

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

1. Submit the PNG poster file for printing to **bio-poster@jhu.edu**, including width and height of the poster in inches. **Reminder: paper roll is 42" wide!**
2. **The file can be submitted in PNG format only. Not acceptable:** MS Office file formats, Photoshop or Illustrator files, etc.
3. Posters are ready for pickup from Mudd Hall 144, 72 business hours after submission. The Bio Poster team will notify you once your poster is ready.
4. Please note that you only receive a message from the Bio Poster team when your poster is ready or if there is a file error.
5. To avoid reprinting posters due to errors, please, examine the poster row by row at 100% zoom setting ("actual size" option) right before submitting.
6. **Please, return poster tube to Mudd 144 after poster session is over.**

PLEASE NOTE: Posters will be printed during business hours (8:30am-5:00pm, M-F). For example, if you submit a poster for printing on Tuesday at 5:15 pm, the earliest it could possibly be processed is 8:30 am on the following business day, however please allow 72 hours for poster printing, in general. Posters will not be printed on University holidays.