

# Poster Printing

1. Log in to **WINDOWS**  on a lab computer

2. Open your poster file and **check your poster thoroughly for errors!**  
To check print quality, zoom to 100%.

**Note:** The files received are printed as-is. If there is additional formatting, editing, resizing required, you must do it yourself on a lab computer. If you require assistance resizing or saving your poster in the correct format, our desk staff can help! Also, our printers may have issues printing transparencies, make sure to let us know if you have these in your poster.

3. Make sure your file is the correct size.

**For Photoshop:**

Image > Image Size

**For Powerpoint:**

Design > Slide Size > Custom Slide Size

**\*\*\*One side must be at or under 43\*\*\***

4. Save your file as:

FirstNameLastName-OneWordDescription

Ex. HelenWhite-Biology or BuckyBadger-Beer

**We currently only print TIFF files.**

**Please ask if you need assistance converting your file.**

5. Save the file to the Public Shared Drive (S:) in the !COLLEGE POSTER DROP! folder
6. Log off the computer, and go to the Help Desk for printing.

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