



Creating PowerPoint Posters at LRDC

Submitting Your File

Contact Computing Services as soon as possible to notify us that you need a poster. Try to submit the file for printing two days before the poster is needed. You can email the file (depending on the size of the file, < 20MB is safe to email), save it to the LRDC file server (if you are an LRDC employee), or save it to a CD-ROM or USB key and drop it off. Most posters are printed within hours of receiving them, but this depends on the length of the queue and the file itself.

- The queue is based on
 - when the notification is given
 - when the file is received
 - when the poster is needed
- Call or email:
 - **Jeff Flotta** x47060 jmf10@pitt.edu
 - Anthony Taliani x47474 taliani@pitt.edu
- When bringing the poster file to Computing Services, you may want to arrange for a time that the file can be opened in your presence (though this is not imperative).

Payment

- **Prices:** LRDC interdepartmental prices are a significant discount. Departments outside of LRDC are charged slightly higher rates (though still discounted). Prices vary depending on size of poster, ink coverage, and type of paper used (color vs. grayscale does not matter). Payment can be made via cash, check, or a 32-digit University account number. *If you plan to pay with cash, please use exact change.* A price chart is included at the end of this documentation.
- **Tubes:** We do have poster tubes in three different sizes: 24", 36", and 42". There is a \$2 charge for each poster tube.

Paper Types: (Paper descriptions provided by HP Large Format Supplies)

- **Coated** – This paper is ideal for a variety of technical and graphics applications, including presentations, indoor signs and posters that will be replaced frequently. This paper has no gloss or glare. Paper thickness is similar to office copy paper. (Available in 24”, 36”, 42”)
- **Heavyweight Coated** – This paper offers high-quality images with no glare. Designed for full-color graphics, it is ideal for signs and posters that will be changed or replaced frequently. This paper is thicker than coated paper. (Available in 24”, 36”, and 42”)
- **Semi-gloss** – This paper produces bright colors and is an ideal low-glare solution for quality posters, signs and other large-format graphics. (Available in 24”, 36”, and 42”)
- **High gloss** – This glossy photo paper looks impressive and is an ideal choice for short-term, indoor color presentation graphics and displays. (Available in 24”, 36” and 42”)
- **High gloss white film** – This smooth, bright white, polyester-base film creates a highly durable alternative to photo papers. This media produces sharp contrast and vibrant colors and is fade resistant indoors. (Available in 24” and 36”)

*If we do not have the size and type of paper you need, please let us know and we will try to accommodate your needs.

Extra Notes:

- **Copy Cat/Kinko’s:** Most businesses charge strictly by paper type and size. For example, for matte/heavyweight-coated paper, Copy Cat charges \$9.50 per square foot and Kinko’s charges \$10.00 per square foot. LRDC is giving all departments a significant discount compared to other printing service centers.
- We DO have poster tubes for \$2 each!

Tips for Planning your poster

- **Title** – the poster title can be included in the poster. A title banner can be printed separately if necessary. Choosing to have the title within the poster saves time during the printing process (one printout versus two).
- **Paper, Size, and layout** – The paper roll widths that we have are 24”, 36”, and 42”. Common dimensions for a poster (in inches) are 36x48, 36x56, and large posters 42x56 (you may use any dimension so long as one side is not larger than 42”). You can choose either portrait or landscape. PowerPoint will not allow you to set page dimensions larger than 56”. If you need a poster larger than this, scale your poster down (to half size) and we can enlarge it at the time we print it.
 - To create a custom size in PowerPoint, click File, Page Setup. Select the slide orientation (portrait or landscape). Then type in the height and width of your poster.

- **Color** – choose colors that read easily. Black or dark blue text on a white or light colored background works well. Try to avoid light colored text on dark colored backgrounds.
- **Text** – small text can be hard to read from a distance and may cause eye fatigue.
- **Borders** – allow ½ inch to 1 inch border around the poster. To align text or boxes, view the guide lines in PowerPoint:
 - In Windows XP click View, Grid and Guides..., check the box “Display the grid on screen”.
 - On a Macintosh click View, Guides. The keyboard shortcut is command+G.
- **Font** – use a font that is common. Choosing special fonts could be a problem because there is no guarantee that Computing Services has that particular font installed on the computer that is printing the file. In this case, a closest match to the font will be chosen.

Cut and Paste tips: CAUTION! A simple cut and paste from other programs can cause problems.

- **Excel:** a simple cut and paste of a graph will pull in meta-data from the program, not just the image itself. This can make the file large and may cause memory errors during printing. To keep the poster file small and eliminate unwanted embedded data from being imported, choose a “paste special” option such as “Microsoft Excel chart object” or “picture (enhanced metafile)”. Experiment and choose which paste special option looks best.
- **Graphics:** .GIF and .JPG are a good choice because they are small in size and are excellent for most realistic images (e.g. photos). Other file types may be used depending on your needs. If you need a large picture of one that is more detailed, a .TIF or .BMP can be used, but they are larger and could pose a problem when printing. Only use this file type if the detail is extremely important.
- **PowerPoint slides:** If you have text from another PowerPoint presentation or a Microsoft Word document, do not simply cut and paste. The text may be saved in the poster file as an image, making your poster more difficult to edit. The best way to insert text into a poster is to have both applications open (the application of the text and your PowerPoint poster file). When in Word for example, select the text you wish to move into the poster (File, Copy). Then go to your poster file and click Insert, Text Box. Move the mouse and click on the area where you want the text box to go, drag the mouse to the right and you will see the text box appear. Click inside the box and paste the text.