

# Home Hill Chamber of Commerce Poster Competition

## Entries should be submitted in PDF format.

In the past we have accepted entries in any format - Word, Publisher, PowerPoint, etc. This has caused problems when the posters have been opened for printing in a different program version on a different computer or when adding the posters to our website. Older or newer version of the program can make some content of the page “spill” over onto another page – the poster has to be edited to make it fit one page, hopefully without changing the layout significantly. Other times, a font, special effect or background is not available – backgrounds disappear and fonts are substituted by the program. The poster can look very different on another computer.

## To overcome these problems, please submit posters in PDF format

The Posters can still be **designed** in just about any program that runs on Windows XP, Windows 2000 or later version. Programs include – Word, Publisher, PowerPoint, Open Office, Photoshop, etc. Save them in the program’s default format so they can be edited as many times as necessary.

**When the poster is finished**, save, convert or print it to a PDF file. PDF is very universal format. It will open on a variety of computers and give consistent results. All of the content of the original poster should be captured in the PDF document – backgrounds, formatting and fonts. Most people do not have the program to edit a PDF so save it in this format only when the poster is *finished*.

## Three methods to get a PDF document:

**1. Save to a PDF** – Some programs have this as an option. When saving a poster, save the final version as “pdf”.

Pros – quickest, easiest way.

Cons – very few programs have this as an option. May not be editable after saving.

**2. Online Conversion** - There are websites which will upload documents and convert them to PDF. After conversion, the document can be downloaded or is emailed back in a zipped format. Google – “online pdf converter”. Check that the conversion is from your document to PDF. Some converters change PDF to Word (not what we want).

Here are a couple of sites -

<http://www.primopdf.com/online.aspx>

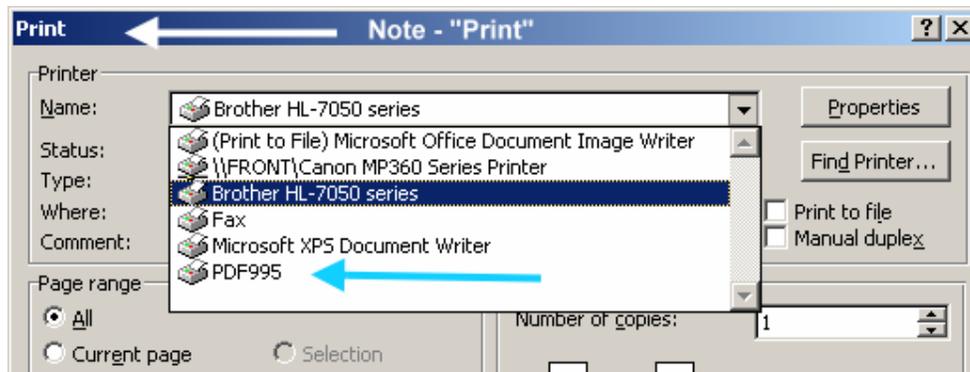
<http://www.freepdfconvert.com/default.asp>

Pros – Programs don’t have to be installed on your computer. Can be used by anyone with internet access.

Cons – Slowest method. Check the results: backgrounds may not convert, fonts may change. Some sites limit you to converting one document every 30 minutes. Some sites may not convert some document formats. Some sites will not upload files greater than 2MB in size. Other sites offer an option to upload files up to 10MB in size.

**3. Print to a PDF document – How??** - The output of *any Windows program that is able to print* can be converted to pdf with free programs that can be downloaded from the internet. The program, when installed, appears in the Printer Dialog Box as a pseudo printer (pretend printer). The example below shows a program called PDF995.

## Print to PDF (continued)



The following downloadable, FREE programs have good reviews:

BullZip PDF Printer, doPDF Converter, PDF995 and PDF Creator.

Google any of those names and you should be able to go to a download site or get info to help you decide which to use.

After “printing” to the PDF printer, most converters allow you to name the new PDF file and select where it is to be saved. They may also display the new PDF document in Adobe Reader.

Pros – These programs should convert anything printable. Quick, easy, good for home use. Unlimited file size. Unlimited use.

Cons – Could be a problem for School use. The print program would have to be installed on every machine where conversion was to take place.

Possible solution – install on one machine, then all posters will have to be opened on this particular machine and converted OR *PDF Creator* and *PDF995* are available in a Server versions. If you have a network server, install the program on the server and it should be available to all computers on the network (like a network printer).

Some free versions have advertisements that pop up to encourage you to buy other programs.

**Another solution?** – If all else fails, press the “Print Scrn” button on the keyboard. The screen will be copied to the Windows clipboard. Open a photo editing program and paste the screen dump. Save the file in “BMP”, “PNG”, or “TIFF” format if possible. Fourth choice – “JPG” with no compression.

Pros – Well, if all else fails.....

Cons – not the best format for printing posters – resolution (dots per inch) will be low, poster will not be sharp or may be grainy when printed in A3 format. All the screen is copied – toolbars, rulers, etc will have to be cropped sometime. The “Print Scrn” key may not copy the screen in some versions of Word – the photo program will show nothing to paste.

We’re sorry to place this extra burden on you. New programs, formats and fonts are appearing. The problems we’ve had will only get worse. It is not fair to the contestants if they have an award winning design, but miss a prize because the poster doesn’t appear as designed when viewed on another computer.

We hope this is the solution.