

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 mbbit@email.arizona.edu **1 week in advance** to verify poster printing availability. This will generate a ticket in our system and send you an email.

Please reply to that email with your poster **at least 3 business days before you need them**. 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.

Poster printing process:

- 1) Poster creation:
 - a. Set or verify poster dimensions and page orientation.
 - i. In Microsoft PowerPoint 2016 set the slide size under the Design Tab > Slide Size > Custom Slide Size for Windows or Page Setup for Mac. Consult Google or seek assistance for other versions and applications.
 - ii. Set "Slides sized for:" to Custom.
 - iii. Set desired Portrait or Landscape Orientation.
 - iv. Enter the poster's actual size in inches in the "Width:" and "Height:" fields remembering that one side must be less than 42".
 - b. Design your poster. When inserting graphics, please try to find or create high resolution images. It's better to have a larger file than pixelated graphics.
 - i. Review any images used at 100% to make sure they look acceptable. Images will look blocky if not of a high enough resolution or look terrible when placed over a background if they use transparency.
- 2) Reply back with your poster attached. If there are scheduling constraints with respect to picking up your printed poster, please include those or a location where the poster can be dropped off within Psychology (lab, main office, etc.).
 - a. Please **submit your poster as a PDF** and verify via File > Properties that your PDF was generated at the proper page size.

If the Psychology poster printer is down, the department will endeavor to have your poster printed at the Express Document Center in the Main Library provided enough lead time has been provided 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.