

Please make sure the poster does not have a background in every section. Too much ink will cause the poster to take longer to print and will cost more. Please keep ink coverage (all graphic elements and text) to 50% of the poster.

Canva

3. 4.

This is a popular program being used, but the files don't come to us correctly. If you select a template, double check the page size (File) at the top; it will display the size (might be in millimeters). The templates have a preset size that cannot be changed unless you pay for Canva Pro.

Do this instead (follow the arrows):

1. Select "Create a design" and then "Custom Size" in the left menu. Set the dimensions to 24x36 or 36x24 and "in" in drop down.

Create a design 🔫	Custom size					
🔆 For you	Width Heigh		Units			
Docs	24	36	in	~ 🖻		
C Whiteboards	Create new design					
😫 Presentations	Suggested					
💙 Social media	Yard Sign (24 x 36	; in) 24 × 36 in	Yard Sign (24 x 36 in) 24 × 36 in			
Videos	Poster (Portrait -	Poster (Portrait - 24 × 36 in) 24 × 36 in				
e Print products						
📛 Websites						
Custom size	-					
🕟 Upload						
••• More						

- 2. Adjust your settings under: File>Settings
 - Change the file name to your presentation title (top with 🖉) or click into top bar file name section.

File Resize D Editing V 5		T		
Untitled design - Poster (X-Large 🖉 - Poster (X-Large Landscape) • By Becky Bottorff • 36in × 24in	Untitled design - Poster (X-Larg	je Landscape) 🛛 🖞 T	ry Pro for 30 days	
These should be check-marked: Show rule margins, Show print bleed (anything in thi	ers and guides, Show s area will be cut off).	Show rulers and guides Add guides Show margins	Shift+R 🗸	
		Show print bleed Hide comments Video playback quality		
esign your poster! we your poster for printing by clicking on Sl File Type needs to be PDF Print	⊕ Language BB + ⊥ ↓ ○ □ P Download	rint with Canva		
Checkmark "Crop marks and bleed" Click "Download" to save	⇒	File type File type PDF Print Crop marks and bleed	~	
		Flatten PDF ③ Include notes ④ Color profile RGB (hest for digital use)	~	
		Preferences Save download settings	~)	

Power Point

This program can be used as well, but the templates are not sized properly for printing your poster.



- 3. In the pop-up window, in the Slides sized for: select "Custom" in drop-down.
- 4. Set the dimensions to 24x36 or 36x24.





- 5. Design your poster!
- 6. Save your poster for printing by File>Save As PDF.
 - Select the location to save your file and click OK.

