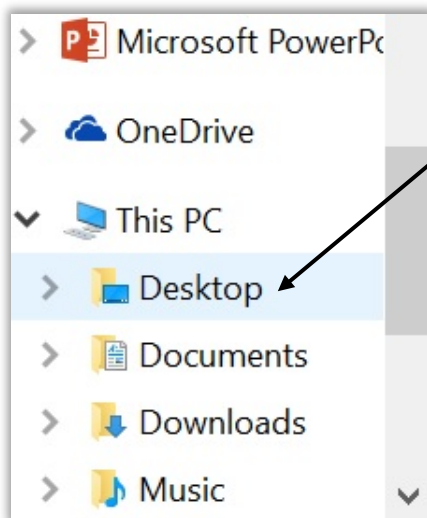
Step 1: Open your poster in PowerPoint.

Step 2: Click on **File** in the top, left corner.



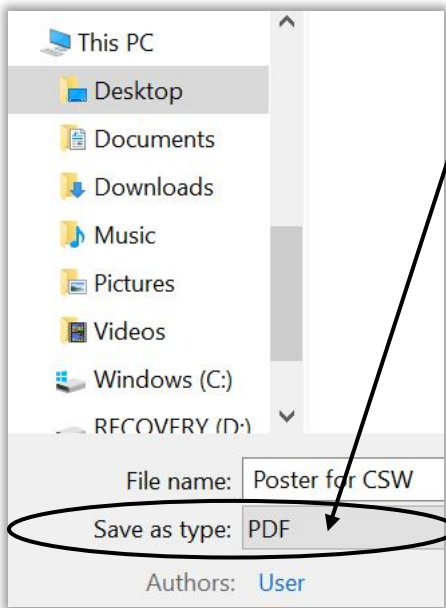
Step 3: Click on **Save As**.

Step 4: Click on **Browse**.



Step 5: Click on **Desktop** on the left side.

Saving As a PDF



Step 6: In the **Save As Type** dropdown menu, click on **PDF**.

Step 7: Click **Save**.

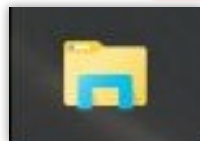
Your poster is now saved on your Desktop as a PDF file!



NOTE: This tutorial **cannot** walk you through physically printing your poster. You must save your poster **PDF** file to a USB drive so you can have it printed at EMU's printing Center, located downstairs in Halle library.



Step 8: Plug a USB drive into your computer.



Step 9: Click on the **File Explorer** icon at the bottom of your desktop. It may be on the right or left side.

Saving As a PDF

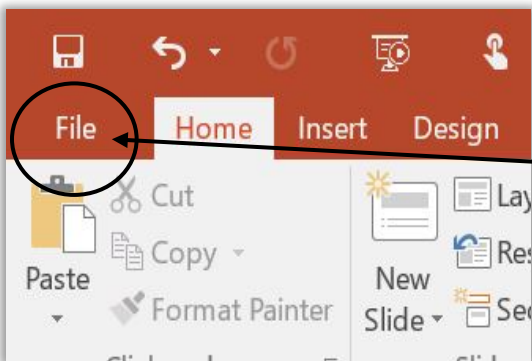
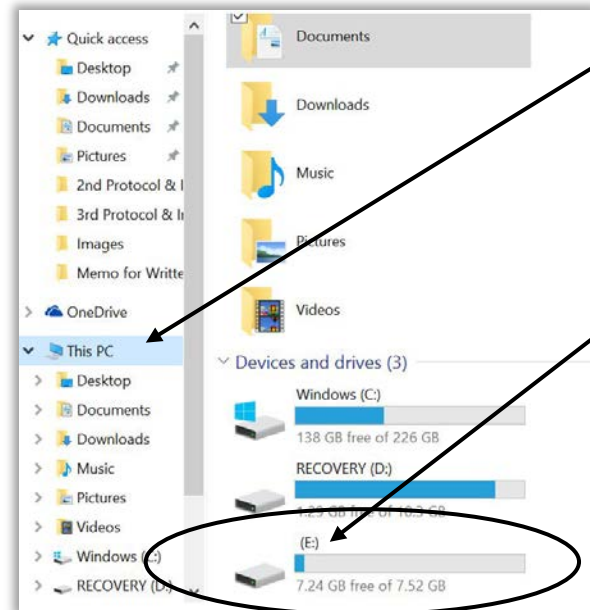
Step 10: Click on “**This PC**” on the left side.

The USB drive’s name in this tutorial is “**(E:)**” Your USB drive’s name will be different.

Step 11: Make a note of your **USB drive’s name!** Remember it.

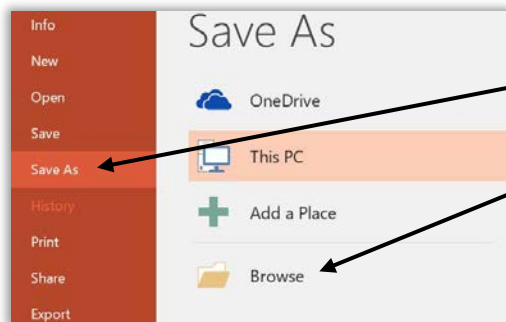
You will need to know this when you save your PDF file to it later.

If you cannot find your USB drive, you may want to ask someone or Google ways to find it on your computer.



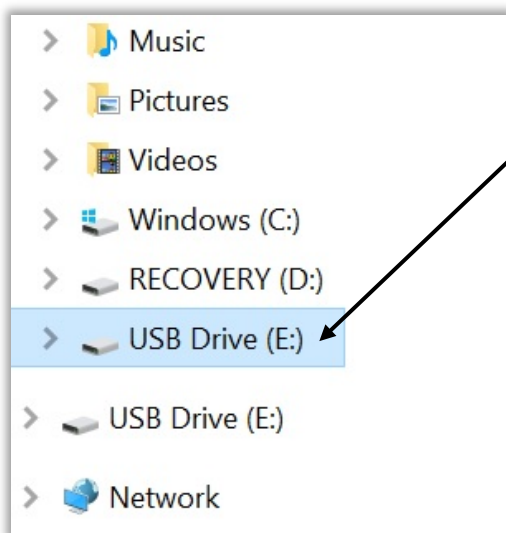
Step 12: Click on **File** in the top, left corner of PowerPoint.

Saving As a PDF



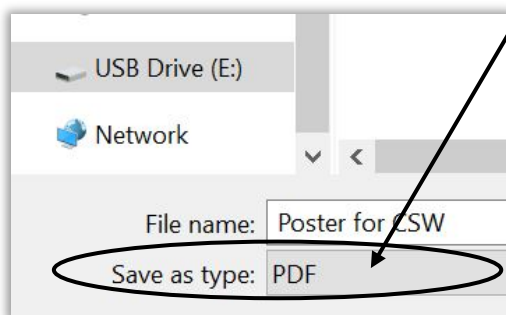
Step 13: Click on **Save As**.

Step 14: Click on **Browse**.



Step 15: Click on **your** USB drive.

This will be the name that you hopefully wrote down or remembered from Step 11!



Step 16: In the **Save As Type** dropdown menu, click on **PDF**.

Step 17: Click **Save**.

Your file is now saved on your USB drive as a PDF file!

You can click on the File Explorer folder (refer to **Step 9**) and click on your USB drive (**Steps 10-11**) to see the **PDF** file of your poster.

Printing Your Poster

THINGS YOU NEED TO KNOW:

When Do I Print My Poster?

Print your poster at least three days before you need it!

Where Can I Print My Poster?

EMU's Halle Library has a poster printing center that can print your poster for you.

How Do I Print My Poster?

Bring your USB drive with your saved PDF file to EMU's poster printing center and they can print it for you.

The poster printing center is located downstairs in Halle library.

For more information, visit their website:

<http://www.emich.edu/library/services/printing.php>

And view this informational PDF:

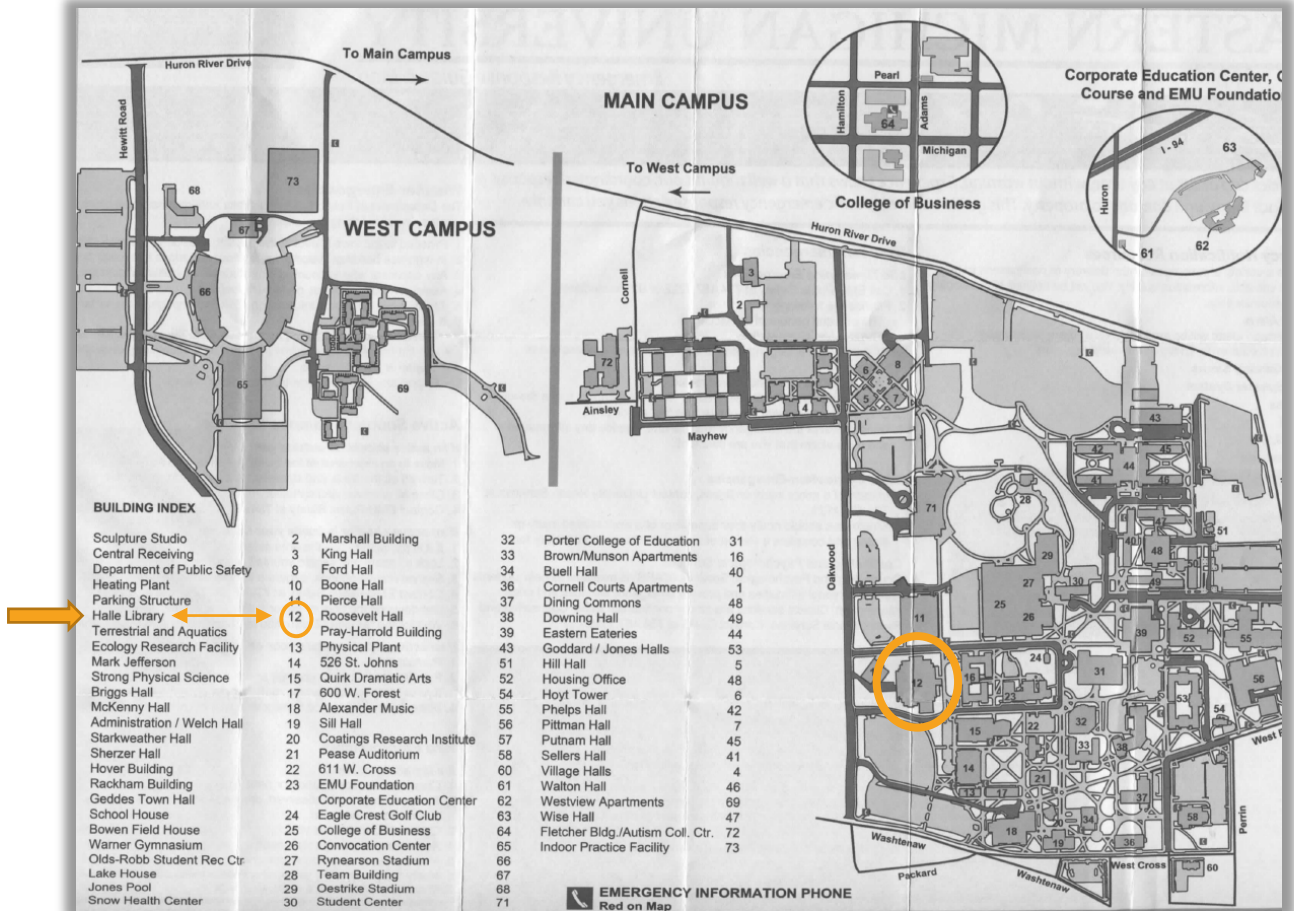
https://www.emich.edu/it/help/labs/docs/poster_printing_center.pdf

If necessary, **Staples** and **Office Max** can usually print your poster for you, but keep in mind that these businesses may charge you a higher fee than EMU's printing center.

Please see the attached campus map to see where Halle library is located.

Printing Your Poster

How to Find Halle Library's Poster Printing Center



EMU's Bruce T. Halle Library is located between the Oakwood Lot/Parking Structure and the Science Complex.

When you enter the library, **turn to your right, and walk downstairs.** EMU's printing center will be on the left-hand side, across from the **Help Desk.**