

Instructions for Poster Printing

1. Create your poster using PowerPoint

- a. Lay out the poster as a single slide
- b. Slide size can be changed to “poster size” by choosing File > Page Setup > and adjusting the “Width” and “Height” dimensions in inches (e.g., the “slide” should be 56 inches wide x 36 inches in height – this will be the final size upon printing)
- c. Import all text and figures into this file

2. Print your poster at the Health Sciences Building Academic Services & Facilities

Instructions and forms for submitting your poster for printing can be found at:

<http://www.uwposters.com/>

To place an order IN-PERSON, bring your file on a thumb drive, CD, etc., to Health Sciences Bldg., Room T-271. You will need:

- i. Sender Information: your name, dept, address, UW mailstop, phone #, email address
- ii. Payment Method: Use the UW budget number and name that you use to order lab supplies. If you do not know this number and name, contact Dr. Eric Chudler at chudler@u.washington.edu.

To place a poster order ONLINE, go to:

http://www.hscer.washington.edu/fileupload/upload_win.html

- i. Fill out the sender information.
- ii. Payment Method: Click UW Budget Number and enter the name and number of the budget you use to order lab supplies. If you do not know this number and name, contact Dr. Eric Chudler at chudler@u.washington.edu.
- iii. Files and Options: “Check” Large format printing; Paper type: Semi-gloss; upload poster file and provide requested information about the file.
- iv. Check the “YES” box for Printed Proofs Advised – this will give you a chance to preview the poster BEFORE it is printed. The preview is available in T-271 for viewing about 24 hours after you submit the poster. If you ask for a preview, you MUST check it and give your “ok” for printing. If you do not give your “ok” for printing, they will not print your poster! Also, you have only one chance to print the poster in full size, so make sure the preview is exactly how you want your poster to appear.
- v. Attach the file from your computer to upload it.
- vi. Insert 1 for “quantity,” 56 for “width” and 36 for “height”
- vii. Paper type: choose semi-gloss
- viii. Do NOT select any specialty materials.
- ix. Delivery Method: Pick up at T-271 in the Health Sciences Bldg.

ALLOW AT LEAST 72 HOURS FOR POSTER PRINTING!!!!

Although the website says it will NORMALLY take 2 days for printing, keep in mind that there are dozens of students on campus who will be participating in the poster session, all of whom will be trying to print their posters at the same time! The queue can therefore be a lot longer than usual.

Poster Guidelines

Posters should be **56 inches wide x 36 inches high**. Students will display their posters on foam boards which will be set on easels. Pins for attaching posters to the boards will be provided.

REU student posters should display the logos of their sponsoring institutes (UW, UWEB, NSF). Image files containing these logos can be found on the course web site:

<http://www.uweb.engr.washington.edu/education/reu/2009/commclass09.html>