Poster Printing Service

provided by LMU Computer Science

Please follow these directions:

1. **Create a poster 56" wide by 42" tall in Powerpoint.**
   a. These dimensions will maximize the use of the paper roll and create a 4:3 width/height ratio.
   b. The printer paper roll is 42" wide.
2. **"Save as" a PDF file.** Check the PDF for formatting and typos.
   a. Check the dimensions of the PDF (File -> Properties)
3. **Email the PDF file to masao.kitamura@lmu.edu**
   a. Please CC your advisor as well.
   b. Specify the date you need the poster.
   c. Posters must be submitted *one week* in advance of the due date, so we have time to fix problems that may arise.

Common Problems to Avoid:

- **DO NOT** send a **PPT** file. Send only **PDF** files.
- **NO SOLID DARK BACKGROUNDS**... it's a waste of ink.
- **DO NOT** make your poster size **8.5" x 11"**
  - Mac Powerpoint only saves PDF as 8.5" x 11"?
    - Check out this link (right-click, open in new tab):
    - **https://forums.adobe.com/thread/950198**

Other tips:

- **Posters are printed on plain paper.**
- **Glossy is overrated and does NOT prevent fading.**
- **If you want your poster to last forever, take it to Campus Graphics or Fedex Office to get it laminated.**

Thanks!