

Poster Printing Guidelines

The Psychology Department's poster printer is only used for posters presenting research done within the Psychology Department or with its faculty.

The poster prints on a 42" wide roll of paper; one side of your poster must always be less than 42" for us to print it.

Please email mabbit@email.arizona.edu **1 week in advance** to notify them of your upcoming poster request. Please include the name of the event it is for and your desired pickup date and time. Your email will open a ticket in their system and send you an automated email. Further email may be sent by an analyst acknowledging your request or advising you of current issues.

Please reply to one of those emails with your poster attached as a PDF at least 3 business days before you need it. During large conferences and poster sessions, please provide the completed poster at least 7 days before it is needed. Posters can usually be printed with less notice, but the longer you wait, the higher your chances of us not being able to print it in time.

If you cannot submit your poster on time, please followup with us so that we can do our best to accommodate you.

Once your poster has been printed you will be notified and advised where to pick it up.

Poster creation:

- 1) Set or verify poster dimensions and page orientation.
 - a. In Microsoft PowerPoint 2016 set the slide size under the Design Tab > Slide Size > Custom Slide Size for Windows or Page Setup for Mac. For other versions or applications, please consult Google or seek assistance.
 - b. Set "Slides sized for:" to Custom.
 - c. Set desired Portrait or Landscape Orientation.
 - d. Enter the poster's actual size in inches in the "Width:" and "Height:" fields remembering that one side must be less than 42".
- 2) Design your poster.
 - a. When inserting graphics, try to find or create high resolution images. It's better to have a larger file than distorted graphics.
 - i. Review any images used at 100% to make sure they look acceptable. Low quality images or poor transparency can be distracting to a reader.
- 3) Save your file and then save it again as a PDF for submittal.
 - a. In Acrobat use File > Properties to verify that your PDF was generated at the proper page size before submitting it.

Should the Psychology poster printer be unavailable, the department will endeavor to have your poster printed at the Express Document Center in the Main Library provided you have submitted your poster early enough for us to do so.

For personal/non-department related posters, the Express Document Center in the Main Library (621-4863) <http://new.library.arizona.edu/visit/print/EDC> and Fast Copy in the Student Union (621-5305) <http://www.union.arizona.edu/fastcopy/index.php> both offer large format printing services.

Fair warning, posters printed by third parties generally run \$50-\$100.