

Poster Printing

FORMATTING

- Posters may not exceed 36" x 48"
- When laying out your poster, leave a minimum of ½" white border along all four edges
- Posters may not be formatted with large masses of dark colors, especially black.
- Students are responsible for proofreading their posters prior to submitting it for printing
- Students must receive approval of the final poster file from their faculty mentor before submitting it to the Dean's Office for printing
- Students must provide a PDF file of the poster at full scale
- This website provides useful information on best practices for composing and preparing academic posters: <https://www.liverpool.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf>

Please note: The College will only pay to print your poster one time. Check it carefully before submitting your poster for printing.

POSTER PRINTING by the COLLEGE

- Posters must not exceed 36" x 48" (poster paper is on a roll that is 36"h)
- Poster formatting: leave a **minimum of ½" white border on all four edges**
- Required poster format for submittal: **PDF** at full scale (36" x 48"; see "Properties" in Adobe)
- After final review and final approval from mentoring faculty, submit a full scale PDF file to daramos@ksu.edu
- Poster submittals **must be received *7-10 business days before** a poster is needed to allow time for print scheduling.

NOTE:

- Although every effort is made to print posters in less than 7-10 days, printing time allowance is a crucial part of your planning. Printing schedules depend on schedule availability.
- *If your poster deadline is less than 7 days away, special arrangements must be made with Denise Ramos prior to poster submittals. Contact: daramos@ksu.edu
- When poster printing is complete, an email notice will be sent to the email address from whom the PDF file was received.
- Posters may be picked up at the front desk in the Dean's Office, Justin 119.

Poster Printing

4 Easy Steps

College of Human Ecology – Dean’s Office Poster Printing

1. Schedule your poster 7-10 days before you need to pick it up.
Contact: daramos@ksu.edu
2. Submit full scale, final PDF the same day.
Submit to: daramos@ksu.edu
3. All poster criteria **must** be met before printing schedule is finalized:
 - 3/8" – 1/2" minimum size white border on all four sides
 - Maximum poster size: 36" x 48" (shown in PDF "Properties")
 - Minimal use of dark colors; no large areas of concentrated dark colors
 - Poster must have the final approval of your professor
 - Posters may be printed one-time only; no do-overs so check it carefully
4. When your poster is printed and ready, the person who submitted the print request will be contacted by email, to notify that it is ready to pick up.
Pick-up location: Justin Hall 119, Dean’s Office front desk (785) 532-5500