

# MS Powerpoint 2013/2016: creating PDFs for print

## Before you start: how to set up PDF/Acrobat preferences

It is essential that you set up your PDF preferences properly before you create a PDF from your document.

Click on the **ACROBAT** tab on the top panel then select **Preferences** in the grey panel (underneath on left hand side) and select **Configure PDF creation settings**.

A new window will be displayed showing the PDF/Acrobat properties (figure 1). Under the **PDFMaker Settings**, ensure that the **Conversion Settings** are set to **Press Quality**.

See figure 2 for other settings that need to be checked.

Click on **OK** when your settings are complete.

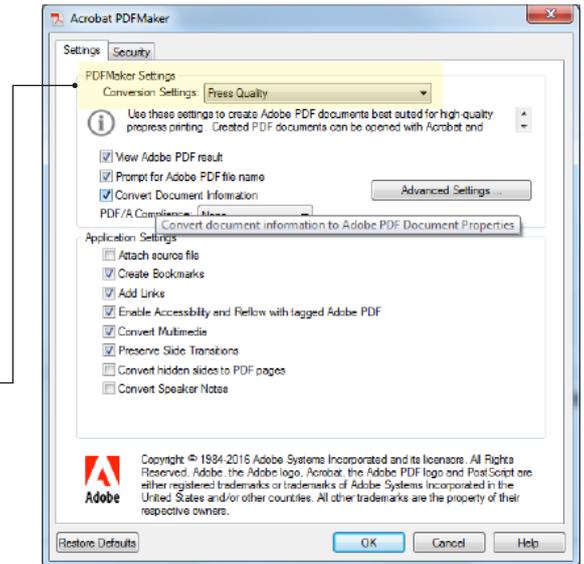


Figure 1

## Creating PDFs for print

### Step 1

- 1.1 Go to **File > Save As** and this will launch a new window (figure 2).
- 1.2 Navigate to the place you wish the PDF to be stored and create a name for the PDF file.
- 1.3 On the drop-down menu, next to Save as type, choose **PDF**.
- 1.4 Ensure that **Standard publishing** is checked.
- 1.5 Click on **Options** and follow Step 2 below.

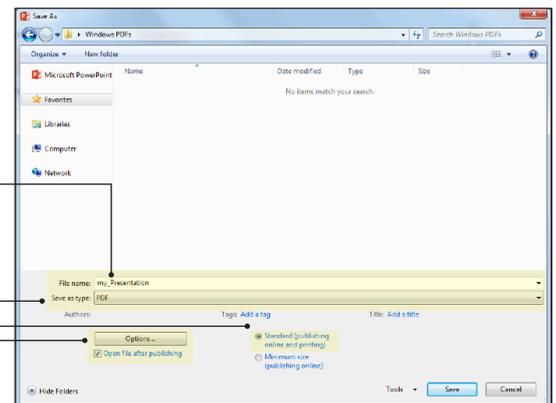


Figure 2

### Step 2

- 2.1 If your document is multi-page, select **All** under range.
- 2.2 Check or uncheck all other boxes as shown in figure 3.
- 2.3 Press **OK** to return to the previous window (as in figure 2) then click on **Save** to create your PDF.

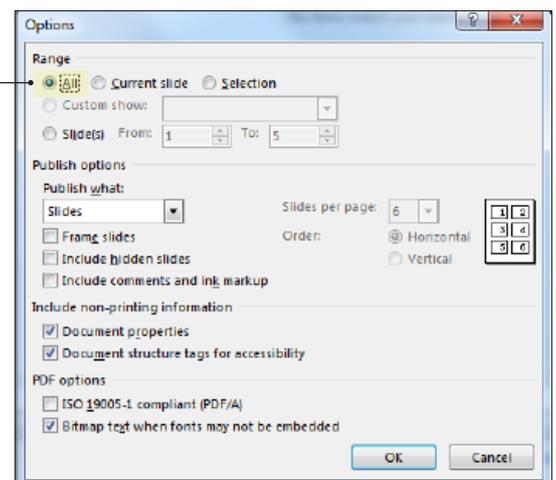


Figure 3

## Important

- 1 **Text:** Do not place text near to the edge of your document as it may be cut off when the document is cut to size after printing. Please always leave a minimum margin of 10mm.
- 2 **Image quality:** Please ensure that your images are as high quality as possible, particularly if your document is to be enlarged to poster size. If your images look bad on your screen, they will print bad on paper and this will be more pronounced at larger output sizes. If you are using your own camera or smartphone, make sure that the photographic settings are set to the maximum quality.
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