INSTRUCTIONS FOR CREATING YOUR OWN LAYOUT

(exact steps may vary slightly across different versions of the same software)

MICROSOFT POWERPOINT

Go to the **Design** tab.
In **Customize** group, click **Slide Size**.
In **Slide Size** dialog box:
  Choose **custom** (last option in scroll down box).
  Plug in Width and Height measurements based on the size needed (max size dimensions allowed is 56x56").
  If the size needed is larger than 56", try half sizes (ex. For a 96x48", try 48x24") or proportional dimensions.
Design as needed - do not exceed page size (any items outside of the page will not print).
Save final file as **PDF**.

MICROSOFT WORD

Under **Layout** tab go to **Size**.
Choose **More Paper Sizes** at the bottom.
Under **Paper** tab, in drop down list, scroll to **Custom** (last option).
Plug in Width and Height measurements based on the size needed (max size allowed is 22x22").
  If the size needed is larger than 22", try a smaller proportional sizes (ex. For a 60x24", try 20x8").
Under **Margin** tab, plug in 0" for all (top, bottom, left right).
Click **OK**.
Pop-up will ask if you want to FIX, click **IGNORE**.
Design as needed - do not exceed page size (any items outside of the page will not print).
Save final file as **PDF**.

CANVA

Create a free account at www.canva.com
Click on the **Create a Design** tab at the top right.
Select **Custom Size**, change to inches (in.) and input the desired size.
  If the size needed is larger, try half sizes (ex. For a 96x48", try 48x24").
Click on **Create new design**.
Use search bar on the left to find a template or create your own design from scratch.
Keep important design elements at least 1/4" away from all edges.
Use templates marked free; otherwise you may have to pay to upgrade or unlock graphics.
Design as needed - do not exceed page size (any items outside of the page will not print).
When done designing, select the **Download** ↓ button on the top right.
Download as **PDF Print** (High quality, multi-page document). Select with **Crop Marks and Bleed**.

ADOBE PHOTOSHOP

Create New...
Change unit to inches and plug in measurements.
  Use exact size needed.
Select correct orientation.
Minimum recommended resolution is **150 pixels/inch** (maximum recommended is 300).
Check that Color Mode is **RGB Color 8 bit**.
Click **Create**.
Design as needed - do not exceed page size (any items outside of the page will not print).
Save final file as **PDF** or **JPG**.
If saved file is over 50mb, in **Layer** tab, select **Flatten Image**" before saving PDF/JPG.

DESIGN TIPS

Always use high resolution images, especially for large sized prints, for the best quality prints.
Save your file periodically while working on it in case the program crashes.
Open the saved PDF or JPG file before submitting it to confirm that the file saved correctly.
If setup to full size, the PDF can be viewed 100% to check quality at print size (scaling may not be exact).
  Adjust scaling as needed (ex. View at 200% for half size).
Keep editable original file saved in case adjustments are needed.

FREE RESOURCE PROVIDED BY:

AIEA COPY CENTER
— EST. 1985 —

Email your print ready files to:
print@aieacopy.com

PHONE: (808) 486-3819
WEBSITE: www.aieacopy.com