



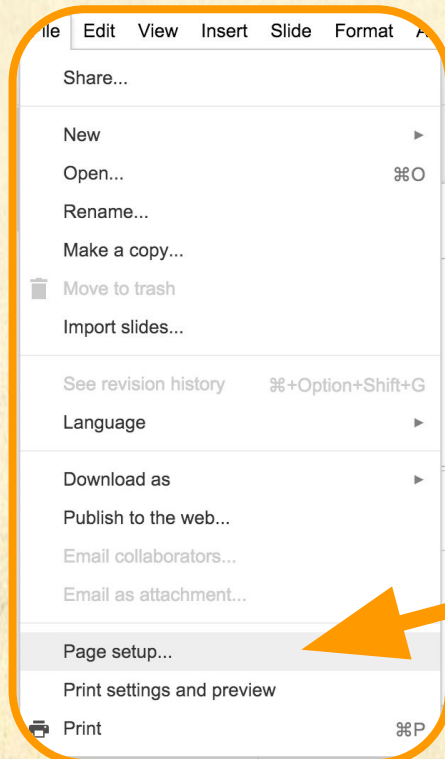
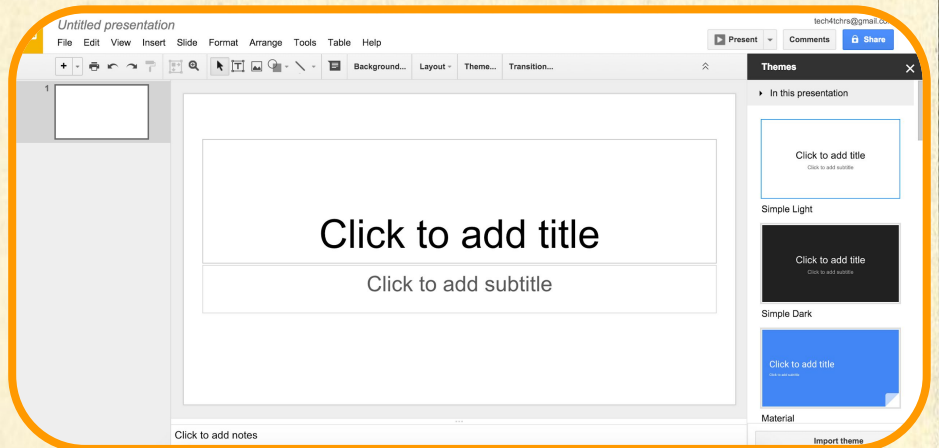
MAKING POSTERS & OTHER LARGE DOCUMENTS WITH GOOGLE SLIDES

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I love Google Slides as a desktop publishing tool. Whether I am making a handbook or tutorial, a newsletter or a flyer, Slides lets me stretch my creativity. Most of the time, I am creating documents in standard letter paper size, but sometimes I want something bigger like a poster or a board game. Thankfully, Slides makes this very easy.

Step 1:
Open a new
presentation in Slides.



Step 2:
Go to FILE - PAGE SETUP.

Step 3:

On the Page Setup menu, select CUSTOM. Then, enter the size you would like your document to be. For my board games, I use 22 x 17 inches.

Page setup

Widescreen 16:9

OK

Cancel

Standard 4:3

Widescreen 16:9

Widescreen 16:10

Custom

Page setup

Custom

22

×

17

Inches

OK

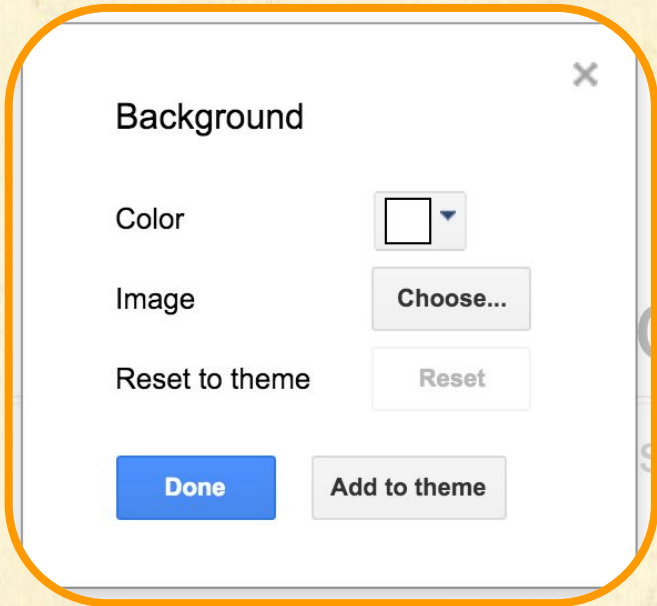
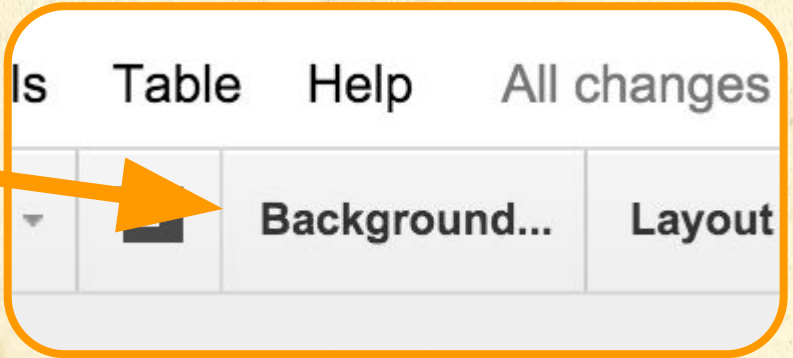
Cancel

Click to add title

Click to add subtitle

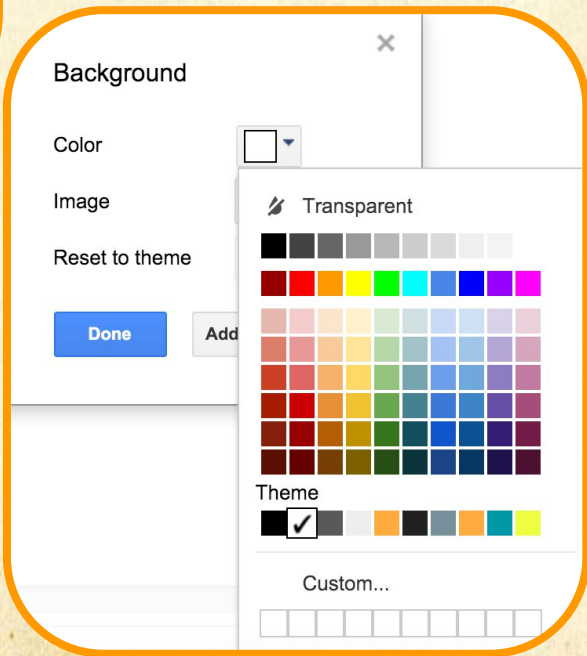
Step 4:

Choose a background for your document. Click the BACKGROUND button on the menu bar.



Step 5:

You can choose either a solid color or an image for your background.



Step 5:

If you want an image as your background, you have several choices. You can upload a file from your computer, grab one from your Google albums or Google Drive, or search the web for copyright free images.

Insert background image

Upload | Take a snapshot | By URL | Your albums | Google Drive | Search

Drag an image here

Or, if you prefer...

Choose an image to upload

Only select images that you have confirmed that you have the license to use.

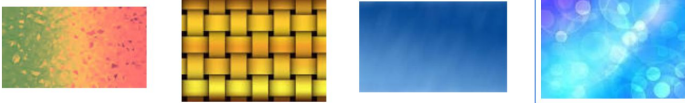
Insert background image

Upload | Take a snapshot | By URL | Your albums | Google Drive | Search

Google background

Any type

Results shown are labeled for commercial reuse with modification. [Learn more](#)



Select

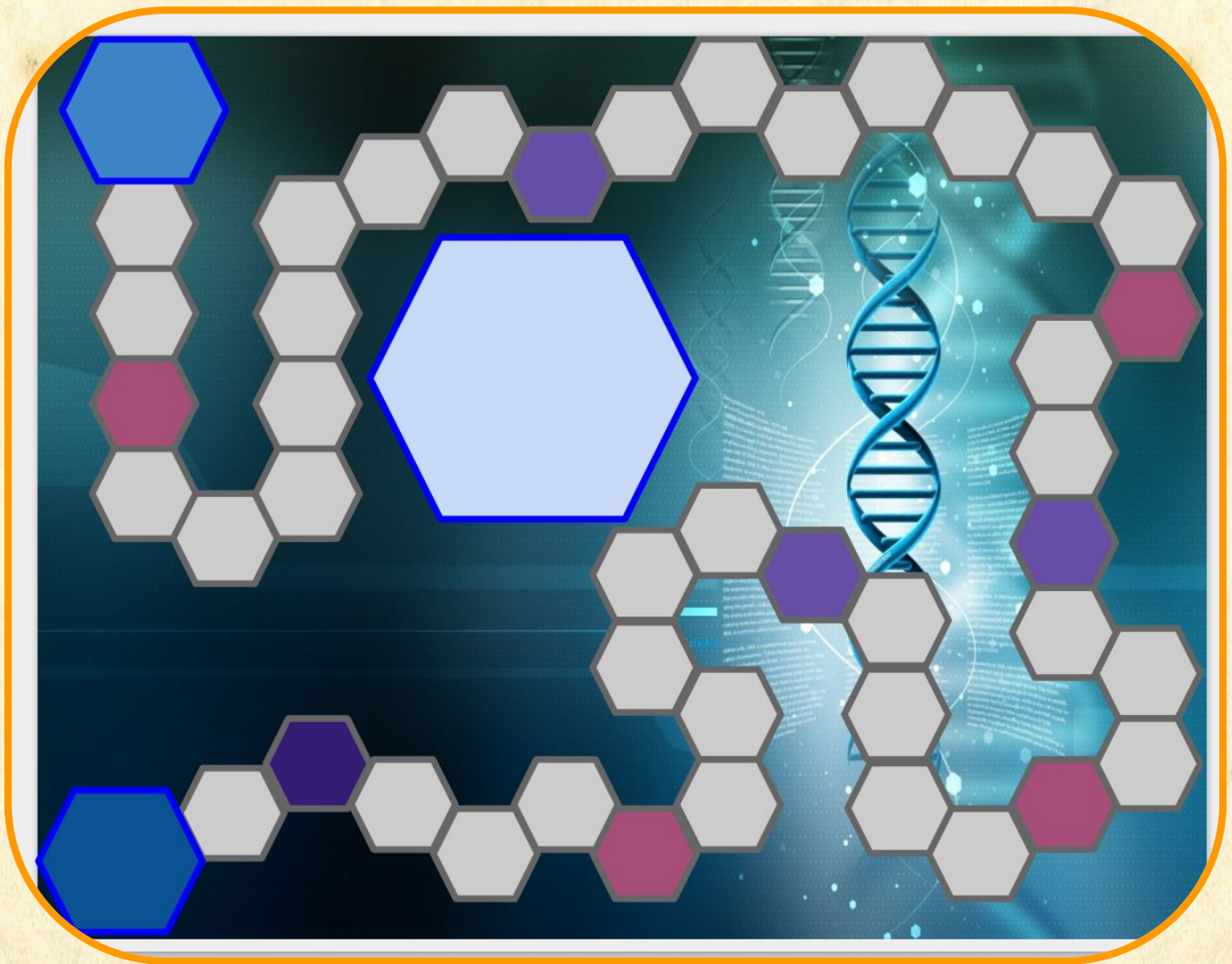
Cancel

Only select images that you have confirmed that you have the li

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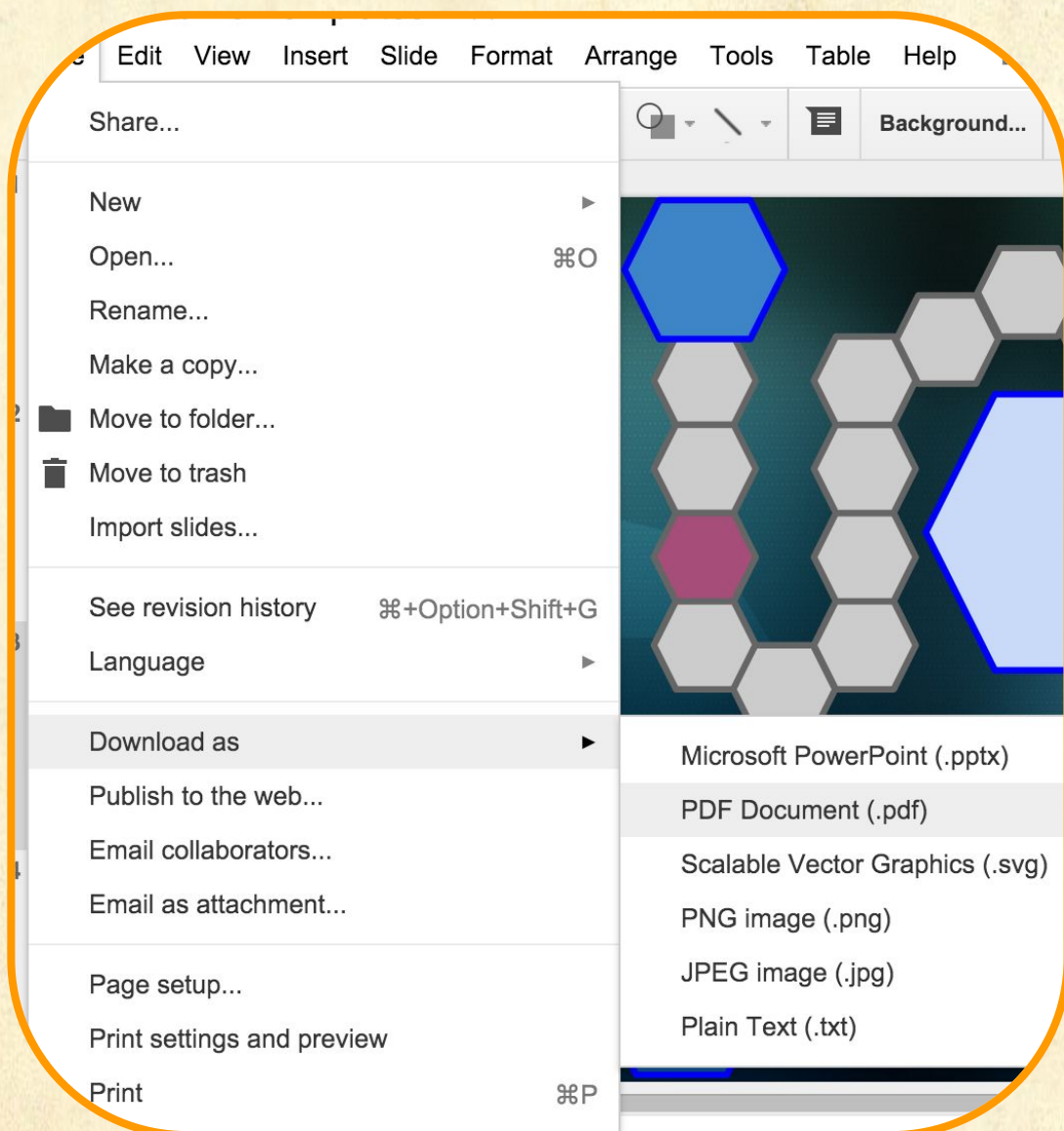
Step 6: Create your document. Use text boxes, images, shapes, and more to design your project..



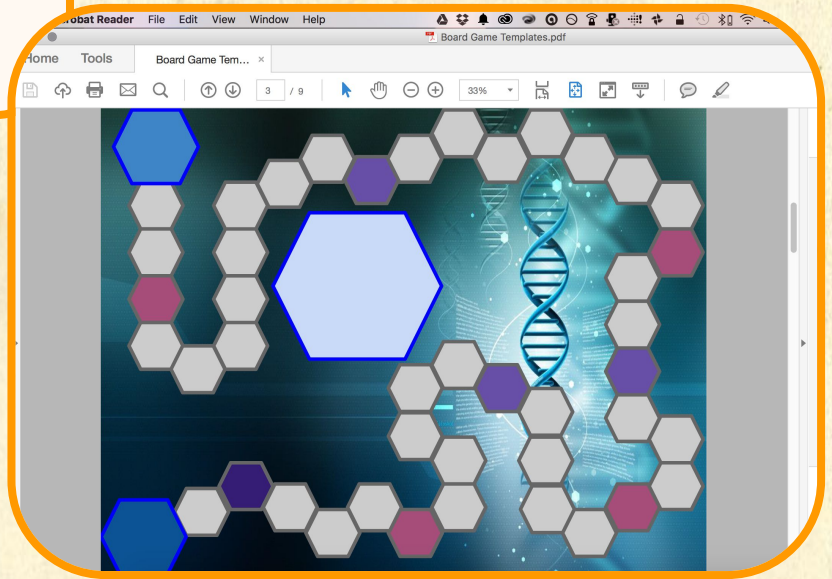
Step 7:

Time to print! Here's where we need to do some App Smashing. Google doesn't allow for printing across multiple pages for a single file, so we need to think outside the box.

First, go to FILE - DOWNLOAD AS and choose PDF.



Step 8:
Open the PDF file in Adobe Reader. If you don't have Adobe Reader, you can download it for free at <https://get.adobe.com/reader/>



Step 9:
Go FILE - PRINT. On the Print menu, find PAGE SIZING & HANDLING and choose POSTER. You can then adjust your settings as needed and print your large document! That's it, you should now have your poster/board game/etc that you can assemble and use.

