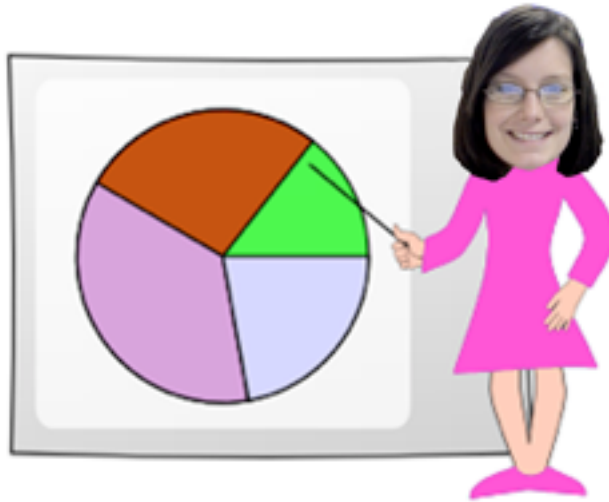


# Printing a poster? Make an appointment!



## **Sizing your poster correctly:**

The first step in successfully printing a poster is making sure that you have your document sized correctly. The poster printer has a maximum width of 42” (all posters will be printed on size 42” paper.) Length can vary beyond that. In Illustrator use File → Document Setup and set the Length and Width of your document. Within PowerPoint you can adjust the size of your slide by going to File → Page Setup.

## **When you’re ready to export, follow these simple instructions for converting your poster into a picture format!**

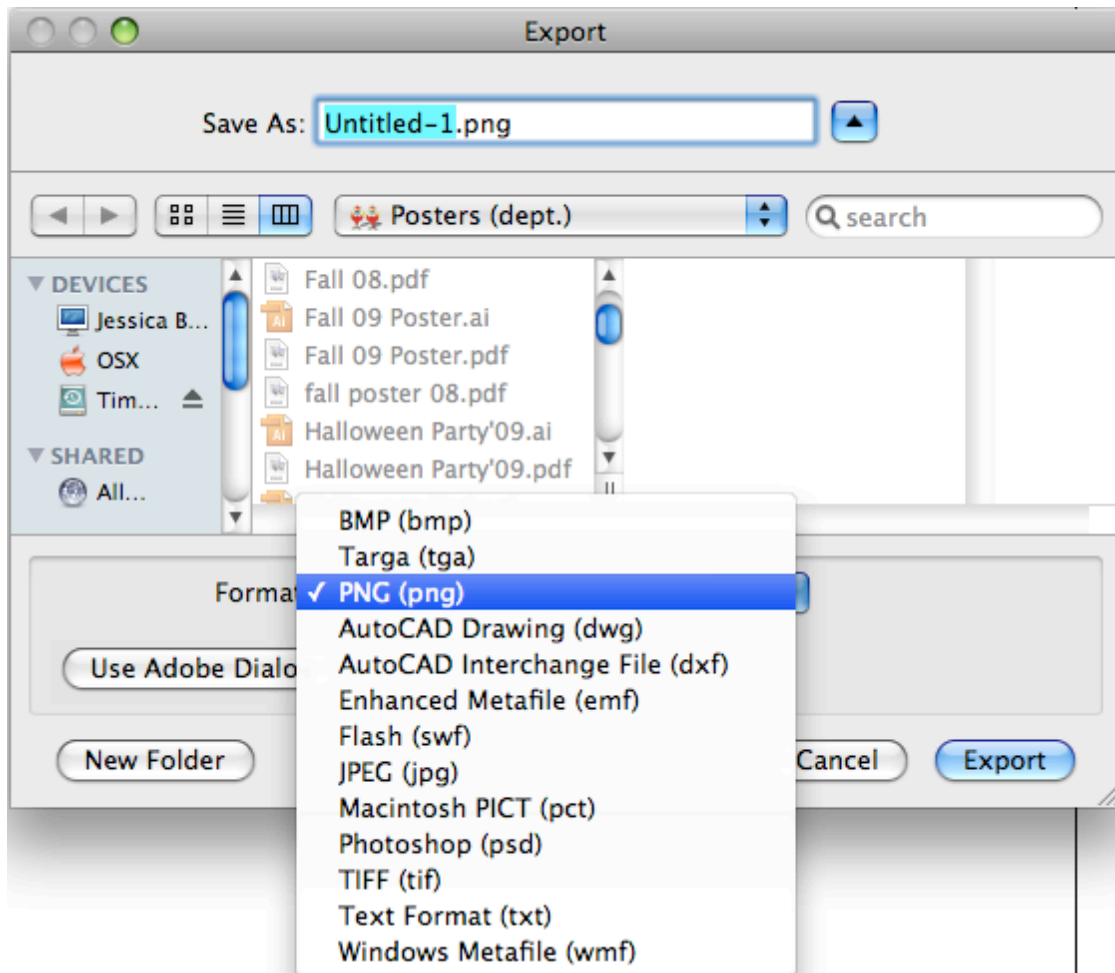
### **\*\*\*\*PLEASE NOTE\*\*\*\***

The Biophysics department will not be able to print posters with dark backgrounds (ie: black, blue, maroon) as they use too much ink, take too long to dry, and are too difficult to handle. Posters with white backgrounds are preferred. Dark colors are acceptable in limited areas (ie: diagrams or pictures). To repeat, Biophysics cannot print posters wider than 42” and those longer than 56” are subject to additional charges. *All files must be in final PNG format and properly sized. If you have trouble converting your poster, please see Ken Rutledge ([krutledge@jhu.edu](mailto:krutledge@jhu.edu), 410-516-0581, Jenkins Hall 109).*

## If creating your poster in Adobe Illustrator:

*File* → *Export*

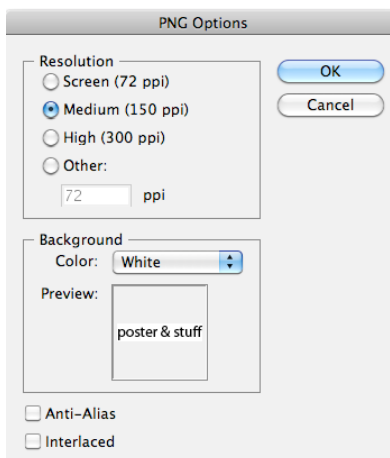
Change the *Format* to be *PNG* (non-interlaced).



Click *Export*.

The computer will prompt you with *Rasterize Options*.

Select *RGB* as the *Color Model* and make the *Resolution* no greater than *180 ppi*. (**Note:** Average print time for **150 dpi**: 45-60 min.)



Click *OK*.

## If creating your poster in PowerPoint:

In Windows:

Windows will only natively export PowerPoint files in 72 dpi resulting in blocky text. Therefore we recommend you use the open source program PDF Creator.

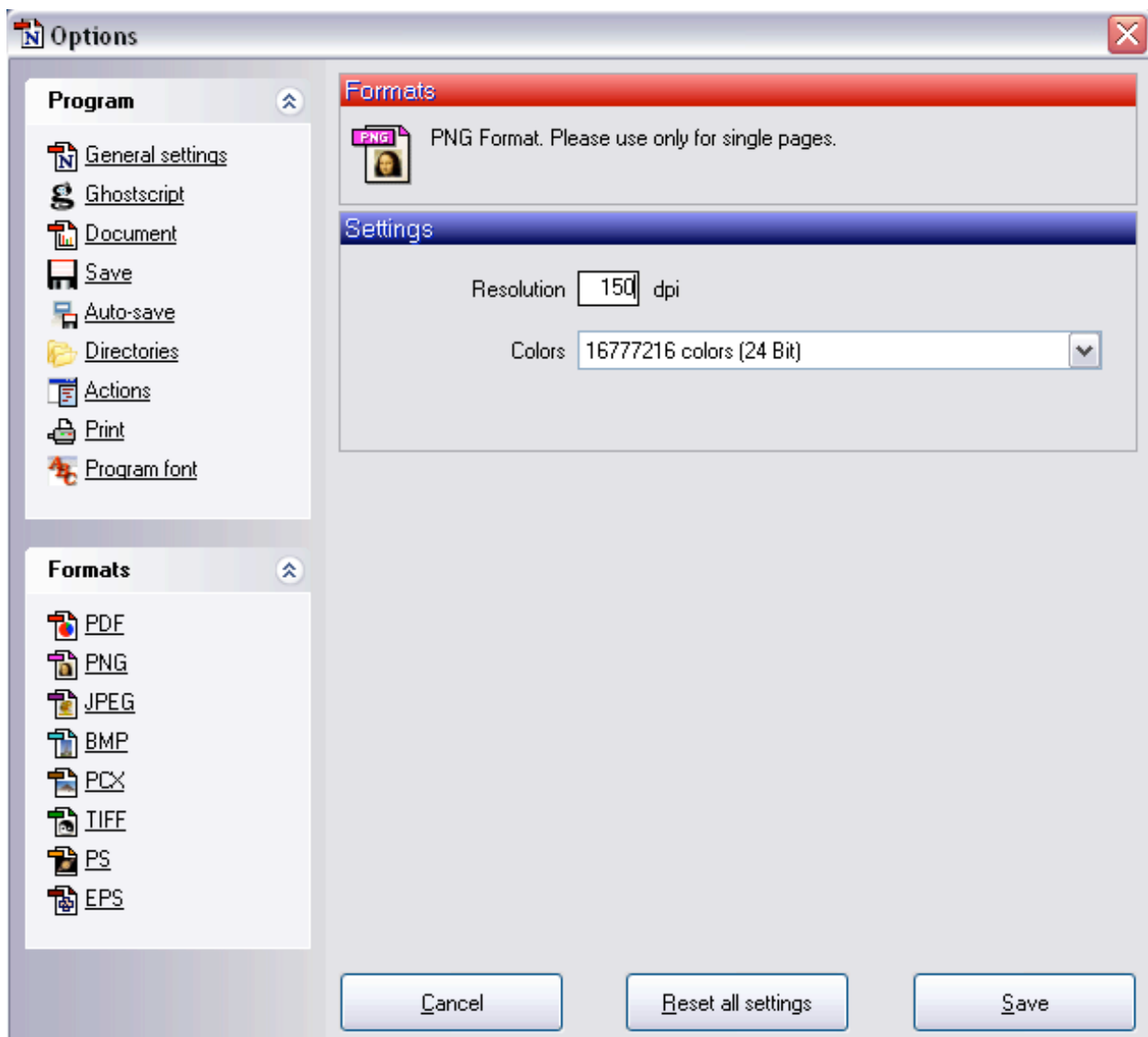
(<http://sourceforge.net/projects/pdfcreator/>)

Open PDF Creator

*Printer* → *Options*

On the left side under Formats, click on PNG

Change the Resolution to 150 dpi



Click Save.

In PowerPoint:

*File → Print*

Select PDF Creator as Printer

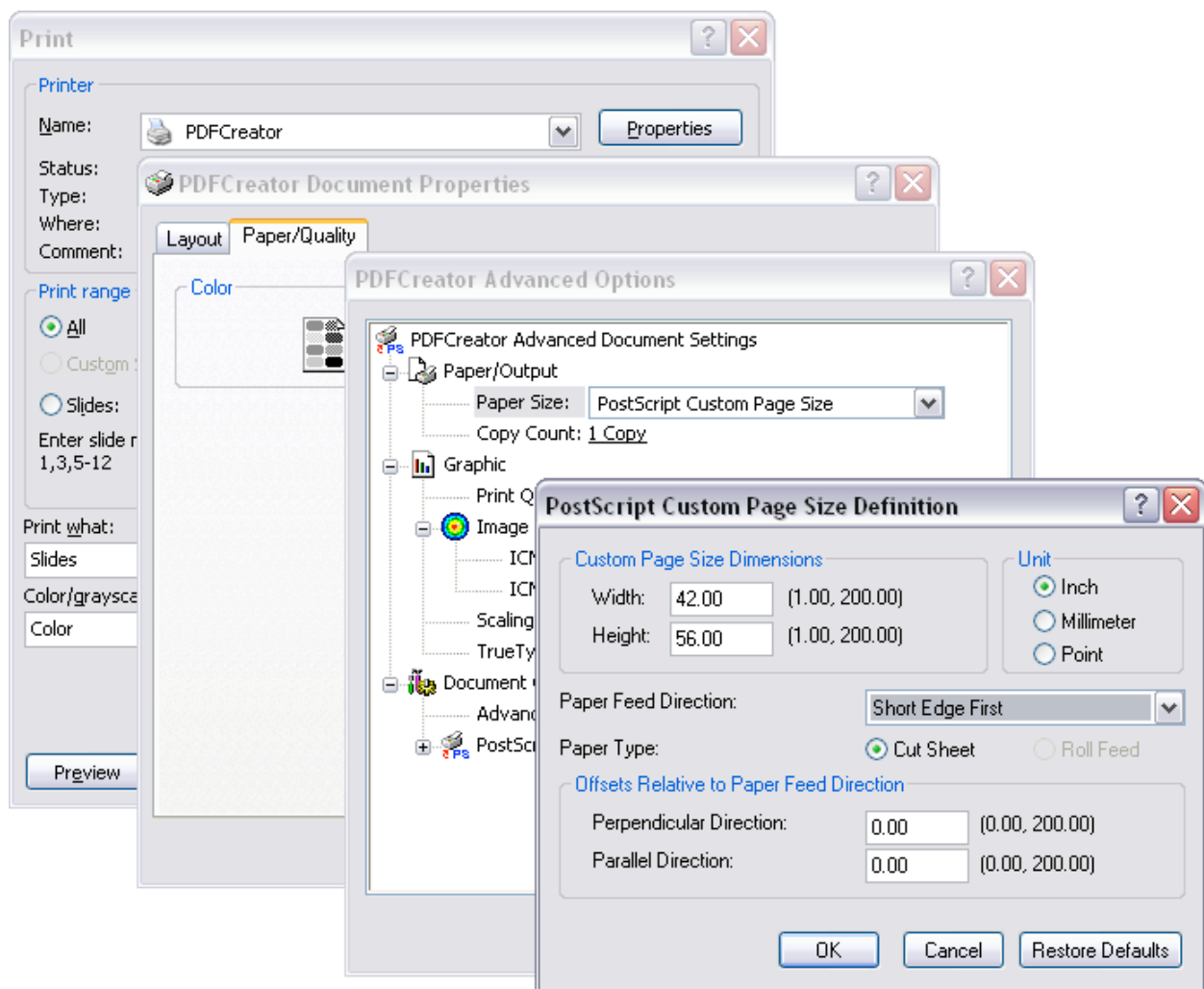
Click on Properties

Click on Advanced

Under Paper Output, select Post Script Custom Paper Size from the drop down menu

Type 42 as the width

Under Paper Feed Direction drop down menu, select Short Edge first or Long Edge first depending on the layout of the poster. (ie: typically, select short edge first for landscape posters and long edge first for portrait posters)



Click OK out of Custom Page Size

Click OK out of Advanced Options

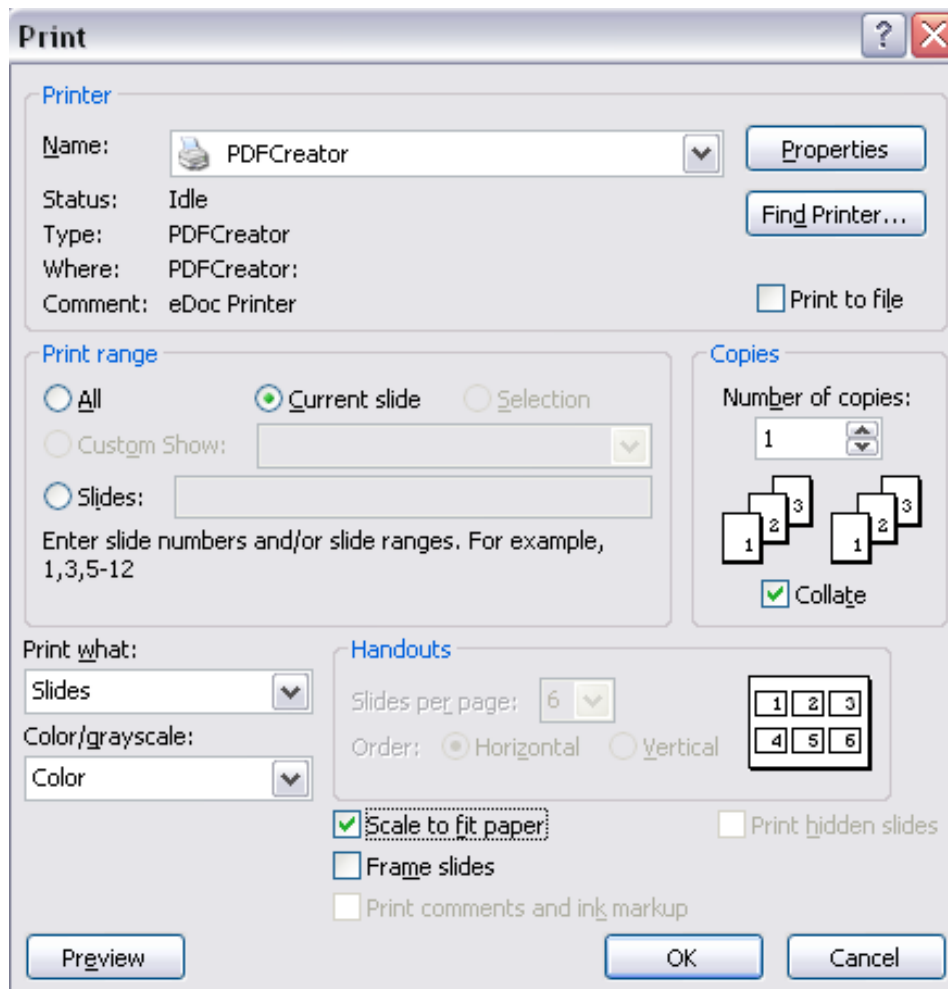
Click OK out of Document Properties

In the Print Menu:

Click radio button for Current slide

Check box that says Scale to fit paper (if needed)

Click OK



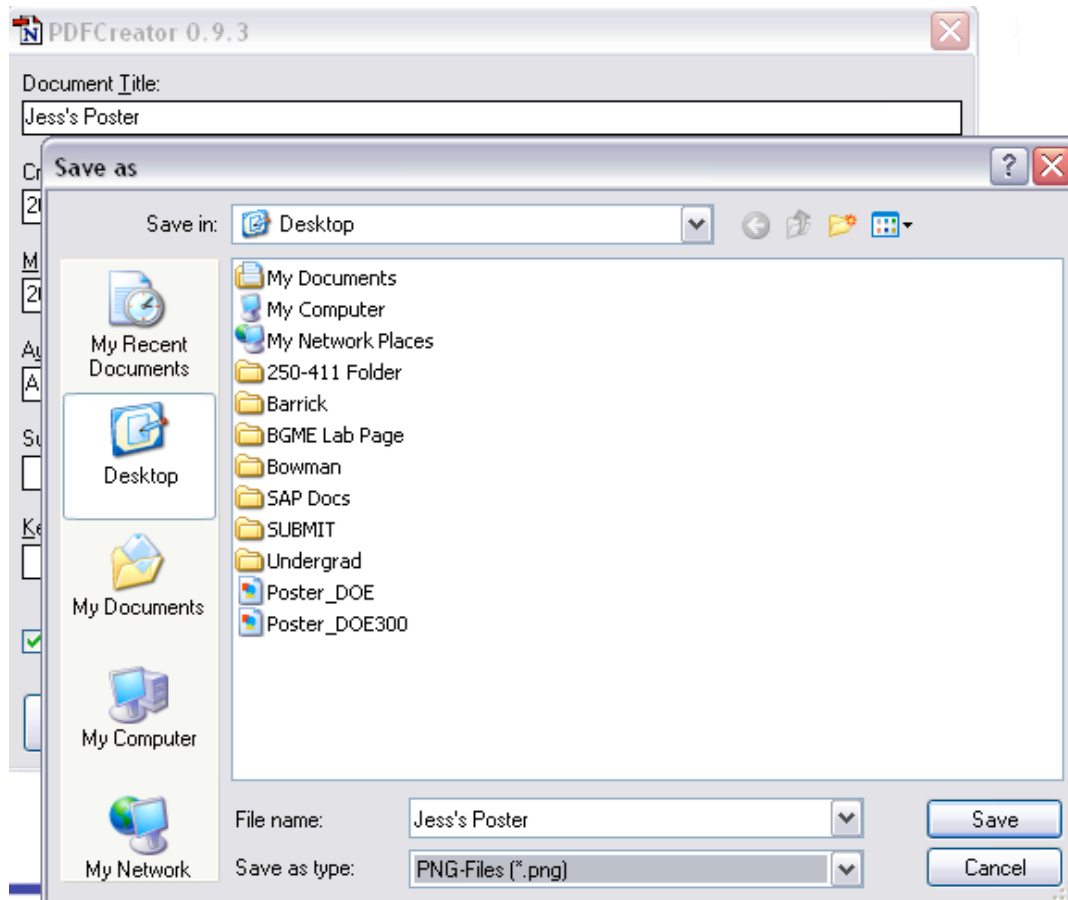
In new window that pops up:

Change Document Title

Click Save

Under the Save as Type drop down menu, select PNG

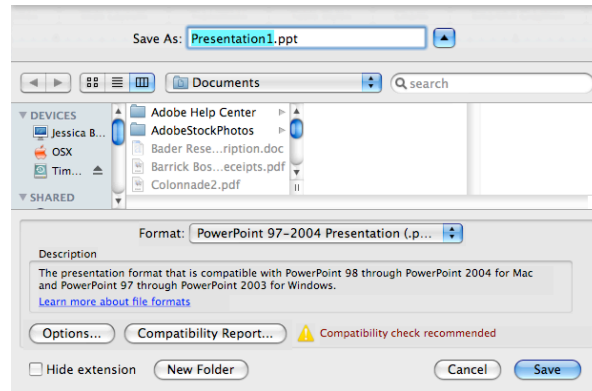
Click Save



Check your output image for correct orientation and layout. If incorrect, change Paper Feed direction in Custom Page size (see above).

To save your Power Point slide on a Mac:

*File* → *Save As*  
Select *Options...*

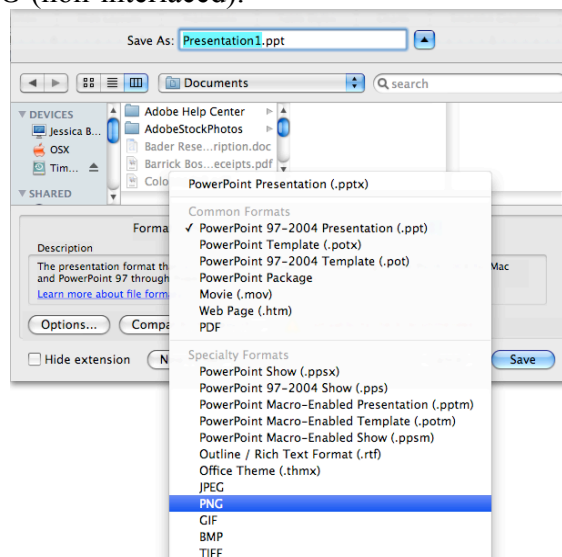


Under *Save slides as graphics files*, select *Save current slide only* and make *dots per inch* no greater than *180*. (Note: Average print time for **150 dpi**: 45-60 min)



Click *OK*.

Change the *Format* to *PNG (non-interlaced)*.



Click *Save*.