Your poster will be posted in the hallways on the OCNL 2nd floor for at least one semester and will be posted on our webpage.

Your poster must include:

- your name
- project name
- Computer Science Department
- Chico State
- The semester (Fall 2020)
- Brief description

Look at the posters in the hallways and on the [poster archive page](#) for inspiration.

The poster must be 28" wide X 22" high. DO NOT have your poster mounted. DO NOT design a poster in portrait format (22" wide X 28" high). If you do either of these things, your poster will not fit in the frames in our hallways.

The part of your poster that will show in the frame is 27 5/16" X 21 5/16". The best strategy is to set the margins at 0" and avoid putting text or images closer than .8" from the edge (if you set the margin at .8", there will be a white strip visible at the edge of your poster, this looks terrible unless your background is white).

You must cut the poster so it is 28" X 22". PLEASE! There is a large paper cutter in the library print shop (see below). Cut your poster right when you pick it up.

The easiest way to create the poster is to use your favorite word processor or image editor, create a document 28x22, then add photos and words as you see fit. You could insert a background (either the one on the [poster archive page](#) or your own creation).

Students regularly use: LibreOffice, OpenOffice, Microsoft Office, Microsoft PowerPoint (one slide), Gimp, Photoshop. A nice online design tool is [Canva](#)s.

The poster is pretty important because it will hang in our hallways for 6-9 months and will be posted on the Department webpage forever. I suggest you devote enough time so the poster adequately represents your work. It is a good idea to get someone to proof read it for you.

Since I am the advisor for all students, I would rather you DO NOT put my name on your poster. Since you did all the work it seems silly to put my name on it.

Posters must be turned in on here on Blackboard Learn. I will give you an incomplete until I receive your poster. You may edit your poster after the posters session. If you find a mistake in your printed version, you may reprint it.

I am happy to discuss your poster with you, but consulting me is not required. <continued on next page…>

You can get your posters printed at:

Ellis A&E Reprographic
3035 Esplanade
Chico, CA 95973
(530) 891-6309
Repro@ellishasit.com

$15-16 (Fall 2015)
This is NOT the Ellis Art downtown. Their hours are M-F 7:30 - 5:30 and Saturday 9:00 - 1:00.

Documents work best when either . jpg or . pdf
If you email your document they will print it before you get there.
If you bring it with you (I assume on a usb drive), they will print it while you wait.
Make sure to mention this is for a class and your instructor told you that they usually give students a discount.

Students very rarely report a problem with Ellis.

Office Depot
In Fall 2015 one student printed his poster at Office Depot for $17.
No waiting. Open at night.

The Rapid Graphics Copy Center (2nd floor Meriam Library).
$20 (Price I got in person in December 2015; they told me that the price has always been $20 and I was wrong that anyone told me $10).

Because of regular problems, I no longer recommend the Rapid Graphics Copy Center.

The default settings on their print software will add a 1/4 inch margin. Some of their employees do not know to turn off this default margin. I suggest you explicitly ask if they turned off the default margin.

M-R 7:45 am - 6:00 pm, F 7:45 am - 4:30 pm, Sunday 2:00 pm - 6:00 pm (Hours posted November 2014, double check current hours).

Let me know if you have any questions.

Unfortunately, Costco won't work; their largest print is 30x20.

Other copy shops in town (e.g. FedEx on Mangrove) also print posters. They usually charge 3-4 times as much as Ellis, but are often open late at night.

Special thanks to David Zeichick for providing the above information.