

Poster Printer Policies

Signing up to print

- 1) The poster printer may be used by appointment only on a first come, first serve basis. Unfortunately we cannot accommodate all print requests, so plan in advance.
- 2) In order to sign up for an appointment, students must use the sign up sheet on the Bulletin Board outside 263 Rosenau Hall.
- 3) ONE POSTER PER TIME SLOT (no “sharing” times with a friend)
- 4) One person can print at a time (one representative per group)

Setting up your poster

- 1) Use a white background for your poster. Do not use dark solid color or picture for your background.
- 2) Maximum poster size is 56” x 36”. Set the “Page Settings” to reflect these dimensions before creating your poster. Rescaling is not recommended.

Printing your poster

- 1) The poster printer is located in 263D Rosenau Hall.
- 2) To minimize costs, we ask students to conserve paper and ink.
- 3) NO REPRINTS permitted during a time slot. You must sign up for a new one.