

## **Creating Posters in Windows with Adobe Photoshop or Illustrator**

Standard posters are created with a 3 x 5 aspect ratio. When opening a new file, this display is created by specifying an image size of 24" x 40", RGB color, and 200 dpi resolution. The file will be scaled to full poster size during printing. Exceeding the 40" size limit and the 200 dpi will not increase the quality of the final print but will create unreadable file sizes when the file is transferred to the HP RIP software of the poster printer.

Line drawings and images can be created with other applications, copied to the clipboard, and pasted in the poster file. Using image resolutions above 200 dpi will not improve the quality of the printing and can create unwieldy file sizes.

Images can be distorted by rescaling within the poster application, so it is best to create them to size within the creator application.

When the poster design is completed, simply save the file as a Photoshop document.

## **Creating Posters in Windows with PowerPoint**

Standard posters are created with a 3 X 5 aspect ratio. This display is created in PPT by setting the page setup to 24" x 40". Although file sizes of up to 56" are capable in PPT, larger image widths will be scaled to 40" during the creation of a rasterized PDF file that will be used for final printing. The RIP software of the printer will be scale the print file to full poster size (42"x70").

Efficient file sizes (~10MB) are obtained if you use PPT to create most aspects of the poster (backgrounds, text boxes, etc.). Line drawings and images can be created with other applications, copied to the clipboard, and pasted into the poster. Using image resolutions above 300 dpi will not improve the quality of the printing and can create unwieldy file sizes.

Images can be distorted by rescaling within PPT, so it is best to create them to size within the parent application.

When the poster design is completed, the file must be saved in PDF format prior to printing. Step-by-step instructions are provided in our walkthrough on the PPT2PDF conversion.

[There are clear differences in the on-screen view and the print output of PDF files. In particular, symbol fonts are problematic. It is important that you complete the PDF conversion prior to submission and carefully proofread the resulting document.](#)

## **Creating Posters in Windows with other applications**

Any Windows application should print to the Adobe PDF writer and therefore can be used to create posters. Please read our walkthrough on the PPT2PDF conversion before submitting your print job.

## **Printing the Photoshop or PDF files**

Ron Atkinson will print your file. You should view the file with Ron and confirm it is ready for printing. Grants will be charged if it is necessary to reprint the poster.

File formats other than Photoshop or PDF must be approved by Ron.

The print file must be accompanied with an M&S from that provides the following information.

1. Contact name and email address.
2. PI who has authorized the printing.

3. Budget to pay for the printing.
4. Day the poster is required.
5. Scale factor to be applied during printing if full 42" height is not desired. Allow 5 working days to have the poster printed. This time window is especially important during periods of heavy use like the weeks before Neuroscience and ARO.