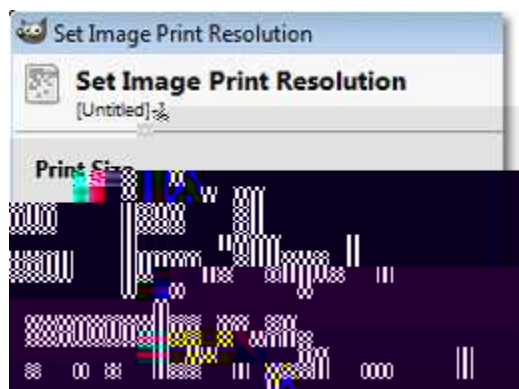# Preparing Files for Printing / Making Copies
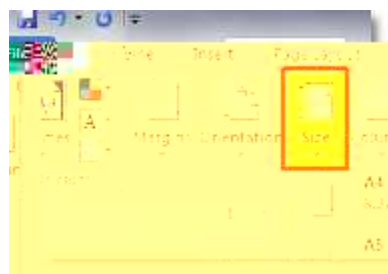
Where to Start

There are many graphics and layout programs available. **We strongly recommend creating**

Open the image in GIMP or your favorite photo editing software. To re-size an image in **GIMP**, go to Image > Print Size. Choose inches in the drop-down menu on the right and enter your desired size.

Document Sizes

In recent versions of both Publisher and Microsoft Word, Page Size is one of the options under Page Layout. Common sizes like Letter (8.5x11) and Tabloid (11x17) are available on the preset size list, or you can enter a new custom page size.

Don't see that option on yours?

Other versions of Word have the size option under File > Page Setup > Paper. Once again, there are preset sizes or you can enter a custom size.

Printing PowerPoint Slides

To print a large presentation-style poster from a PowerPoint slide, first go to Design > Page Setup. In the pop-

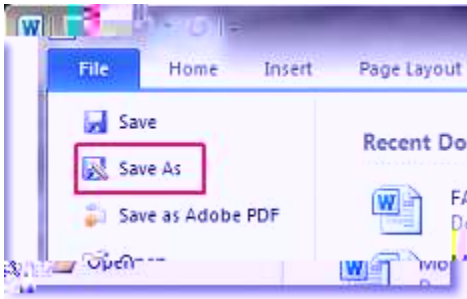You may also choose to size your slides as Letter (8.5x11) or other common sizes.

Note that these size changes will alter the appearance of your projector slides!

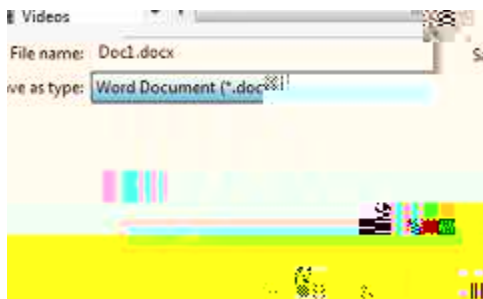# Three Ways to Turn Your File into a PDF

OPTION 1: IN MOST PROGRAMS, JUST CHOOSE SAVE AS A PDF.

For example, if you created your file in a Microsoft Office product such as Publisher or Word:
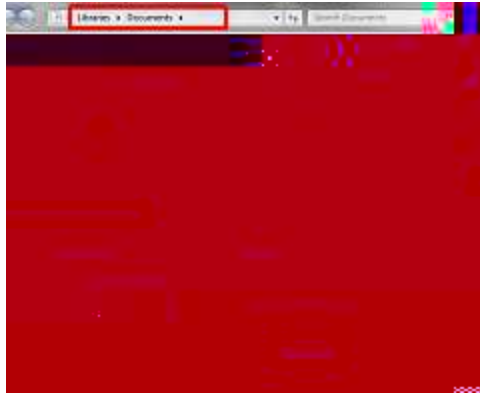
Go to File > Save As

In the dropdown menu for Save As Type, select PDF

Make sure the filename and location are correct and hit Save

OPTION 2: HOW TO MAKE YOUR FILE A PDF WITH GIMP

If you are using Gimp to edit your images, saving a PDF version is a little different.
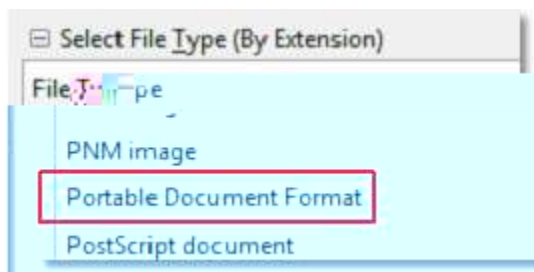
Go to File > Export

In the new window, click on the plus sign next to Select File Type (By Extension) in the lower left corner.

Scroll down and select Portable Document Format   PDF

Verify the location and file name.

Hit Export.

A FEW ADDITIONAL TIPS AND TRICKS FOR SAVING YOUR FILE AS PDF.

You may also have a Print to
PDF option on your computer.

Go to File > Print and choose