

Poster-Printing with Microsoft Office 2011 on Mac OSX 10.6.8 – 10.8.4

Introduction

This short manual is for all members and students of the University of Basel who wish to use the Poster-Printing service of the URZ. It explains the use of Microsoft Office 2011 on Mac OSX and how to create a valid PDF/X-3 document.

Requirements

Please make sure that the following requirements are fulfilled by your system:

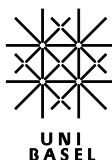
- Mac Computer with Mac OS X starting Version 10.6.8
- Microsoft PowerPoint 2011¹ installed
- A current, updated internet browser (e.g. Safari, Mozilla Firefox, Google Chrome)
- Internet connection

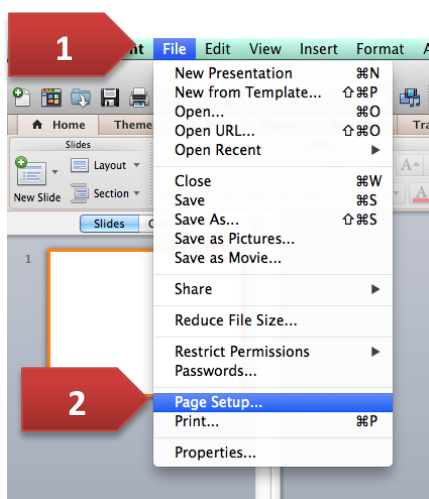
¹ Even if this manual was primarily written for Microsoft PowerPoint 2011 the described steps are all very similar in all Office products of the Microsoft Office Suite 2011 and should be reproduced easily on Microsoft Word or Microsoft Publisher.

Preparations

To achieve optimal print quality, the size of the document that will be printed should equal the size of the resulting poster. The Poster-Printing service only supports the output of A0 sized posters at the moment, why you should make sure your document has the same size.

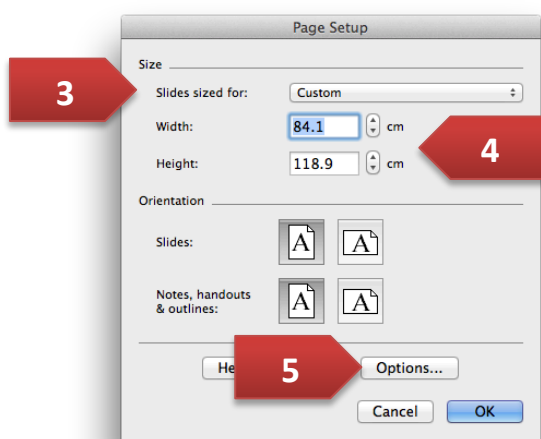
To correctly set the dimensions of your poster, please follow the steps below:





1. Open your Poster document and navigate to *Page Setup...*

Therefore click on **File** [1] and *Page Setup...* [2]

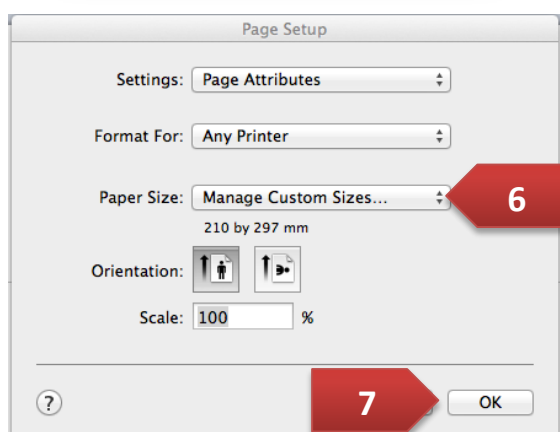


2. Choose the Slide sizing *Custom* [3] and enter the correct dimensions [4]

The size of an A0 poster in Portrait mode equals a page width of 84.1 cm and page height of 118.9 cm.

If your poster will be in Landscape format please choose the right orientation.

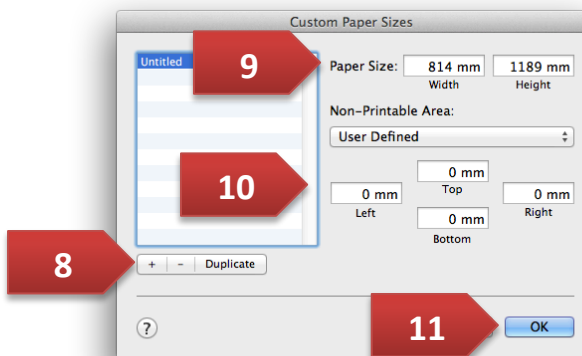
Click on **Options...** [5]



3. Choose *DIN A0* as Paper Size for your printer [6]

Confirm by clicking on **OK** [7]. Your document now has the correct size.

If the paper size **DIN A0** does not exist, please choose the setting **Manage Custom Sizes** and follow step 4.



4. Creating a custom paper size

To create a custom paper size first click on the **Plus-sign [8]** at the bottom left and enter the following values:

[9] Paper Size: 84.1 cm Width / 118.9 cm Height*

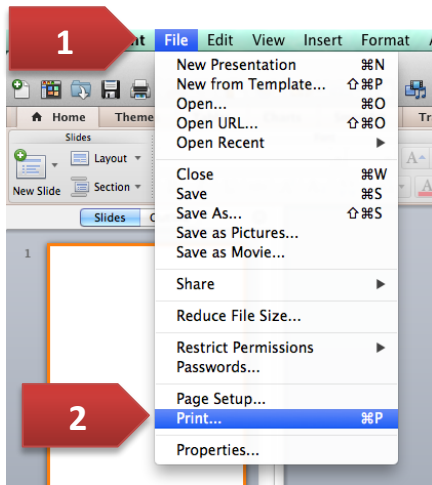
[10] Non-Printable Area (all): 0.00 cm

Confirm by clicking **OK [11]**

*for Portrait orientation. If you want your poster in landscape orientation please switch the values accordingly.

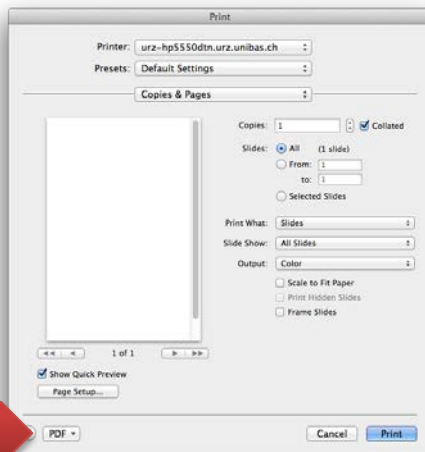
Create the PDF

After you have finished creating your poster follow the steps depicted below to create a PDF/X-3 compatible PDF document:

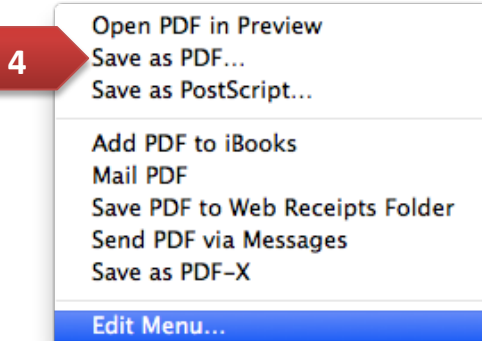


1. Change to the file print dialog

First click on the tab **File** [1] and then on **Print** [2]



2. Click on *PDF* [3]



3. Select *Save as PDF...* [4]



5. Enter your poster file name [5] and save your document by clicking **Save** [6]

Your poster is now nearly ready to be printed. You only have to convert the PDF into the format PDF-X3 (see the following chapter).

Convert PDF into PDF-X3

If you don't have Acrobat Pro from Adobe installed, you can easily convert the PDF into PDF-X3 with the following manual:

http://its.unibas.ch/files/documents/X3_Automation.pdf

It is advisable to check your PDF within a PDF Viewer application like **Adobe Acrobat** for errors. After that you should perform a Poster-Check like described in the next and last step.

Poster-Check

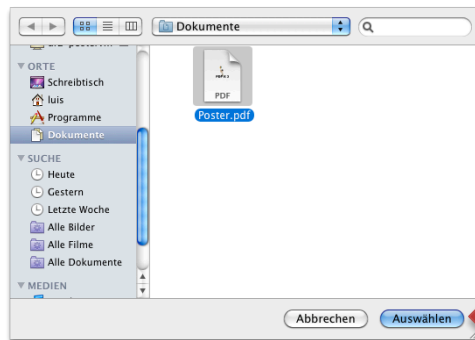
All PDFs that will be printed by the Poster-Printing service of the URZ are being checked on PDF/X-3 validity. To ensure that there will be no problems with your PDF you should check your PDF prior to giving it to your CV the following way:



1. Open your Internet-Browser and visit the **PosterCheck-website**

Enter the following URL in your address bar of your browser: <http://poster.unibas.ch/check> and wait until the site completely finished loading (Note: the website is only available within the university network or VPN).

To upload your PDF either click on the text **Drop PDF files here** [1] or drag and drop your file onto it.



2. Choose your PDF file in the dialog

Accept your choice by clicking on **Open [2]** and wait until the file is completely uploaded.



3. The result will be displayed instantly [3]

If you followed all the steps correctly, your PDF should be a valid PDF/X-3 file. If this is the case you can forward it to your CV for printing.