Guidelines for Assessment Symposium Posters 2015

Posters deadline is 4:00 p.m. on Monday, October 26. Please include the information below when submitting your completed PDF poster file:

1. Your contact information – name, school/college, phone/cell/pager number and email address. You will only be contacted if there is a problem with your file.
2. Indicate in your email message that the poster is to be presented at the November 12, Assessment Symposium Poster Presentation.
3. All PDF poster files submitted for print MUST be “Printer Ready.” This means, all proof reading MUST be done and approvals received before the file is submitted for print.
4. Carefully proof the poster before submitting for print to avoid additional charges. Because posters are submitted as PDFs, approval of a proof is not required before the poster is printed. Creighton University Deans and Vice Provost will underwrite the printing of ONE 39 ½” x 31 ½” poster per approved abstract, as funding allows.
5. We are not permitted to make changes or corrections to poster files after submitted for print.

Funding for posters is available. Please check with your Dean or Vice Provost regarding funding in your curricular or co-curricular area.

Poster Information:
Cost and Size: Per approved abstract, Creighton University Deans and Vice Provost will underwrite the printing of ONE 39 ½” x 31 ½” poster, using the two PowerPoint templates provided.

Templates: Two poster templates have been designed to help you with the creation of your poster for the Assessment Symposium Poster Presentation. Each poster template is a PowerPoint file measuring 39 ½” x 31 ⅞.” You have a choice of creating a vertical or a horizontal poster. The two poster template samples contain helpful information, such as typeface and type size recommendations to make your poster easy to read when displayed in the program. Access vertical and horizontal templates.

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.

If you need assistance calculating the maximum size your photos can print, contact Paul Trivilino at 402-740-0654.

Completed and Approved Poster: Once your poster file is completed and approved, save the file as a full-size PDF (only PDF files will be accepted for printing). PowerPoint allows users to save a file as a PDF (see instructions below for saving a PowerPoint file to a PDF).

Saving your PowerPoint poster as 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.

6. Contact Paul Trivilino at 402-740-0654 if you have any questions about this process.

**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: 31 ½ in, Height: 39 ½ 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 “31 ½ x 39 ½”.

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.

18. Contact Paul Trivilino at 402-740-0654 if you have any questions about this process.

Submit final proofed, approved and “print ready” poster PDF file to Paul Trivilino at paul.trivilino.design@cox.net.

**Questions:** Contact Paul Trivilino at 402-740-0654 or at paul.trivilino.design@cox.net if you have any questions about these processes, between 8:00 a.m. and 4:30 p.m., Monday-Friday. Any questions regarding the Guidelines for the Assessment Symposium Poster, contact Chad McBride at cmcbride@creighton.edu or at 402-280-2382.

**Poster Files on Hold:**
1. If it becomes necessary for you to make a change to your poster file, call Paul Trivilino immediately at 402-740-0654 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. Additional charges may have to be incurred by the Deans and Vice Provost in your area.

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. Additional charges may have to be incurred by the Deans and Vice Provost in your area.