

## Fall Semester 2011 Poster Printing Hours

Monday  
8:00am - 10:00pm

Tuesday  
8:00am - 10:00pm

Wednesday  
8:00am - 10:00pm

Thursday  
8:00am - 10:00pm

Friday  
8:00am - 5:00pm

Saturday  
11:00am - 4:00pm

Sunday  
Noon - 10:00pm

### Exceptions

#### Labor Day:

Sun., Sept. 4th      Noon - 5:00pm

Mon., Sept. 5th      Noon - 9:00pm

#### Fall Break:

Sat., Oct. 8th      1:00pm - 4:00pm

Sun., Oct. 9th      CLOSED

Mon., Oct. 10th      8:00am - 4:00pm

#### Thanksgiving Break:

Wed., Nov. 23rd      8:00am - 4:00pm

Thur. Nov. 24th      CLOSED

Fri., Nov. 25th      CLOSED

Sat., Nov. 26th      1:00pm - 4:00pm

#### Fall Finals

Fri., Dec. 9th      8:00am - 7:00pm

Sat., Dec. 10th      11:00am - 7:00pm

Fri., Dec. 16th      8:00am - 4:00pm

### Steps to Creating your Poster:

- ✓ Create the content well ahead of time
- ✓ Layout the poster using Adobe Illustrator, InDesign, or Microsoft PowerPoint
- ✓ Print 11"x17" (tabloid) test copy
- ✓ Proof-read poster (spell check)
- ✓ Save final version as PDF (recommended)
- ✓ Bring flash drive to Stone Center Help Desk to print

### Poster Sizes & Prices

42" Matte      \$7/linear foot

42" Glossy      \$12/linear foot

60" Glossy      \$15/linear foot

*2400 X 1200 dpi on all plotters*

#### **Cornell Logos are available at:**

<http://cornelllogo.cornell.edu/print/>



**Mann Library**  
Stone Computing Center  
607.255.3240

8/1/11



## Poster Printing



**Available on the 1st floor  
of Mann Library by the  
Stone Computing  
Classroom**

## ***What Software should I use?***

For best results, follow these tips when preparing your files:

### **Microsoft PowerPoint**

PowerPoint is the recommended file format for plotter printing. PowerPoint documents must be created on a Windows machine or, if created on a Macintosh, saved as a PDF from the print dialog window after having made sure that the page size is correct by clicking on the page setup box in the same window.

Please visit our website for detailed Instructions:

<http://mannlib.cornell.edu/equipment-software/plotters>

### **Adobe Photoshop or Adobe Illustrator**

Adobe Photoshop is recommended when the poster consists of just an image or multiple large images/graphs. The quality of the final printout is dependent on the dots per inch (dpi) of the Photoshop file. Even though the large dpi results in a larger file size, the increase in dpi produces a clearer image. For a fair quality job, a dpi of 300 is usually satisfactory.

If you choose to use Illustrator, make sure that the documents have the artboard set to match the final size of the printed document, then it can be converted to a PDF.

### **Not Recommended:**

Microsoft Word , Excel, & Publisher

## ***Designing a Poster in PowerPoint***

- On A Mac: Open PowerPoint and Select the “File” tab.
- On a PC: Open PowerPoint and Select the “Design” tab.
- Select “Page Set-up” and change the dimensions to the size you want your poster to be. (Default dimensions are 8.5”X11”)
- Start adding text, pictures, and tables.

## ***Adding Images***

Photos should be high resolution (about 1200 x 1800 pixels or larger). Avoid web images unless they are high resolution and okay for educational purposes.

To add your photo we recommend that you Insert/Picture rather than Copy & Paste. Copy & Paste will often give you a low-resolution of a graphic and doesn't allow for any modification.

If you have a file that is in one of several standard graphic formats (like JPEG, GIF, etc.), use the Insert menu/Picture/From-file and select your file. The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it.

**You need to plan ahead** – in the package that created the graphic (or in a PhotoShop) figure out the final print size of your graphic and scale it to about 300 dpi.

## ***Does it matter what font I use?***

You can use any font, as long as you embed the fonts within the document you create. If you do not, there is a danger that one or more of the fonts you have used will not be present on the printer's system, and may result in the font being replaced by a substitute which might disturb the layout of your poster. How you embed fonts depends on which software application you use. Directions for embedding fonts in a PowerPoint slide are listed below:

In PowerPoint on a PC, click on File and then click on Options. Once in the Options window select Save from the left side menu. At the bottom, put a check in the box next to Embed Fonts in the File.

In PowerPoint on a Mac, by saving your file as a PDF from the print dialog box you automatically embed the fonts. Detailed instructions are available at:

<http://mannlib.cornell.edu/equipment-software/plotters>

## ***Why convert a poster to PDF?***

When the poster is designed, you should convert it to PDF for printing, using PDF Creator or Adobe Acrobat. The conversion process can be problematic: edges of words and images may be cut off near to the margins, images may appear degraded or misshapen, poster elements may have shifted and become overlapping. However, by ironing out these problems at the conversion stage, you avoid nasty surprises later when you come to print it out. When the PDF looks good, you can be pretty confident that the printed version will also be OK.