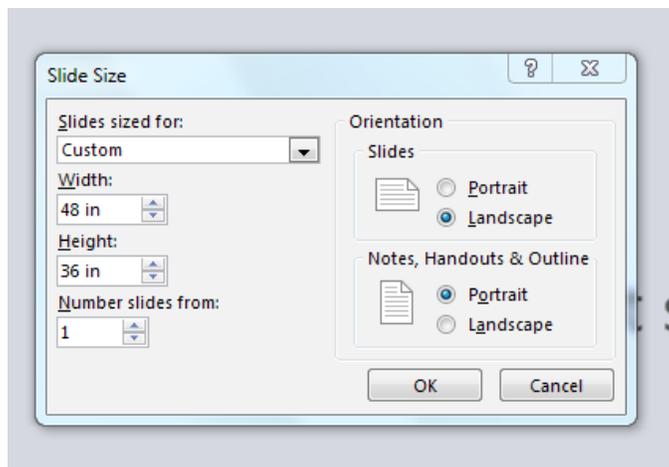
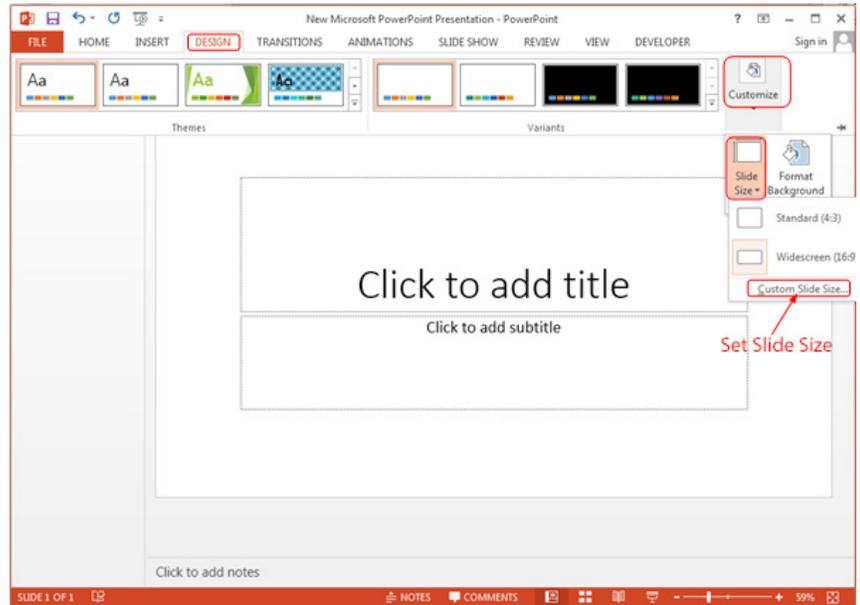
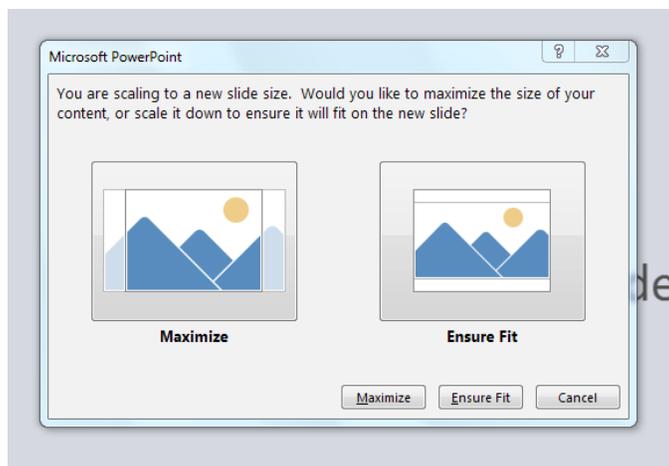


RESIZING A POWERPOINT SLIDE ON A PC VERSION OF POWERPOINT 2016:

- > find the **DESIGN** tab at the top menu bar
- > Select **SLIDE SIZE**
- > Select **CUSTOM SLIDE SIZE** from the dropdown menu

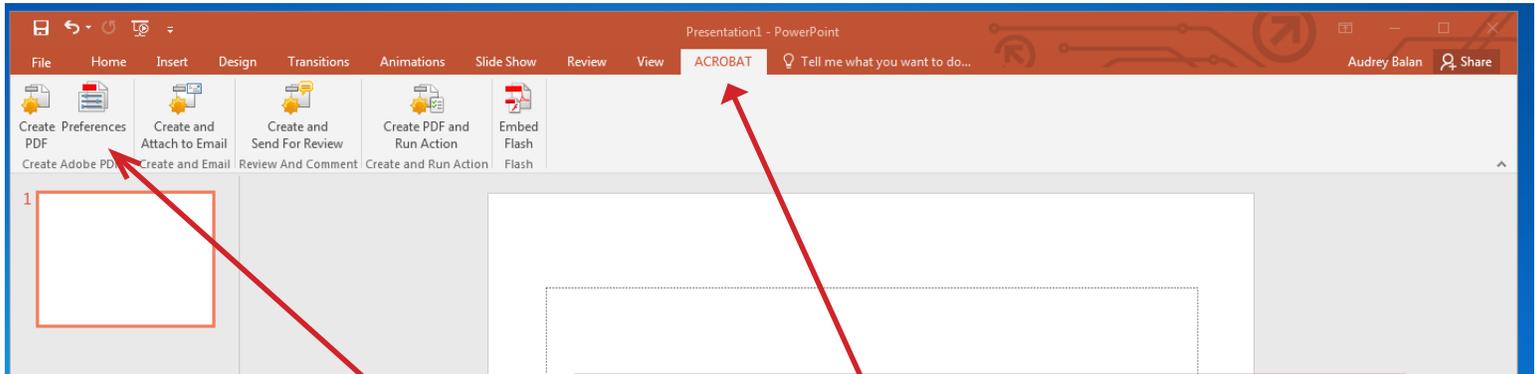


- > The **Slide Size** menu box will open and you will see an option to type in the dimensions you want (48 in width and 36 in height), then hit OK. The largest width that PowerPoint will support is 56 in.

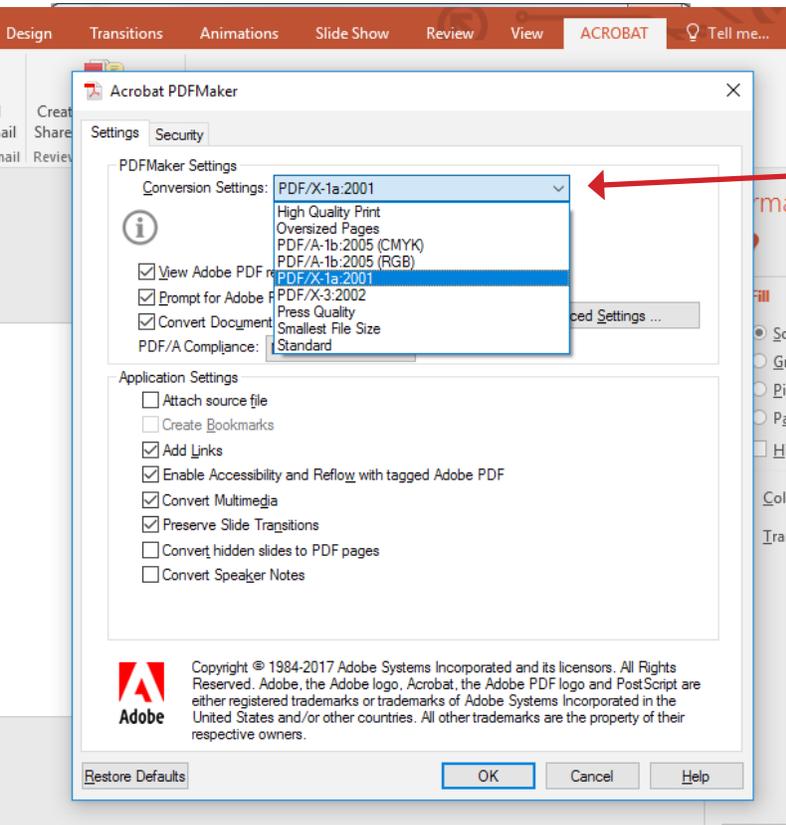


- > From there a resizing dialogue box will appear asking if you would like your slide content to Maximize or Ensure Fit inside the slide. Select **ENSURE FIT**.

WHEN READY TO SAVE AS PDF FOR PRINTING SERVICES:

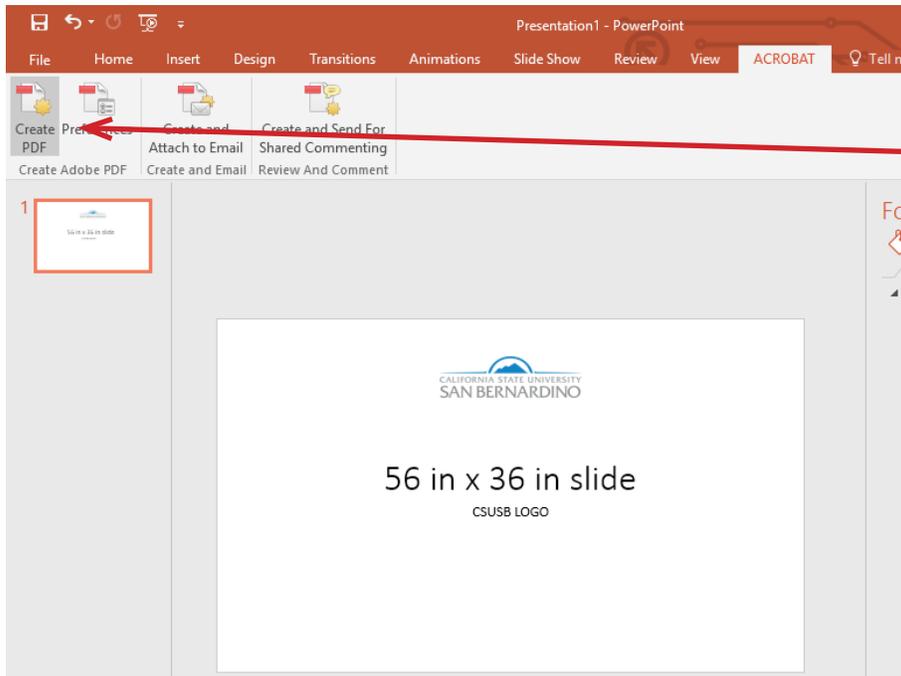


- > On the menu bar select the **ACROBAT** tab
- > Click the **Preferences** tab (under the ACROBAT tab)

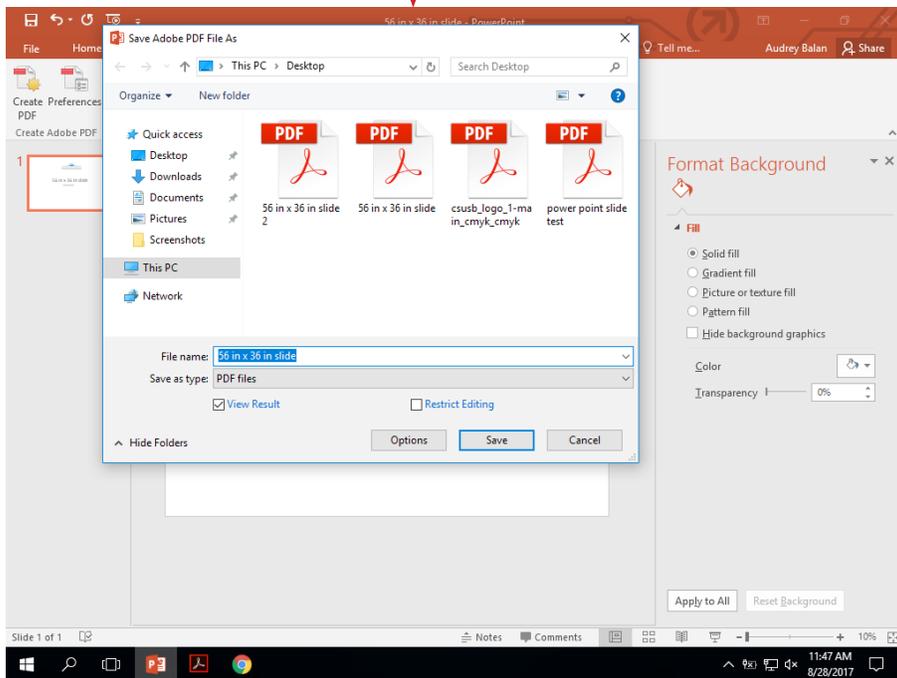


- > Under Settings click on the **Conversion Settings** menu
- > Under the dropdown menu select **PDF/X1a:2001**

> **Select OK**



> Select the **CREATE PDF** tab



> The '**Save Adobe PDF File As**' menu will appear and now PDF file is ready to save.

YOUR FILE IS NOW READY TO SEND TO PRINTING SERVICES.