

Recommendations for Posters submitted to the DCIF for printing

1. Design at 100 % scale, with a maximum page size of 42" (available paper widths) x length.
2. Be careful when blowing up images and pictures beyond 100% as they can get pixilated and blurry.
3. Use large fonts, instead of blowing up pictures of text.
4. Save the poster in PDF form, if at all possible.

Instructions on how to convert your poster to PDF using optimal settings can be found here:

http://www.modernpostcard.com/preparing_materials/do_it_yourself/save_export_settings/

View the *Save Instructions* for the program you have used to create your poster.

5. If you have created your poster in Power Point, make sure you embed all the fonts before saving it. To embed fonts in your presentation:

- a. On the **File** menu, click **Save As**.
- b. In the **Save As** dialog box, click **Tools**, and then click **Save Options**.
- c. In the **Save Options** dialog box, select the **Embed True Type Fonts** check box, and then select **Embed all characters**.
- d. Click **OK**.

6. If you want to convert a large poster made in Power Point to .pdf, instructions (PC and Mac) can be found here:

<http://www.lawrence.edu/dept/it/posters/PPT-to-PDF.pdf>

7. Posters can be emailed to Anne Gorham at agorham@mit.edu, or brought to the DCIF on a CD, DVD, or memory stick. Please allow a minimum of 3 business days.

8. Cost: \$20 per poster for black and white text plus colored graphs/images.
 \$25 per poster for colored backgrounds greater than 50% coverage.