



Printing Large Format (A0) Posters in PowerPoint

This is a guide demonstrating how to print PowerPoint files to a university large format printer.

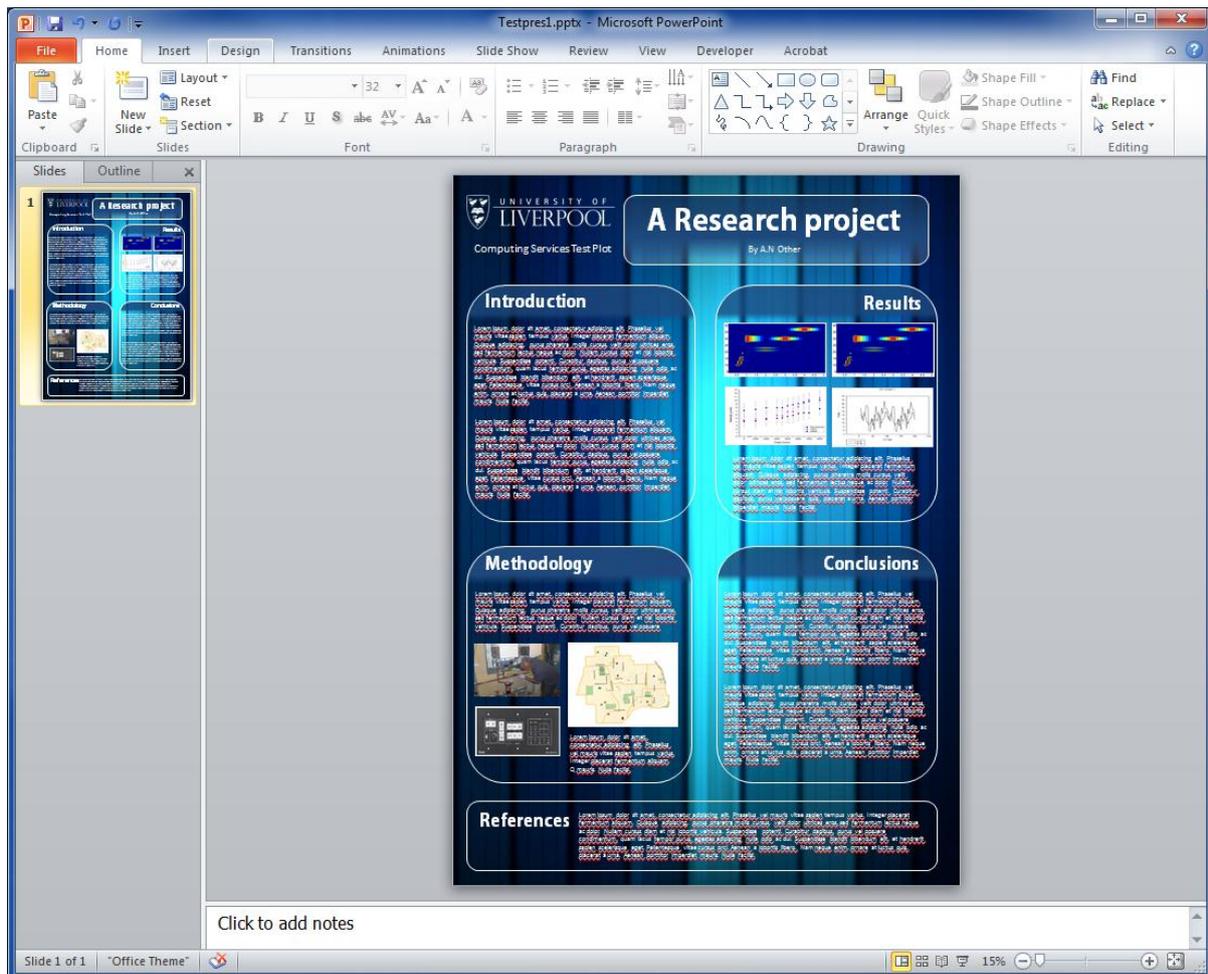
In this guide, the printer queue 'Poster-Wide' is used. This is an A0 size printer, and is the most commonly used printer for Posters.

The sample PowerPoint slide in this guide is A0 sized at 84.1 X 118.9cms

If you haven't already installed the 'Poster-Wide' printer, install it now by following the Instructions at: www.liv.ac.uk/csd/printing

1. Print a single slide PowerPoint poster.

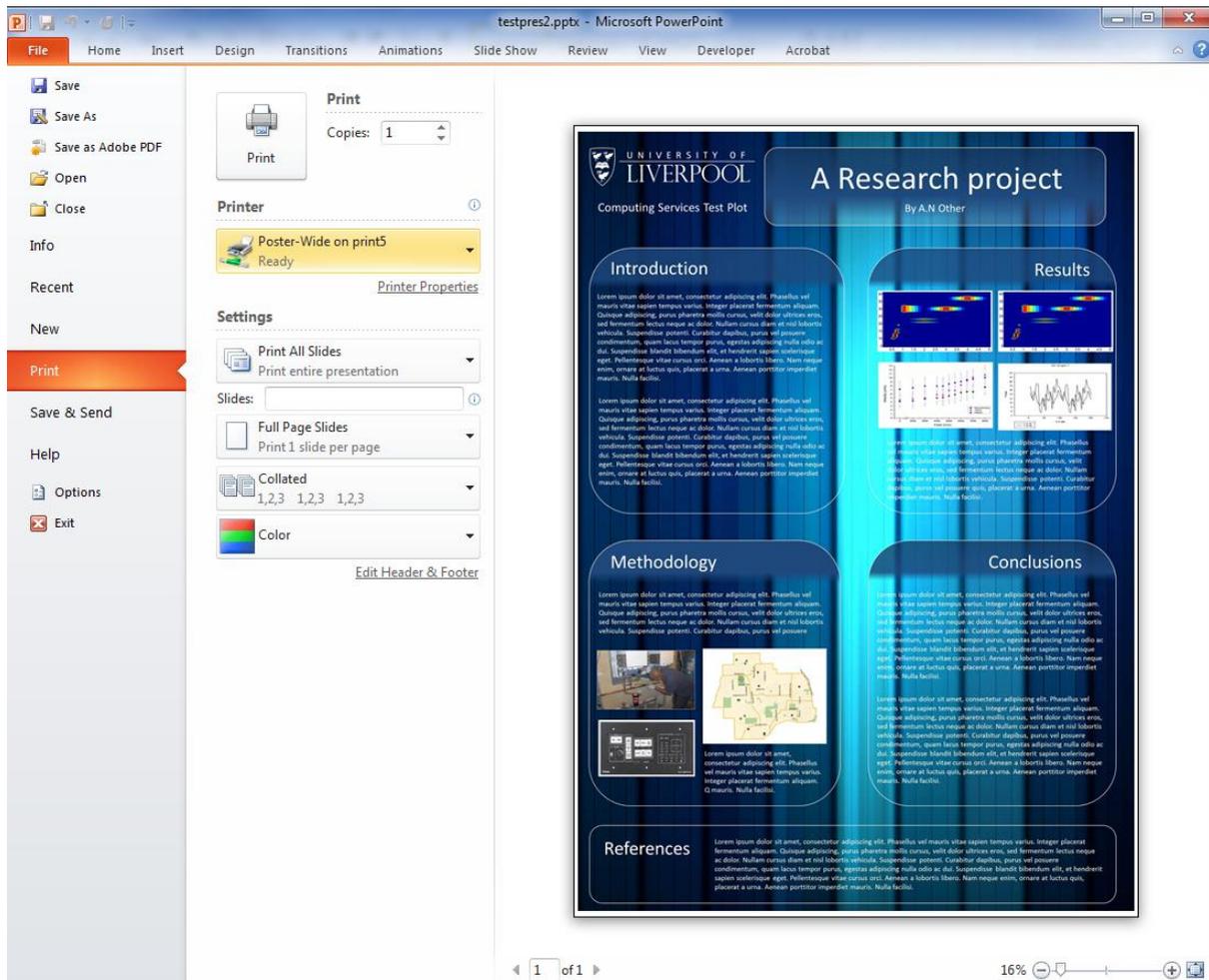
Launch PowerPoint, and open your poster into it.



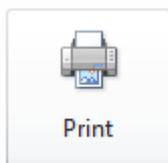
2. Click the File tab on the ribbon and click Print from the menu on the left

Select **Poster-Wide** from the drop down list under **Printer**

The Poster will be displayed as a print preview on the right and the entirety of the poster will be surrounded by a small white margin.



If the entirety of your poster is contained in the print preview, click the **Print** button



If your poster is not displayed in the preview area or look's odd, please read on.

3. If for some reason that after following these steps only a small portion of your poster is showing in the preview area, you will need to check the paper size of the printer.

To do this, take the following steps:

Click the Link to **Poster Properties**

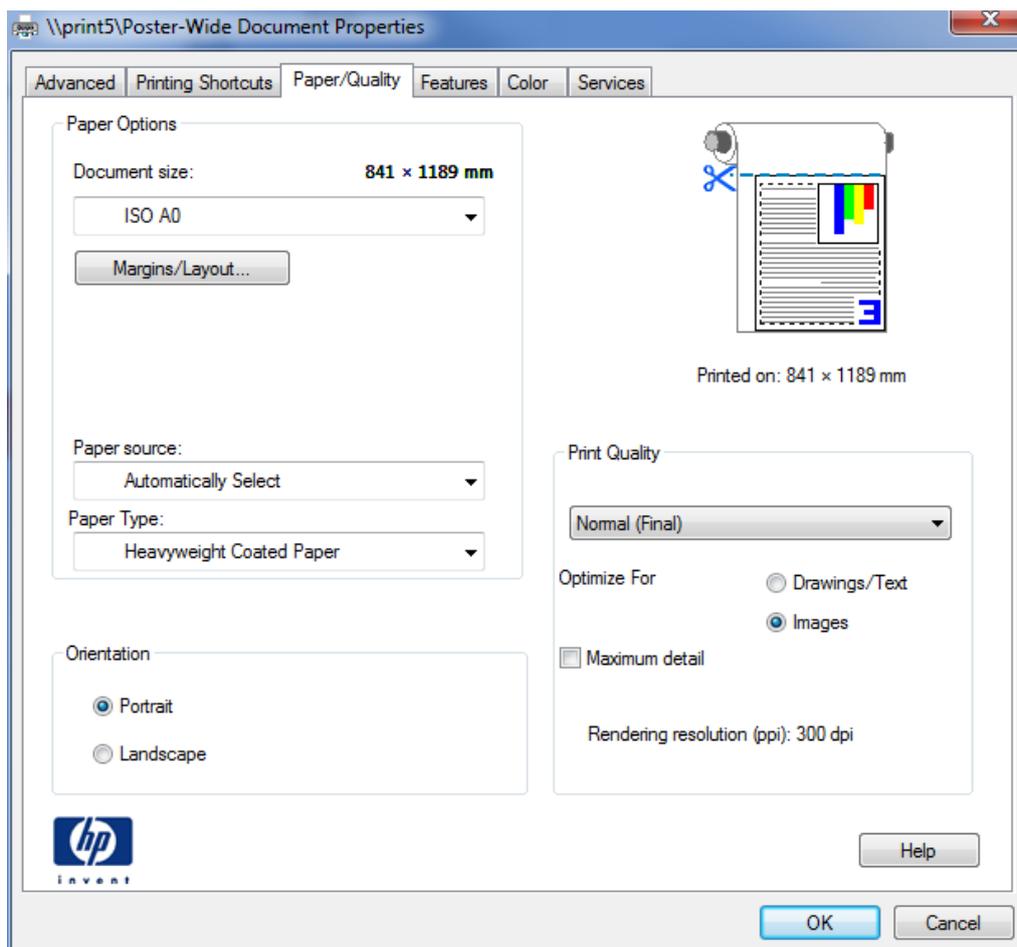
Click the **Paper/Quality** tab if not already selected.

Ensure the **Document Size** is set to **ISO A0**

Ensure the Radio button under **Optimise For** is set to **Images**

Do not touch any other setting, especially Orientation.

Click **OK**



4. If after checking the print properties your poster still looks odd or incorrectly sized. It may be necessary to check the slide size in the original powerpoint file.

For an A0 poster :

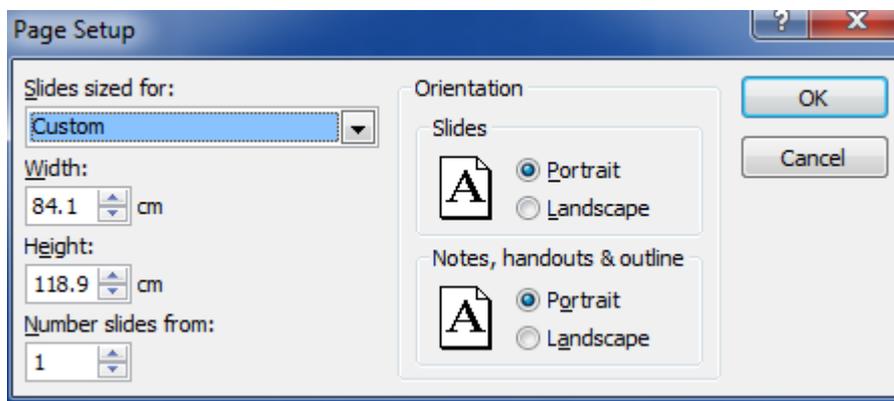
Click the Design tab

Click the Page Setup icon

Select **Custom** from the **Slides Sized for:** drop down menu.

For a Portrait A0 poster, enter **84.1** in the **Width** box and **118.9** in the **Height** box

For a landscape A0 poster, enter the same values and click the **Landscape** radio button under **Slides**



Follow Step 2 to preview and print your poster.