

Steps to submitting a poster

1. Review the Requirements

- Check requirements for the content, style, size and format of your poster.
- Gather the information that you will need to compose the poster.

2. Get and Save the Template

- Find template on the P:\Westminster Poster Requests\Staff\Submit\Poster Templates
- Copy it to your own directory with your own file name.
- Check that the size of the template is the size you need for your final poster. Adjust the size if needed by altering the [Page Setup] options.
- Maximum size is 44" on one of the sides. A usual presenter poster is 48" x 36".

3. Check Readability & Layout

- Your poster should be readable from at least 3 feet away. You should look at it at 100% zoom.
- Font must be size 28 or greater
- Make sure pictures are good quality
- Make sure that the order of content is easy to follow and that you have enough white space.

4. Save as PDF & Save to Poster Request Folder

- Save PDF version of the file using the save as Adobe PDF option.
- Copy PDF file into the P:\Westminster Poster Requests\Staff\Submit
- Must be saved as a PDF file is because it preserves the font. Every computer's fonts are different and sometimes the Print Shop may not have the same font that you used.

5. Complete the Online Poster Request Form

- Allow one week for the poster to be produced.
- If your poster is being paid for by a college department budget it should be submitted by a faculty member who knows the correct billing number.
- Departments receive a discounted rate.
- When you complete the poster form you must indicate color, size and paper type.

6. Pick up the Poster in Hoyt G35 (the Print Shop).

- When the poster is complete you will get an email stating that it is complete.
- Westminster's Print Shop is open 8am-4:30pm Monday-Friday
- If you have any questions please call ext. 7399.

Tips to a successful poster submission:

- The quality of your final poster will depend upon the original quality of your artwork. If the pictures you insert are not a high quality when they are enlarged on the poster they will be “pixilated.” Make sure the resolution is 300 or higher.
- Beware of cutting and pasting graphics from the internet because of the problems of pixilation mentioned above.
- Single weight matt paper is a thin paper that can be mounted on other poster board or foam core. The double weight matt is typically used for poster presentation and can stand up to the rigors of travel.
- If your computer doesn’t have the [Adobe PDF save as] feature you can download a free PDF converter from the internet to do so go to <http://www.dopdf.com/>.
- You may also be able to use the print as feature to print as a PDF file.
- Posters 11” x 17” or lower must be submitted to duplicating for production.
- Be sure to include your phone number on the poster request form so that Katie can contact you in case there are problems with your file.
- If you are traveling, poster tubes are available in various sizes for purchase.