

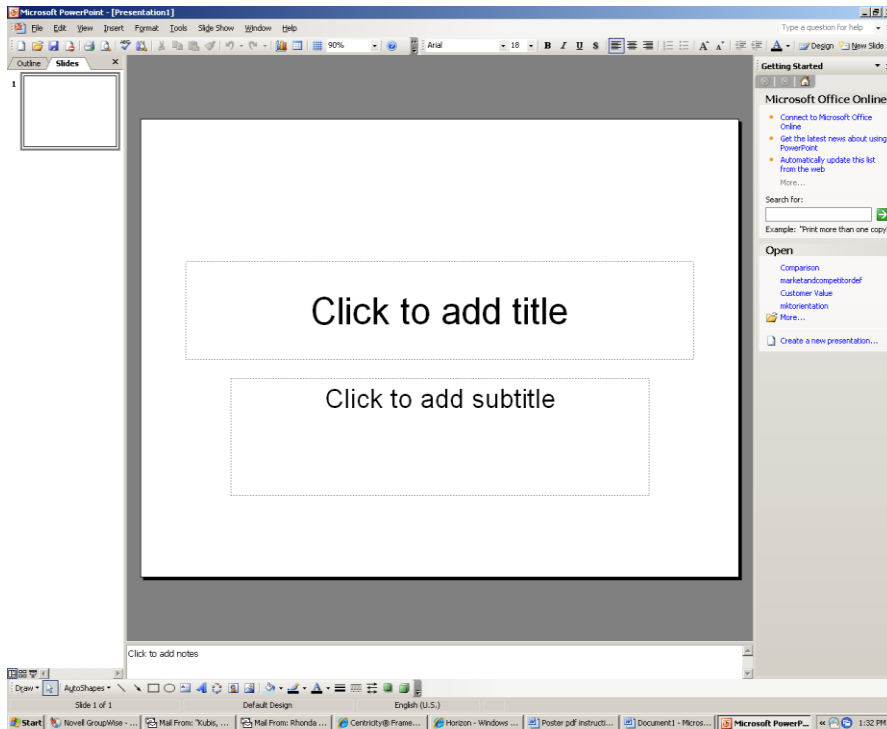
# SMRT DEADLINE FOR ELECTRONIC POSTERS: 22 FEBRUARY 2012

E-Mail as a pdf file attachment directly to: [jennifer@ismrm.org](mailto:jennifer@ismrm.org)

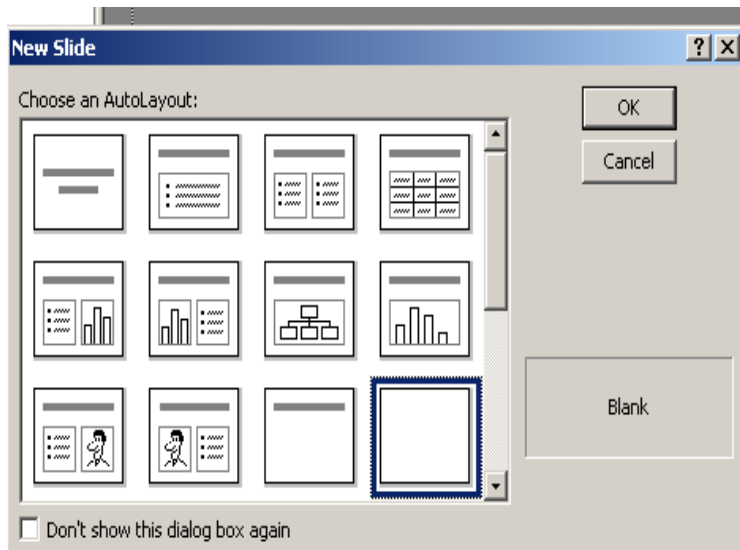
## Instructions for making a pdf. file from Powerpoint

These instructions are designed for PC's using Microsoft.  
However, they should apply to all Mac users as well.

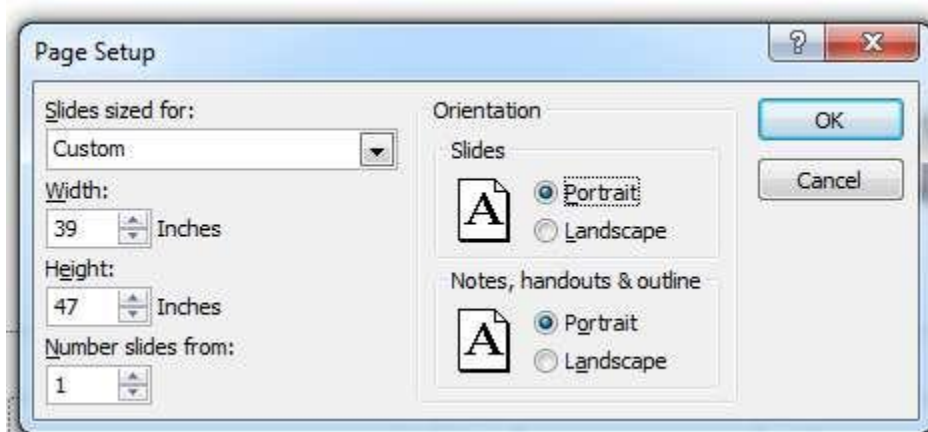
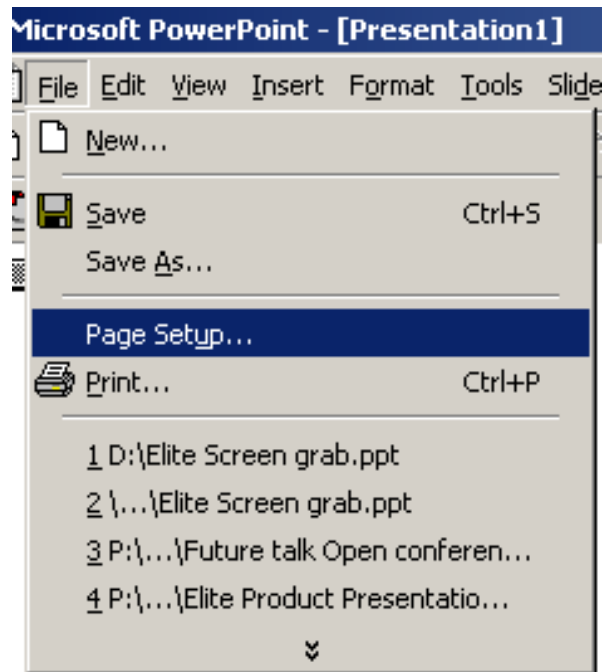
- Open a new PowerPoint presentation and select a blank presentation.



- After selecting Blank Presentation, choose an auto layout without title:

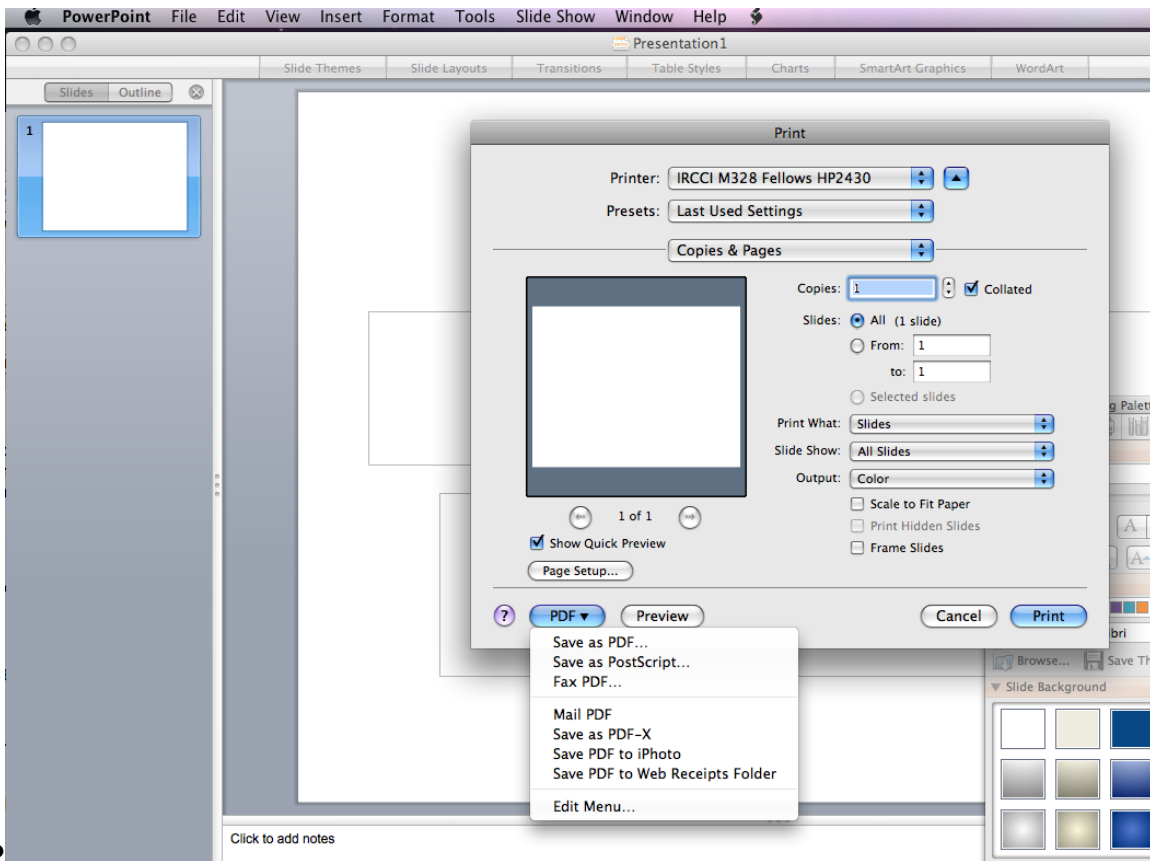


- After the PowerPoint slide opens up, click on File to get to **Page Setup**:



- Be sure to select **custom** for slide size, choose the appropriate orientation, horizontal or vertical and choose the actual dimensions of your poster **1 Meter Width X 1.2 Meter Height (39 inch Width X 47 inch Height)**. This way when the poster is printed up it will be accurate and proportional. Also, be sure *all* the work is done in *one* slide.

- There are different ways to produce a PDF file. One way is to go under file and click on the print function and choose PDF on the bottom left corner to save as a PDF,



or, some programs may allow you to save the file as a PDF,

