

Instructions on Wide Format Printing Document Setup for Designing Posters

Microsoft Word: (The largest document size allowed in Microsoft Word is: 22" X 22")

1. Set up a working file folder—give it the project or poster name
2. Open Word
3. On Main Menu, choose "Page Layout" tab
4. In the "Page Setup" section, choose "Size"
5. In "Size" Drop down menu, choose "More Paper Sizes"
6. "Page Setup" screen appears
7. Enter the width and length of the desired page size
8. Your new document will be set at the desired page size
9. Determine the size of your margins by clicking on "Margins" in the "Page Layout" menu
10. Start designing your poster
11. When your poster is complete, "Save" it as a Word Document to your working file folder
12. Then "Save as" a PDF in your working file folder

Power Point: (The largest document size allowed in Power Point is: 56" X 56")

1. Set up a working file folder—give it the project or poster name
2. Open Power Point
3. On Main Menu, choose "Design" tab
4. In top left hand corner, click on "Page Setup"
5. "Page Setup" screen appears
6. Enter the width and length of the desired page size
7. Your new document will be set at the desired page size
8. Start designing your poster
9. When your poster is complete, "Save" it as a Power Point Document to your working file folder
10. Then "Save as" a PDF in your working file folder

Microsoft Publisher: (Microsoft Publisher has no limit as to how large your poster can be)

1. Set up a working file folder—give it the project or poster name
2. Open Microsoft Publisher
3. On Main Menu, choose "Page Design" tab
4. In the "Page Setup" section, choose "Size"
5. In "Size" Drop down menu, choose "Create New Page Size"
6. "Create New Page Size" screen appears
7. Enter the width and length of the desired page size
8. Your new document will be set at the desired page size
9. Determine the size of your margins by clicking on "Margins" in the "Page Layout" menu
10. Start designing your poster
11. When your poster is complete, "Save" it as a Microsoft Publisher file to your working file folder
12. Then "Save as" a PDF in your working file folder