

# 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 PNG format only.**

**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 PNG poster file for printing to [bio-poster@jhu.edu](mailto: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.**