Instructions for Preparing a Poster for Printing

Before you start working on your poster in PowerPoint be sure that you have set the page size in "Page Setup". Many posters are 36 inches high by 48 inches wide.

Once you have completed your poster either send your PowerPoint file (.ppt file) to CURAS or follow the instructions below to save your PowerPoint file as a .pdf file.

If the PDF file is smaller than ~15 MB, submit your file via email to jksoukup@creighton.edu for printing. If your PDF file is larger than 15 MB please put it on a flash drive and bring it to Dr. Soukup's office, Rigge Science 323.

Here are instructions for **Saving PowerPoint files as .pdf files**.
For 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" as your file option. (not as XPS, if you are on Windows).
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.

For Mac Users:
1. In PowerPoint go to "File" in menu, select "Export.."
2. Select "PDF" as the file format.
3. Save the PDF version of your poster.

**Regardless of Windows or Mac, it is recommended to check the page size of the PDF before submitting. Make sure the page size is the size you want your final poster.

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. The size of poster you would like printed. Most powerpoint files scale nicely to a 3 foot x 4 foot poster.
3. The type of paper for your poster. The choices are 46 lb bond or satin photo paper.

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, all proof reading must be done and approvals received before the file is printed.
1. If it becomes necessary for you to make a change to your poster file, email Dr. Soukup **immediately** at jksoukup@creighton.edu 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 Dr. Soukup is notified that a change is needed after your poster has been printed, you will be charged the cost of printing an additional poster.

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.
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.

Questions: If you have any questions about these instructions, contact Dr. Soukup at jksoukup@creighton.edu.