

Large Format Posters at Instructional Technology Services (ITS)

ITS Graphics has a 42" HP wide format color printer for producing posters up to 42" x 108" (PowerPoint has a maximum size of 42" x 56"). This service is available to faculty and to graduate students who are *co-authors with* faculty. **ITS does not print posters for undergraduate students.**

The ITS wide format printer can print posters from PowerPoint, Illustrator, and InDesign. (Consult with a graphic designer if you want to use Photoshop.) Files setup at 100% of the poster size will yield the best results. Please do **NOT** make your poster in Word, Excel, AppleWorks, ClarisDraw, PageMaker, Publisher or other similar programs; these programs are not suited to poster layout and we cannot print from them.

ITS POSTER WEB PAGE

This web page should be your first stop when creating a poster for a professional meeting. Most, if not all your questions, about making a poster, costs involved in printing a poster, and turnaround time will be answered here <http://its.sdsu.edu/media/graphicsPosters/>

Templates and step-by-step instructions on how to set up a poster in PowerPoint can be downloaded from the web page above. This web page also contains a link to a variety of well-designed poster samples.

CONSULTATION

If you have a question not answered on this web page, help is available at ITS Graphics. Melodie Tune (594-1347) or Monika Lemp (594-4320) can answer your questions.

In certain circumstances and workload permitting, a graphic designer may be available to create your poster for you. Call Melodie at 594-1347 or Monika at 594-4320. The designer will need the text of your poster in an **unformatted** Word file. Graphs, charts, maps etc. can be created by the designer from your data or can be accepted as PowerPoint (preferred) or Excel files.

TIMELINE

Please allow **two weeks** for the final production and print out of your poster(s). Graphics works on a large, varying number of projects; we will finish your poster in less than two weeks if we can, but there are no guarantees. Calling Graphics in advance will help us to plan and consider where your project fits into our production schedule.

POSTER COSTS

Various circumstances dictate whether there is a charge for poster printing. For specific information please download the "Poster Costs" PDF at <http://its.sdsu.edu/media/graphicsPosters/>.

SUBMITTING YOUR FILES FOR PRINTING

We will need three things to successfully finish your poster project:

1. **Your poster file.** You may email your files to Melodie (mtune@mail.sdsu.edu) or you may bring your file to Graphics on a zip disk (Mac or PC) or CD with both the native files (PowerPoint, Illustrator, InDesign) and any graphic or image files you inserted into the poster. **We can no longer accept files on floppy disks.**
2. **A fully filled out poster submission form, including payment information (if required).** The form can be downloaded from the URL above using the "Poster Request Form" link on the left side of the web page. **Work will not be started on your poster until the completed form is received.**
3. **A final round of proofing for your poster.** We will make a PDF of your poster on our system and email it to you for final proofing before we print your poster.