

Large Format Printer Information

As of Fall 2009 Media Services has a large format print capability which can be used to print 36 x 48 inch color posters. These posters are typically used in conjunction with presentations by faculty and students at conferences including by students at the MCLA Undergraduate Research Conference.

The cost of production is significant and will be charged back to the sponsoring department. Media Services will print drafts and final versions of posters from digital files submitted through a process described below. **Faculty who wish to be able to submit print requests must first contact Academic Technology for training.**

Process for Faculty Submitting Large Format Print Requests

1. Complete training through Academic Technology Center (Mary Kavanaugh) prior to submitting a request.
2. Obtain permission from department chair for funds as there will be a charge back of \$75.00 per 36' X 48" poster.
3. Student creates poster and sends it to faculty sponsor in pdf format.
4. Faculty sends request along with .pdf of poster to Media Services
<https://ssl.mcla.edu/attools/print/>
5. Media Services emails faculty when 13X19 draft poster is printed.
6. Student or faculty retrieve the draft poster and proofs for errors. **This is an essential step in order to avoid errors in poster. Faculty should proof carefully for errors as well.**
7. Faculty sends request along with .pdf of final large poster to Media Services
<https://ssl.mcla.edu/attools/print/>

Note: There are many steps to this process. Please allow at least 2 weeks for the final product to be printed.

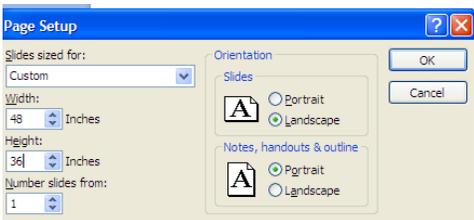
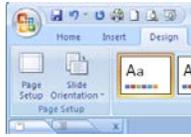
Faculty Training for Creating Poster

1. Make appointment with the Academic Technology Center (Mary.Kavanaugh@mcla.edu)
2. Receives training in document creation, effective poster presentation, and design principles.

Note: Appointments must be made in plenty of time to allow faculty to work with students.

Creating a Poster Using PowerPoint 2007

1. Open a blank presentation in PowerPoint.
2. From the **Layout tab**, select **Blank** layout.
3. From the **Design Tab**, select **Page Setup**



4. In the Page Set up:
Slides Sized for: Custom
Width: 48 inches
Height: 36 inches
Orientation: Landscape

NOTE: Know the meeting requirements for the poster size; conference planners may specify size due to space allocations issues. Establish your desired poster size before inputting dimensions in Page Setup. Although it is possible to change the size at anytime during the design process, that would also require you to readjust textboxes, font sizes and graphics.

5. In Slide View, begin to add text boxes and graphics.

Design Suggestions:

- a. use white or light color background
 - b. use a font like ARIAL or HELVETICA (san-serif) for titles
 - c. title font should be at least 72 points
 - d. subheadings font should be 30 points
 - e. use a font like Times New Roman or Garamond for body font
 - f. body font should be 24 points
 - g. do NOT use more than two font styles on the poster
 - h. tables and graphs font size should not be smaller than 18 points
 - i. jpeg images can be saved at 72 dpi (dots per inch)
6. Use the text box to organize placement of your text and graphics. Highlight text to adjust font size, color and style.
 7. Use the AutoShapes for simple line drawing; use the draw tools to add shadows, 3-D effects, Clip Art, etc.
 8. To insert a table or graph
 - a. open the original document where the table or graph was created
 - b. copy it (CTRL+C)
 - c. click on poster where you want to paste the copied table or graph and paste (CTRL+V)
 9. To submit your document for proof printing using the 13X19 printer complete the online form. You will need to type in your A# and password (<https://ssl.mcla.edu/attools/print/>) . Be sure to attach a .pdf of your poster. (Your department will be charged \$75.00 per large poster and only faculty can make this request.)
 10. Be sure to save your poster by going to the Office button and select Save.

Additional Tips

- You can import text from your word processor via copy and paste. You may have to change the formatting of the pasted text. It rarely survives the translation process unchanged.
- To facilitate locating files, create a single folder for all text, objects, and images you will use in your poster rather than maintaining them in several different folders.
- Scanned pictures:
 - Insert by choosing "insert picture" from the "insert" menu.
 - Any image manipulation needs to be done before importing.

IMPORTANT!

Almost always, "jpeg" and "gif" images grabbed from the Web are very low resolution and therefore unacceptable for printing. For best results, all images should be submitted at a minimum of 150 dpi. Ideally, images that need to be printed should be output at a resolution of 300 dpi (although there are exceptions).

Title in Bold Lettering Using 72 pt. San Serif Font or larger

MCLA Student
Massachusetts college of Liberal Arts, North Adams, MA
student@MCLA.edu

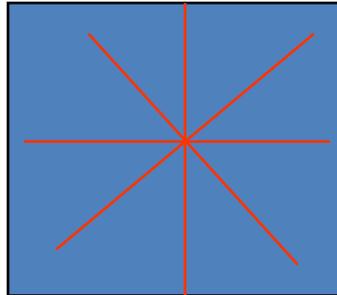
Abstract

Methodology

- Text in Bullet

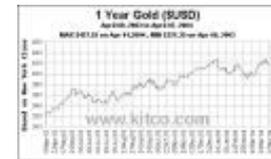
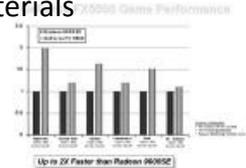
Your most important
information goes in
the center column

Focal Point !



Use an image, **map** or key
element in the center.

Tables, Graphs, other
maps or Support
Materials



Conclusions

Acknowledgements
