

HOW-TO set up and print from PowerPoint

One danger with taking a Mac PPT file and opening it on a WinXP machine (or another Mac for that matter) is that content can be lost, photos pixelated, fonts distorted or missing, special symbols not displaying, etc... This can happen on Windows too. Therefore it is highly recommended that ALL final poster files be converted to PDF format on both platforms (OS X and Windows) before being submitted for printing.

Instructions for converting a Mac PPT file to PDF format can be found at:

http://www.science.smith.edu/posters/howto_ppt2pdfmac.pdf

Instructions for converting a Windows PPT file to PDF format can be found at:

http://www.science.smith.edu/posters/howto_ppt2pdfxp.pdf (forthcoming...)

Once you have the PDF file in hand and have properly logged onto the Dell PC in the sandbox (Bass-105), see http://www.science.smith.edu/posters/howto_printacrobat.pdf

IF a student or faculty fail to read this HOW-TO or just totally ignore it (highly likely) and submit a PowerPoint file instead of PDF file follow these instructions below to print from PowerPoint.

Open PowerPoint and open the PPT poster file...

TO BE WRITTEN...