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:

**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.

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

**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.