

# 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.

Email [mabbit@email.arizona.edu](mailto:mabbit@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 or any replies we may send to keep all correspondence and files together in one place.

Please email your posters to [mabbit@email.arizona.edu](mailto:mabbit@email.arizona.edu) **at least 3 business days before you need them**. During large conferences and poster sessions, you may be asked to provide them 7 days before 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.
      1. If the poster is in Portrait mode, the width cannot be greater than 42" but there is no limit on the height. Allow at least ½" margin on all four sides.
      2. If the poster is in Landscape mode and the width is less than 42", the height can be anything less than 42". Allow at least ½" margin on all four sides.
      3. If the poster is in Landscape mode and the width is greater than 42", the height cannot be greater than 42". Allow at least 1" margin on all four sides.
  - b. Design your poster. When inserting graphics, please try to find or create high resolution images. It's better to have a large file than pixelated graphics.
- 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. Windows users, please submit your poster as an Acrobat PDF or Microsoft Powerpoint file.
  - b. Mac users, please submit your posters as an Acrobat PDF file. You may also wish to verify that the poster looks correctly on a Windows machine.

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.