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:

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.

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.