**Guidelines for All Things Ignatian Posters 2019**

Two poster templates have been designed to help you with the creation of your poster for the All Things Ignatian Poster Presentation. One template is oriented horizontally and the other vertically, and both templates will work on Windows and Macintosh computers. You can find the templates in the right-hand column of our website: <http://www.creighton.edu/allthingsignatian/>. Each poster template is a PowerPoint file that will produce a poster measuring 39” x 31.” The two poster template samples contain helpful information, such as typeface and type size recommendations to make your poster easy to read when displayed during the event.

Once your poster file is completed, save the file as a full-size PDF (***only PDF files will be accepted for printing***). PowerPoint allows users to save a file as a PDF (see instructions below for saving a PowerPoint file to a PDF). If the PDF file is smaller than 10 MB, submit your file via email to paul.trivilino.design@cox.net for printing. If your PDF file is larger than 10 MB, let Paul Trivilino know in an email and he will send you a link to his DropBox account where you can upload your file. **Note that you may be required to create a DropBox account to upload your file**.

Here are some deadlines and helpful tips for producing your poster's pdf file.

**Poster Submission Deadline: 4:00 p.m. on Friday, August 30, 2019**

Posters must be submitted to Paul no later than **4:00 p.m. on Friday, August 30, 2019**. Please include the information below when submitting your completed poster file:

1. Your contact information – name, phone/cell/pager number and email address. You will only be contacted if there is a problem with your file.
2. Indicate in your email message that the poster is to be presented at the Sept. 12th All Things Ignatian Poster Presentation.
3. If you **DO** **NOT** want your poster to be mounted – for example, for further display in an office or nearby hallway – please specify "**NON BACKED**" with your contact information. ***Otherwise, your printed poster will be mounted on black Foam Core board***.

**Corrections/Changes to Poster Files:**We are not able to make changes or corrections to poster files.  All files submitted for printing **MUST** be “Printer Ready.” This means that all proof reading must be done before the file is submitted for printing.

1. If you absolutely must make a change to your poster file after it has been submitted, 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.
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.
3. If Paul Trivilino is notified that a change is needed after your poster has been printed, you will be charged the cost of printing an additional poster.

**Saving your PowerPoint poster as a PDF file.**

***Windows Users:***

1. Click on the Windows Button in the top left-hand corner of the PowerPoint window.
2. Move your cursor down to “Save As”.
3. Select “PDF or XPS” as your file option.
4. In the window that appears, select the location where you want to save your file, name your file, make sure PDF is selected as the file type, and select Optimized for: Standard (publishing online and printing).
5. Click on Publish to generate a PDF of your poster.
6. Contact Paul Trivilino at 402-740-0654 if you have any questions about this process.

***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 in, Height: 39 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 “31x39”.
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.

**Poster Size:** Creighton University will underwrite the printing of one 39” x 31” poster, using one of the two PowerPoint templates provided.

**Artwork/Photos:** Artwork and photos used in your poster should be original work. If you use material from a third party, make sure you have permission to use the material before submitting your file for printing, and include appropriate credit in your poster.

The image resolution for all artwork and photos should be at least 100 pixels per inch (ppi) after it is placed and sized in your poster file. If the image resolution is less than 100 ppi, the artwork and photos will appear jagged in your poster. For example:

* A 4" x 6" photo that is 300 ppi can be enlarged 300% to achieve a 12" x 18" photo at 100 ppi.
* A 4" x 6", 100 ppi photo that is enlarged 300% will achieve a 12" x 18" photo that is only 33 ppi. This image will appear very jagged.

Contact Paul Trivilino at 402-740-0654 if you need assistance calculating the maximum size your photos can print.

Questions: If you have any questions about these instructions, contact Paul Trivilino at 402-740-0654.