Instructions for Preparing a Poster for Printing

Once your poster file is completed, save the file as a full-size PDF. PowerPoint allows users to save a file as a PDF (see instructions below for saving a PowerPoint file to a PDF). If the PDF file is smaller than ~15 MB, submit your file via email to jksoukup@creighton.edu for printing. If your PDF file is larger than 15 MB please put it on a flash drive and bring it to Dr. Soukup's office, Rigge Science 323.

Saving your PowerPoint poster as a PDF file.
Windows Users:
1. Click on the Windows Button in the top left-hand corner of the PowerPoint window.
2. Move your cursor down to "Save As".
3. Select "PDF or XPS" as your file option.
4. In the window that appears, select the location where you want to save your file, name your file, make sure PDF is selected as the file type, and select Optimized for: Standard (publishing online and printing).
5. Click on Publish to generate a PDF of your poster.

Macintosh Users:
DO NOT USE SAVE AS… TO GENERATE A PDF OF YOUR POSTER. This will only create a low-resolution, letter-size PDF file, which cannot be printed to create your poster. Instead, follow these instructions:
1. Click on "File" in the PowerPoint menu bar.
2. Click on "Print" in the File menu.
3. In the Print window, click on the "Page Setup…" button that appears below the page preview.
4. In the Page Setup window, click on the "Options" button at the bottom of the window.
5. In the new Page Setup window that appears, click on the drop down menu that appears next to "Page Size:"
6. Select "Manage Custom Sizes…" at the bottom of the drop down menu.
7. In the Custom Page Sizes window that appears, click on the little "+" (plus sign) button that is at the bottom, left side of the window. This will create an Untitled custom page size.
8. Change the default Paper Size to Width: 32 in, Height: 48 in
9. Change the Non-Printable Area to: Top 0 in, Left 0 in, Right 0 in, Bottom 0 in.
10. In the left-hand window, double click on "Untitled" and rename it "32x48".
11. Click on "OK" and the Paper Size in the Page Setup window automatically changes to your new page size.
12. In the Page Setup window, select the left-hand Orientation button. Ensure "Scale" is 100% and click "OK".
13. Click "OK" again to return to the Print Window.
14. In the Print window, click on the "PDF" button at the bottom of the window.
15. In the drop down menu that appears, select "Save as PDF…"
16. In the Save window that appears, name your file (**be sure to use .pdf as the file extension**), and select where to save the file. If you forget to change the file extension to .pdf, PowerPoint will warn you and give you the option to change the extension.
17. Click on "Save" and a PDF of your poster file will be generated.

Please include the information below when submitting your completed poster file:

1. Your contact information – name, phone/cell/pager number and email address. You will only be contacted if there is a problem with your file.
2. The size of poster you would like printed. Most powerpoint files scale nicely to a 3 foot x 4 foot poster.
3. The type of paper for your poster. The choices are 24 lb bond, 46 lb bond or satin.

Corrections/Changes to Poster Files: We are not able to make changes or corrections to poster files. All files submitted for printing **<u>MUST</u>** be "Printer Ready." This means, all proof reading must be done and approvals received before the file is printed.
1. If it becomes necessary for you to make a change to your poster file, email Dr. Soukup **<u>immediately</u>** at jksoukup@creighton.edu so the job can be put on hold. It will be your responsibility to make the changes and submit a new PDF file for printing.
2. If a problem is discovered while preparing your file to print, the job will be put on hold while you are contacted to let you know a change is needed.

3. If Dr. Soukup is notified that a change is needed after your poster has been printed, you will be charged the cost of printing an additional poster.

Artwork/Photos: Artwork and photos used in your poster should be original work. If you use material from a third party, make sure you have permission to use the material before submitting your file for printing.

The image resolution for all artwork and photos should be at least 100 pixels per inch (ppi) after it is placed and sized in your poster file. If the image resolution is less than 100 ppi, the artwork and photos will appear jagged in your poster. For example:

- A 4" x 6" photo that is 300 ppi can be enlarged 300% to achieve a 12" x 18" photo at 100 ppi.
- A 4" x 6", 100 ppi photo that is enlarged 300% will achieve a 12" x 18" photo that is only 33 ppi. This image will appear very jagged.

Questions: If you have any questions about these instructions, contact Dr. Soukup at jksoukup@creighton.edu.