APSA 2021 Poster Presenters – Instructions for Creating a PDF of your Poster

Step 1

Open your PowerPoint poster presentation and make sure you can see the slides in the side pane.



From here, select all of the slides, except the first one (you can follow these steps for each slide, one at a time, if you do not know how to do this). When the slides are selected, right-click on them, and select the option that says "Hide Slides" from the resulting contextual menu. It should already have a check mark next to it



You can then right-click again on the slides to make sure that "Hide Slide" is now unchecked. Don't select it again, this is how you want it to be for this export (unchecked)



Once you have verified that it is unchecked, you can go to the File menu and select Export, exactly as you did when you first created the narrated movie files for this presentation



In the resulting Export menu that comes up, make sure that PDF is selected as the export option. It should be the default:

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Click Export.

After you have verified that the PDF looks the way you want it to (please check it), you can upload it to the same Dropbox folder that you uploaded your poster .mp4 file to.

Please make sure the PDF is titled exactly as your .mp4 file was (P[number] Name), e.g. **P31SMITH**.