

TIPS FOR POSTER DESIGN

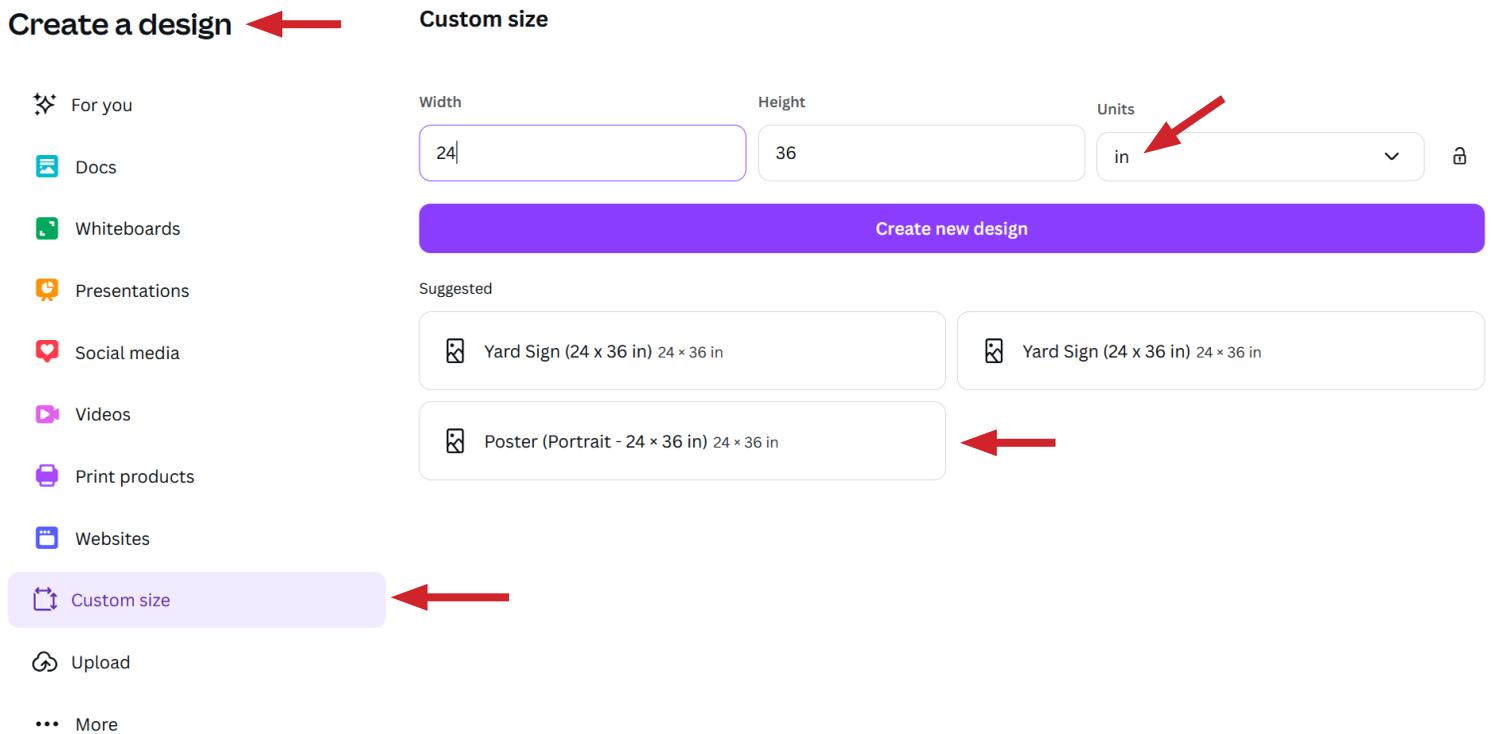
Please make sure the poster does not have a background in every section. Too much ink will cause the poster to take longer to print and will cost more. Please keep ink coverage (all graphic elements and text) to 50% of the poster.

Canva

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.

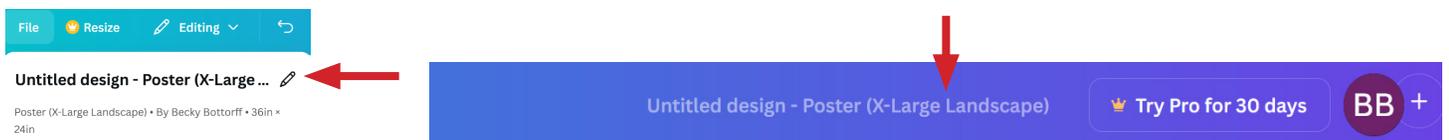
Do this instead (follow the arrows):

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.

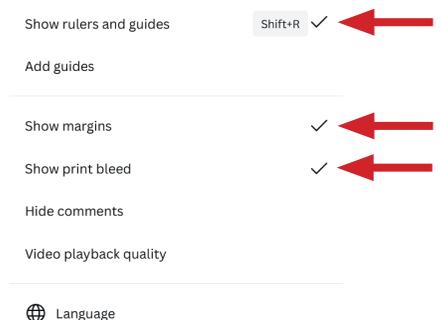
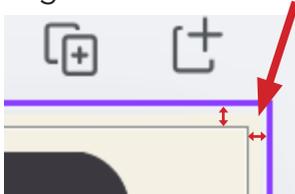


2. Adjust your settings under: File>Settings

- Change the file name to your presentation title (top with ) or click into top bar file name section.



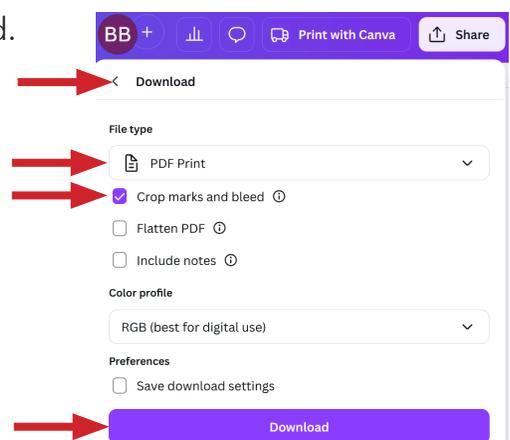
- These should be check-marked: Show rulers and guides, Show margins, Show print bleed (anything in this area will be cut off).



3. Design your poster!

4. Save your poster for printing by clicking on Share>Download.

- File Type needs to be PDF Print
- Checkmark "Crop marks and bleed"
- Click "Download" to save

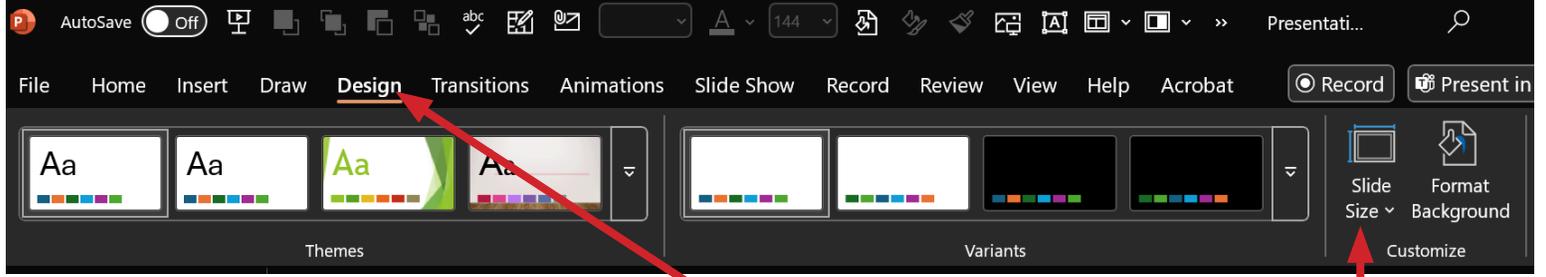


Power Point

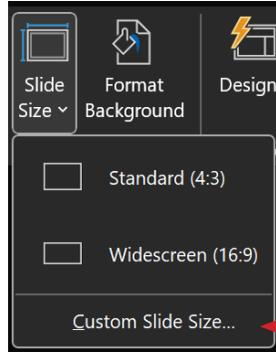
This program can be used as well, but the templates are not sized properly for printing your poster.

Easy to fix (follow the arrows):

1. On the "Design" tab and select "slide Size".

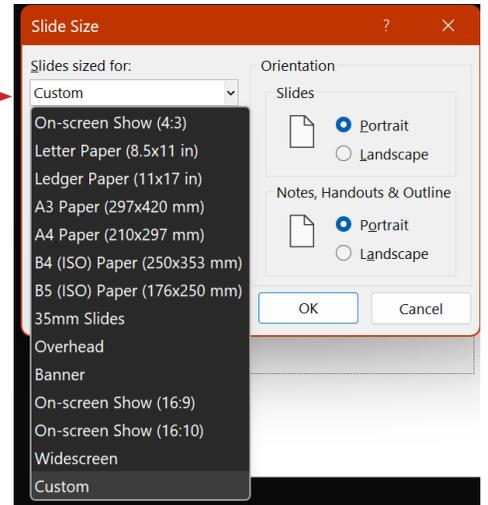
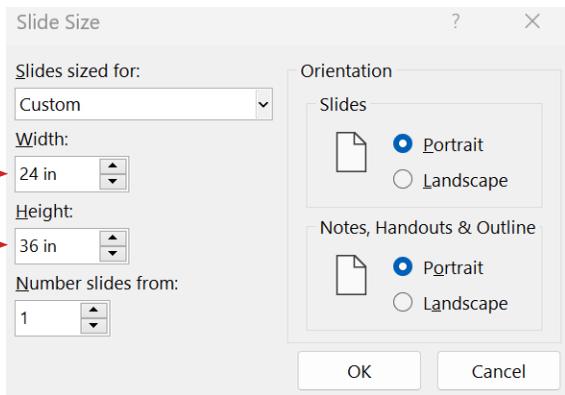


2. Select "Custom Slide Size..."



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.

