Poster Printing

• Creating poster

Poster size:

As a first step in creating poster file in any application, set paper size.
(Paper roll is 42” wide. Length of the print can vary.)
In Illustrator, use File => Document Setup and set the Length and Width of your document.
In PowerPoint, slide size can be adjusted by selecting ‘Slides sized for: Custom’ option.

Poster background:

Posters with white backgrounds are preferred. Dark colors are acceptable in limited areas (i.e. diagrams or pictures). Posters with dark backgrounds (i.e. black, blue, maroon) will incur charges, as they use too much ink.

Poster resolution:

150 dpi - minimum, 300 dpi – maximum (recommended).

• Submitting poster for printing

The file can be submitted in PDF format only, with a single-layer picture inside.

Picture inside PDF file can be in one of the formats:
- **PNG** (non-interlaced) - recommended
- **TIFF** (single-layer)
- **BMP** - not recommended due to huge file size, but acceptable

Not acceptable: MS Office file formats, Photoshop or Illustrator files, etc.

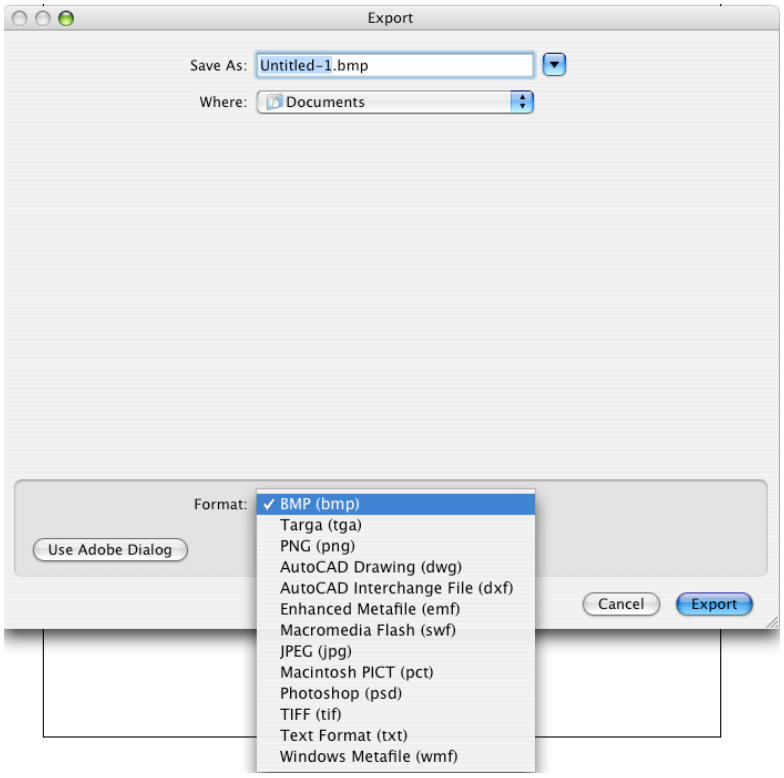
To avoid reprinting posters due to errors, please, examine the poster row by row at 100% zoom setting (“actual size” option) right before submitting.

Submit the PDF poster file for printing to bio-poster@jhu.edu, including width and height of the poster in inches. **Reminder: paper roll is 42” wide**!
1. The poster will be available for pickup within three business days in 122 Mudd Hall.
2. Please, return poster tube to Mudd 122 or Mudd 144 after poster session is over.

NOTE
Included below are the ***export to picture format*** procedures for Adobe Illustrator and Microsoft PowerPoint, compiled by Ken Rutledge, Biophysics Department. They require additional step: conversion of the image file into PDF file. In contrast, printing from any application to **PDF Creator** printer allows you to generate PDF file with image inside in one step.

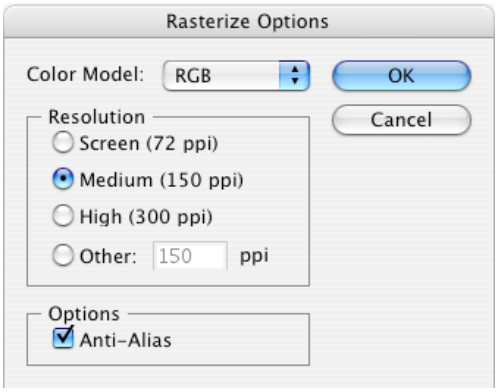
If creating your poster in Adobe Illustrator:

File → Export
Change the *Format* to be either *PNG* (non-interlaced), *BMP*, *TIF,* or *JPG*. We recommend **PNG**!



Click *Export*.

The computer will prompt you with *Rasterize Options*.
Select *RGB* as the *Color Model* and make the *Resolution* no greater than *300 ppi*. (**Note:** Average print time for **150 dpi:** 45-60 min **300 dpi:** 120+ min. We recommend 150!)



Click *OK*.

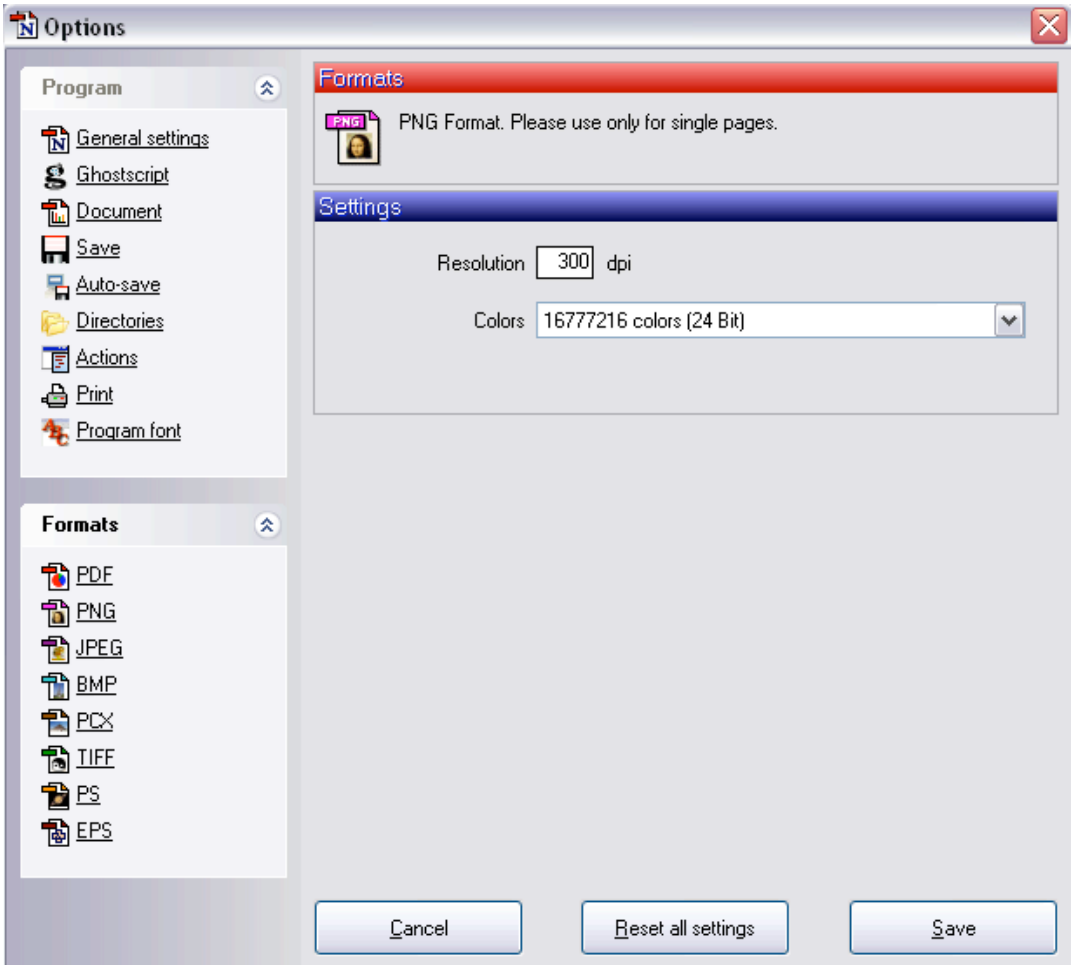
If creating your poster in PowerPoint:

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 or 300 dpi



Click Save.

In PowerPoint:

File → Print

Select PDF Creator as Printer

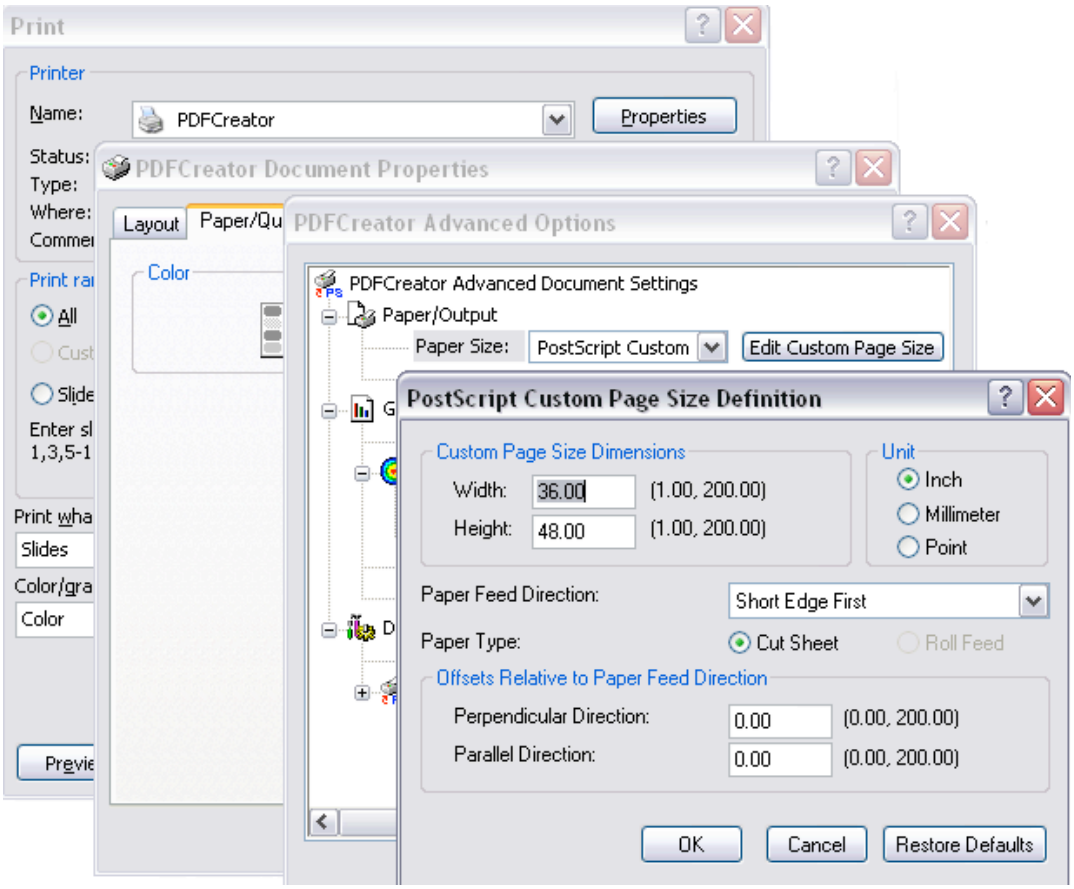
Click on Properties

Click on Advanced

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

Put the paper size (36 or 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

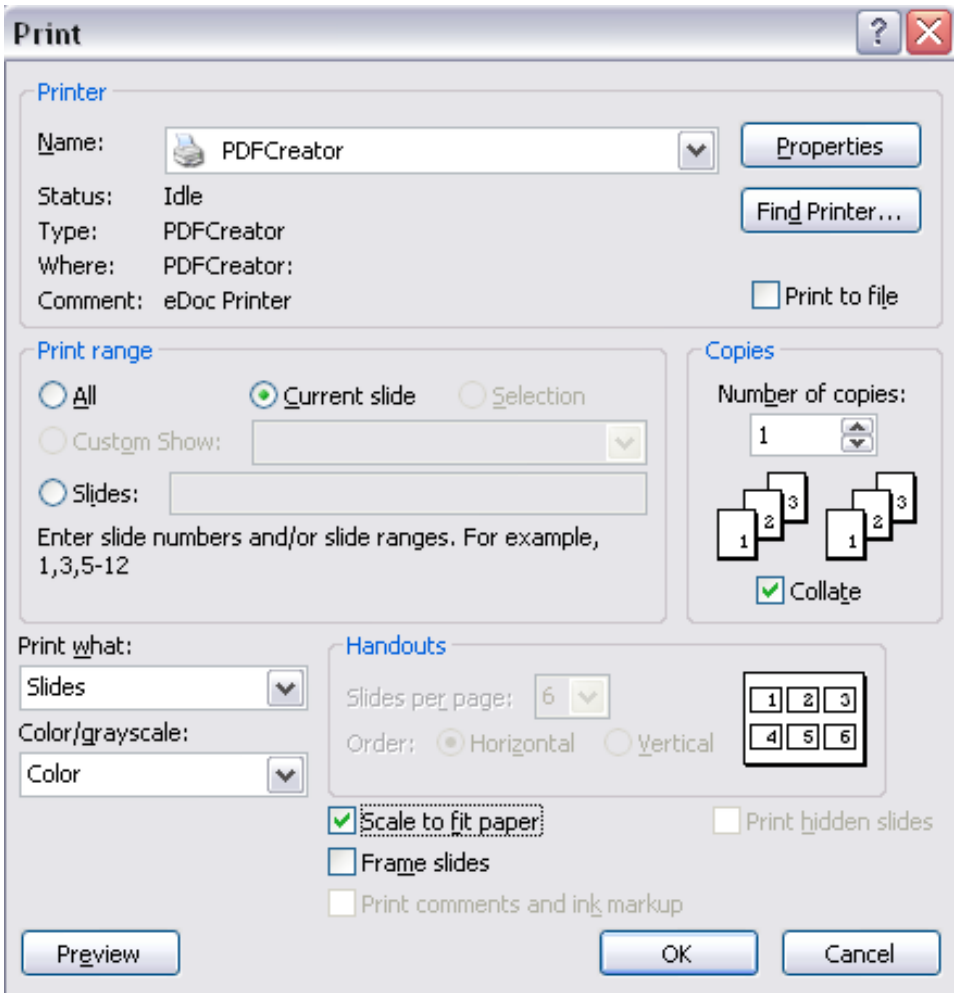
Click OK out of Document Properties

In the Print Menu:

Click radio button for Current slide

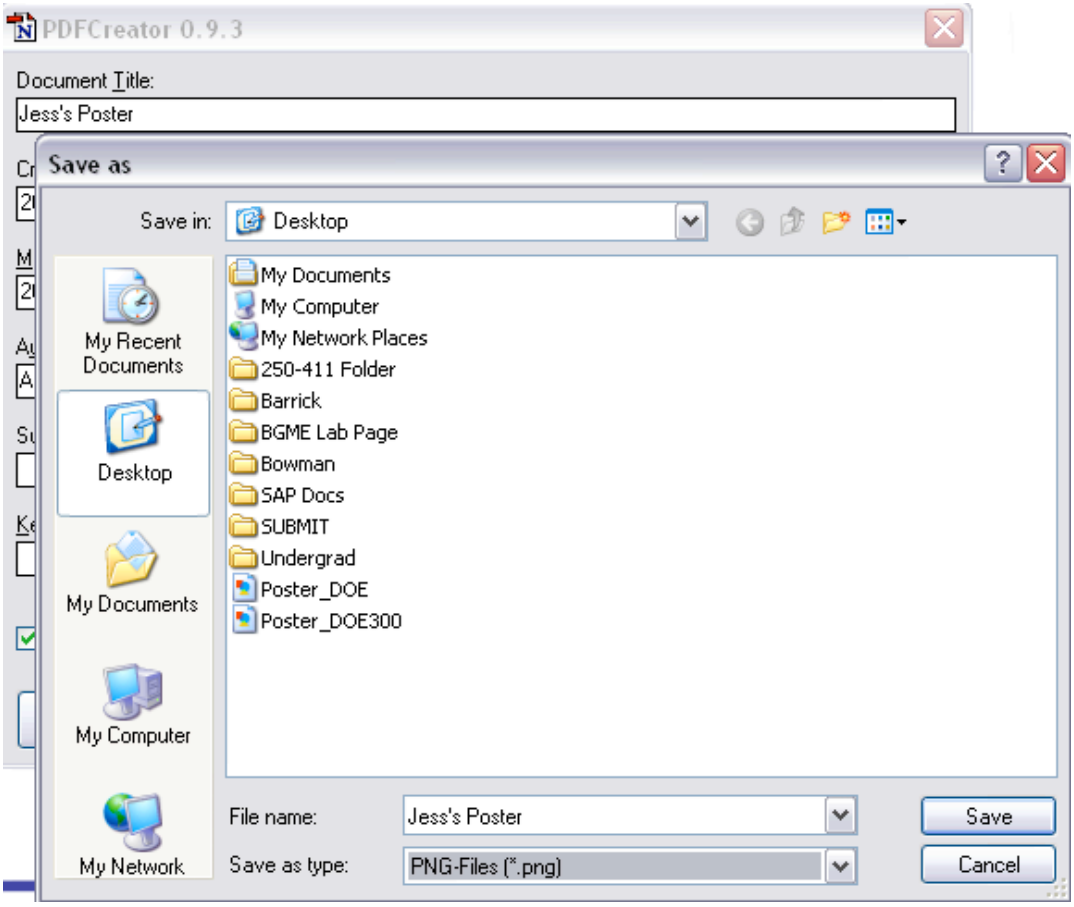
Check box that says Scale to fit paper (if needed)

Click OK



In new window that pops up:

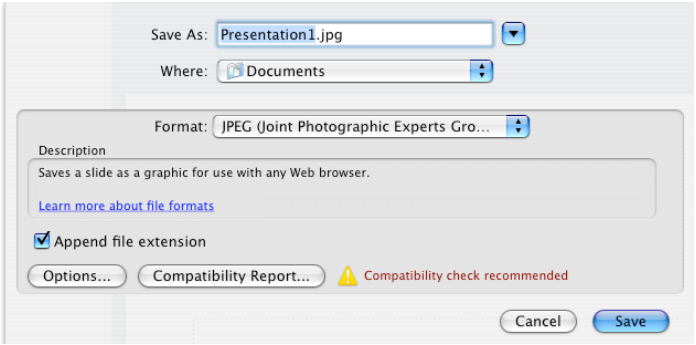
Change Document Title
Click Save
Under the Save as Type drop down menu, select PNG
Click Save



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:

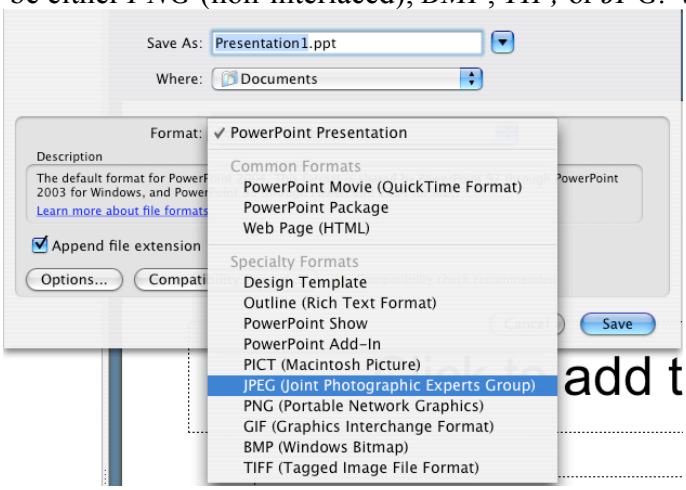
File → Save As
Select *Options…*



Under *Save slides as graphics files*, select *Save current slide only* and make *dots per inch* no greater than *300*. (**Note:** Average print time for **150 dpi:** 45-60 min **300 dpi:** 120+ min)

Click *OK*.

Change the *Format* to be either *PNG* (non-interlaced), *BMP*, *TIF,* or *JPG*. We recommend **PNG**!



Click *Save*.