

Guidelines for Poster Printing

****If you are not the poster owner (i.e. if you are a supervisor who is submitting this request for a student) then please print out this page and have the poster owner review it.****

1. Set your page size to the dimensions that you would like your poster to be (the largest possible size is 42 x 56 –portrait- or 56 x 42 - landscape).
2. Use .jpeg and .gif images on your poster. We cannot guarantee the quality of other image format types.
3. Avoid importing data to your poster (i.e. excel graphs, word documents, charts etc.). These types of data, when imported, have been a source of alignment and spacing problems once poster printing has begun. Please don't waste our time and materials.
4. Have your poster saved in a PowerPoint slide (.ppt or .pptx format).
5. Make sure that your poster is in its final revision format (we will print out a draft in black and white if you would like to see your poster in scale before making final revisions).