Poster Creation Instructions for
Engineering & Computer Science Students

1. Use PowerPoint to create your poster.
   - Our poster printer is old and will not accept very large files for printing.
       - Using Adobe Photoshop to create posters sometimes generates poster files that are too large for our printer to print.
   - Saving posters created in PowerPoint as PowerPoint files or PDFs tends to avoid this problem.

2. Before you begin to layout your poster, set one dimension (width or height) to 36 inches.

3. Set the other dimension to make your poster either:

   A rectangle whose sides have a ratio of 3:4 (most common type of poster)
   - For smaller posters, make the width 36 inches and the height 27 inches.
   - For larger posters, make the height 36 inches and the width 48 inches.
       - *Note: Senior Project posters should be 36" high x 48" wide.*

   Or

   An exact square
   - Set the other dimension to 36 inches.

   Warning
   If your poster's dimensions are somewhere in between an exact square and a 3:4 rectangle, it may not print properly. In other words, its content may be moved around.

4. Use a light color as the poster background.
   - White works best, followed by colors like light gray, light blue, light yellow, etc.
   - Avoid dark poster backgrounds (e.g.: dark blue, dark maroon, dark purple, etc.). They do not print or show well, and they use a lot of expensive ink.

5. Do not place content (e.g. text, images, etc.) right next to the physical edge of the poster slide.
   - A poster slide's printable area is smaller than its nominal size. For example, in PowerPoint:
       - A nominal 36" x 27" slide has a printable area of 34.66" x 26.61"
       - A nominal 48" x 36" slide has a printable area of 46.66" x 35.61"
   - So, if you place content immediately next to the edge of the poster slide, you will lose the portion of that content that falls outside the printable area.

6. Do not use a lot of high resolution photographs.
   - Posters including a lot of high resolution photographs or attempting to use a photograph as the poster background usually generate file sizes too large for our printer to print.

7. Review your completed poster carefully before forwarding it for printing.
   - Due to the associated costs, posters are generally not reprinted to correct human error.

8. Email print-ready posters to me at: andrew.musulin@trincoll.edu
   - Please do not ask me to download your poster from a website. Please attach a PowerPoint or PDF file to your email.
   - Typically, the deadline for poster submission is 48 hours prior to when the poster is needed.