

## Poster Information

- Poster Settings
  - Easiest to print in PDF format, but can also be printed as a PowerPoint file
    - Adobe: Resolution=2400 dots/inch
    - Width x Height=24x18 inches
      - Use these same dimensions when creating your poster in PowerPoint
      - The final print will be inflated to 200%, which will give final dimensions of 36x48
- Printing Settings
  - Print at 36 inches (width) by 48 inches (length)
    - This is because the printer cannot print 48 inch width
    - Maximum length of shortest side is usually 36 inches
- Printer Info
  - After turning on, first press “form, feed, and cut”
    - This trims the paper edge
  - Line the paper up with the blue guide line
- PDF Program Settings
  - Go to properties (in the print window)→advanced→post script custom→dimensions
  - Leave the layout unchanged
  - Page layout
    - Uncheck “enable scaling”
    - Uncheck “rotate”
    - Layout view: Best indicator of the print end result
      - Poster print should be edge to edge width-wise
  - Print preview: Should be 36 inches by 48 inches
    - Print should be at 200%
      - Because poster should have been made at half size
    - Page scaling: Fit to paper
- Printer (after print has been started)
  - Printer should say “processing PS”
  - Usually takes at least10 minutes before the printer will actually begin printing
- Other notes and suggestions
  - Better to use GIF and PNG files for pictures on your poster
    - This is because these file types have transparent backgrounds
      - Allow for pasting pictures on various background colors
    - JPEG will not be transparent, so try not to use JPEG’s
    - Use only GIF files for all logos if possible
  - Adobe image ready has been a convenient program
  - Easiest method to begin making the poster is by first creating a PowerPoint poster template

- Also, when converting from PowerPoint to PDF, make sure you have a custom conversion setting to maintain the proper resolution and dimensions
  - These settings must be made in both PowerPoint and the conversion software
- For smaller student projects/posters, a final printed poster dimension of 24inches x 36inches is recommended
  - This will save ink and paper
- Also, the use of white or light colored backgrounds for posters is encouraged whenever possible
  - This is a good way to avoid a lot of pixilation
- Try to use very high quality pictures, diagrams, etc.
  - Low resolution images look even worse when printed at very large sizes
  - Do not compress images
  - Try to embed images whenever possible
- For the PDF, it is sometimes easier to have it sideways (rotated 90 degrees), so that the poster is on its side
- Different types of paper
  - For most uses, flat paper regular coated paper is more than sufficient
  - Higher quality paper, such as semi-gloss or photo paper, should only be used for signs or posters that will remain on display for a long period of time