

Poster Setup and Printing

Helpful Hints from Document Services

In an effort to help support the multiple MSU hosted events, "Celebration of Student Scholarship", "KY Academy of Science (KAS)", and the participating students, Document Services would like to present the following step by step helpful hints for getting your posters ready for print. Hopefully this will help make this a "fun" project and also guarantee issue free printing of your posters. **Make sure you check out the library's Creating Effective Scholarly Posters from PowerPoint web page at <http://research.moreheadstate.edu/posters> for more information on poster set up, fonts, MSU logo images, and other poster templates. If you need advice or help with your set up please feel free to contact the Library directly. Contact information located on library's posters web page above.**

Once you have done all of your pre-planning and discussed with your mentor what elements will be included, it's time to create your poster. PowerPoint is easy and effective in creating posters.

1. Open **PowerPoint**
2. **File**
3. **New**
4. **Flyers**
5. **Posters** (Will have poster templates or there are other templates on library's web page above.)
6. Once you have selected a template/layout go into **View, Fit to Window** to see entire template on page.
Now you are ready to "size" your poster, very important at this stage.
7. To **SIZE** your poster go to **Design tab, Page Setup**. This is where you set your dimensions. The max size for the posters is 48" wide and 42" tall. Also, keep it **set to custom**, 1 slide, and the **orientation set to landscape**.
8. Save as Celebration PowerPoint (ppt) file and begin designing. Be aware of solid blocks/panels.
9. If you have already started your poster but as a standard size (8.5 x 11) ppt page, you can go into the **Design tab, Page Setup** and reset your dimensions to 48" wide and 42" tall. Note: you will need to check your spacing, text boxes and graphics because this can make them realign and stretch. For jpeg "images", always adjust the size by dragging from corners to keep dimensions and pixels even unless the image is stretched from enlarging your ppt project.
10. Once you have all of your elements on the poster in ppt and your advisor and library staff have reviewed/ approved, it is now time to **convert to PDF**.
11. **The PDF file is the file needed for printing**. Please have on a **USB drive** and double check the size, layout, etc. of the PDF file after the conversion and before you bring your file and signed poster approval form to the Document Center to print.
12. For printing purposes, the recommended way to create the PDF file is: **File, Save as**, and under "**save as type drop down**" **select PDF**. Also, if possible please save the print ready file within a **PRINT** folder. This will help us recognize the file that is ready for PRINT from other files on the device.
13. **Poster orders submitted to Document Services must include the [Student Poster Printing Approval Form](#). Please INCLUDE FILE NAME. *Posters will be printed on a first come-first served method.* Please allow 24 to 48 hours for printing and pickup. **NO DELIVERIES.****

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