

How to Resize Posters

The Graham Centre poster is saved as A0 portrait.

To resize for smaller posters:

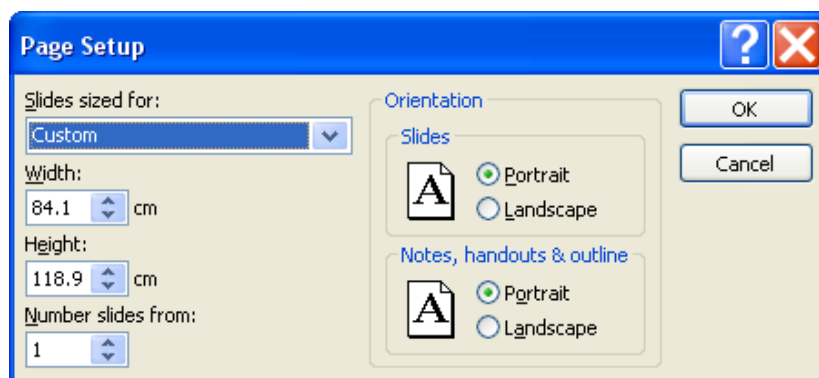
1. Select, **File, Page Setup**
(Word 2010:
Select **Design, Page Setup**)

2. Choose **Custom**
(make sure you
select the correct
orientation (portrait))

3. Enter page dimensions

4. Click OK

5. Save



PLEASE NOTE: The laminator at the School of Agricultural and Wine Sciences cannot laminate A0. Posters will need be resized to 76.2 x 105.8 cm.

Paper sizes

Page Size	Width (mm)	Height (mm)
A0	841	1189
A1	594	841
A3	420	594
A3	297	420
A4	210	29.7

Before sending for printing, make sure you view your poster at 100% zoom to ensure that all graphics and text are clearly legible and not pixelated (Pixelation is the display of a digitised image where the individual pixels are apparent to a viewer). This should not happen if you use mid to high resolution images.