



Graduate Student Posters -- Instructions for Successful Printing

[Note: Even when following the steps below, printing problems may arise. Remember to respond to e-mail the week of Grad Poster printing in case support staff needs to contact you.]

Step 1: Follow size limitations

The image size should not exceed a width of 35 in. and a length of 47 in. Posters will be printed using the Arch E standard for paper size.

The plotters being used require half an inch of free space on all sides of the print out due to the print carriage's limited range of movement. Any image formatted above 35 in. x 47 in. in width will simply not fit appropriately on the provided media.

Step 2: Flatten your image

Once sizing is completed, you will need to flatten the poster you're printing. Be warned, when flattening the individual objects in the image are flattened into a singular image and can no longer be moved or edit. It is advised to save a copy of your work under a different name before doing this in the case that additional edits are needed.

The process of flattening varies based on your chosen application. Please refer to your application publisher's website to find out more.

Instructions for the two most commonly used Adobe applications are discussed below.

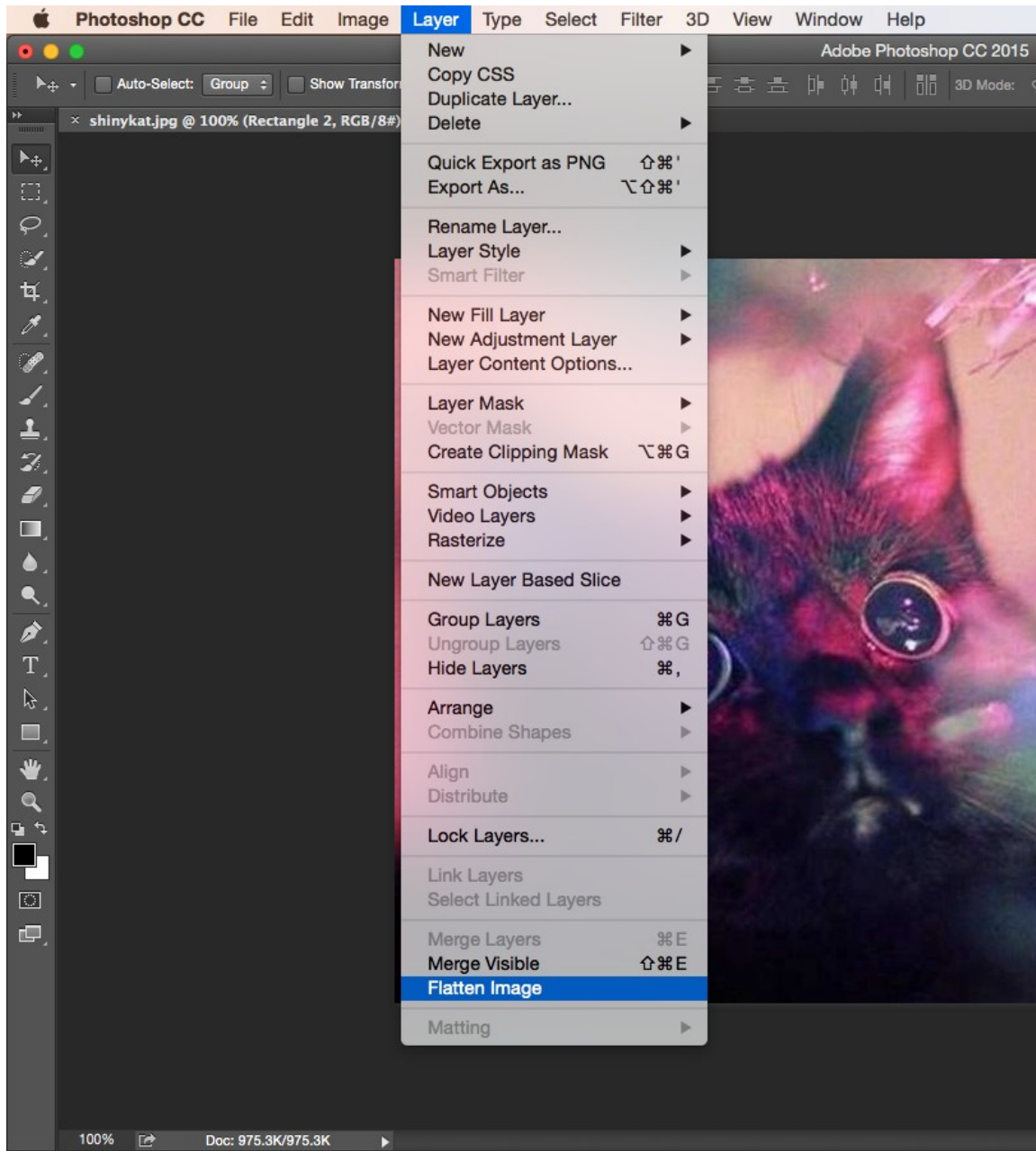


Figure 1

-Adobe Photoshop-

Go to Select>All in the overhead menu to select everything in your poster. Next, go to the overhead menu and select Layer>Flatten Image. Click on Flatten Image (see Figure 1 above).

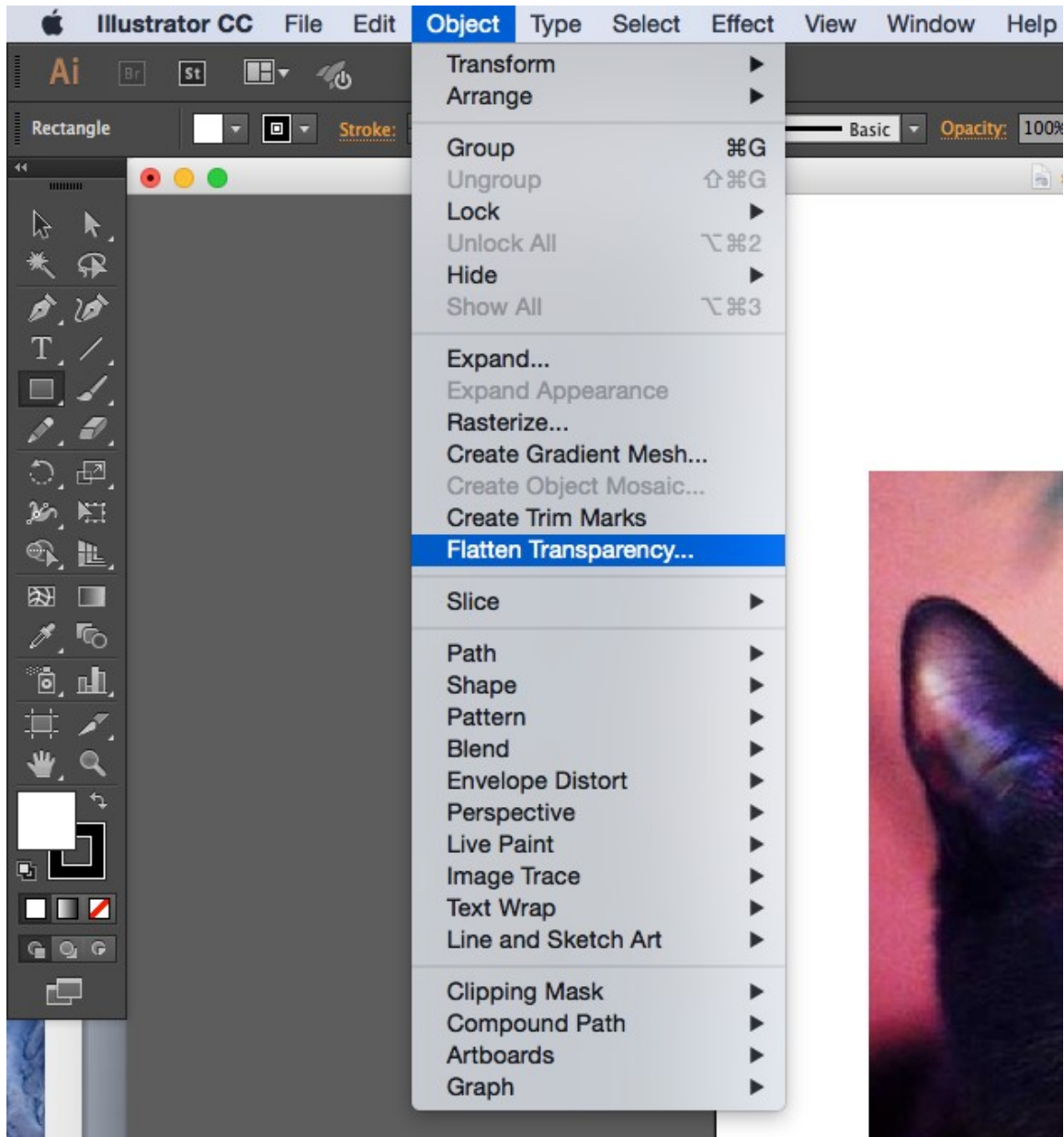


Figure 2

-Adobe Illustrator-

Go to Select>All in the overhead menu to select everything in your poster. Next, go to the overhead menu and select Object>Flatten Transparency. Click on Flatten Transparency (see Figure 2 above).

Step 3: Save as PDF

Go to the overhead menu and select File>SaveAs.

A box will appear asking for a name (see step 4 below for more information on the proper naming convention) to Save As. Below this should be a drop-down menu wherein you can modify the Format.

In Adobe Photoshop, you should select Photoshop PDF (see Figure 3 below) and Save.

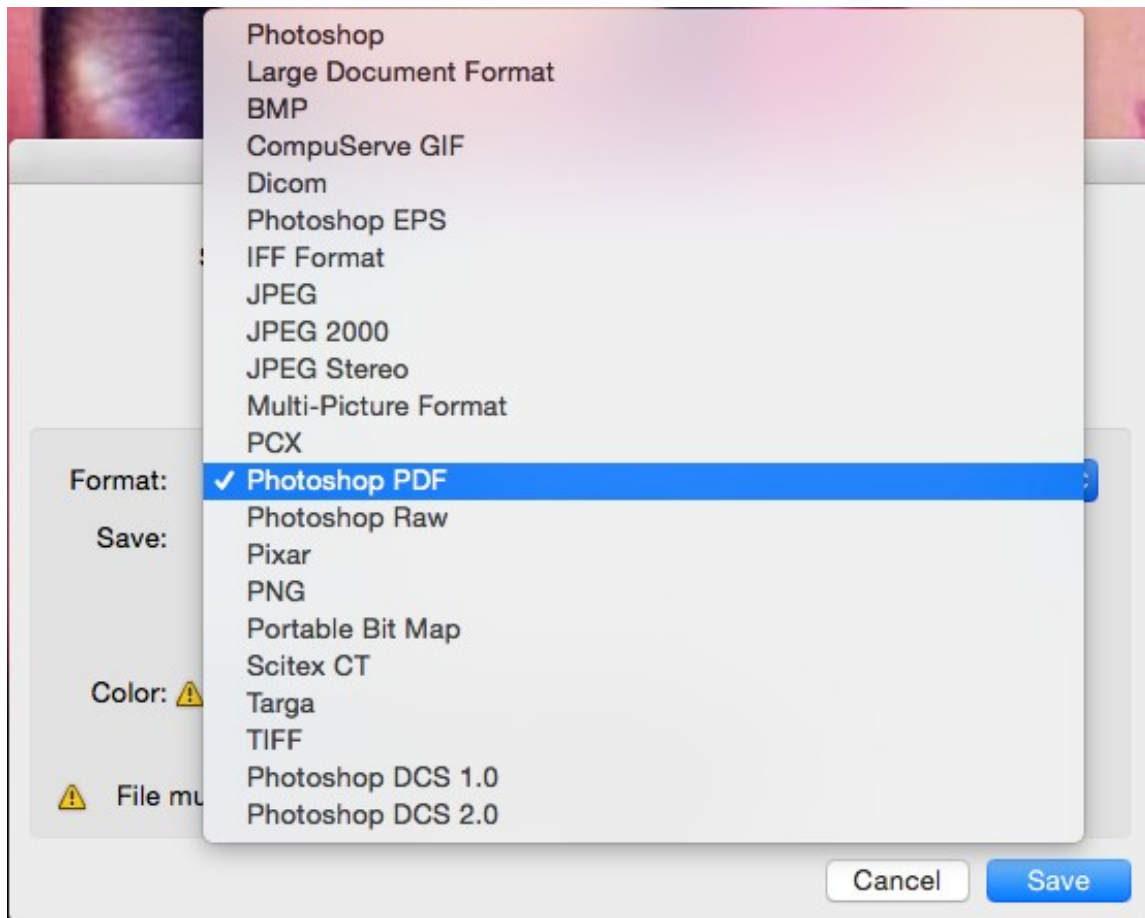


Figure 3

In Adobe Illustrator, you should select Adobe PDF (see Figure 4 below) and Save.

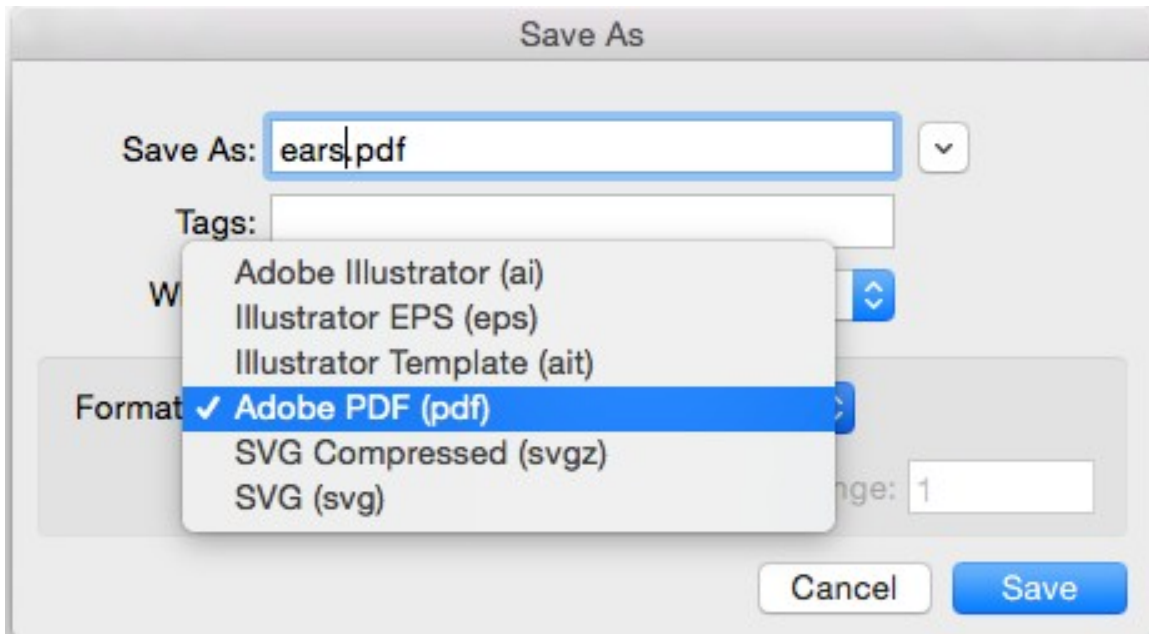


Figure 4

Once PDF is selected for the Format and the Save button is pressed, another menu will appear (shown in Figure 5 below). Here, you will want to make sure your Adobe PDF Preset is set for [Press Quality] and then finalize your save by pressing the Save PDF button.

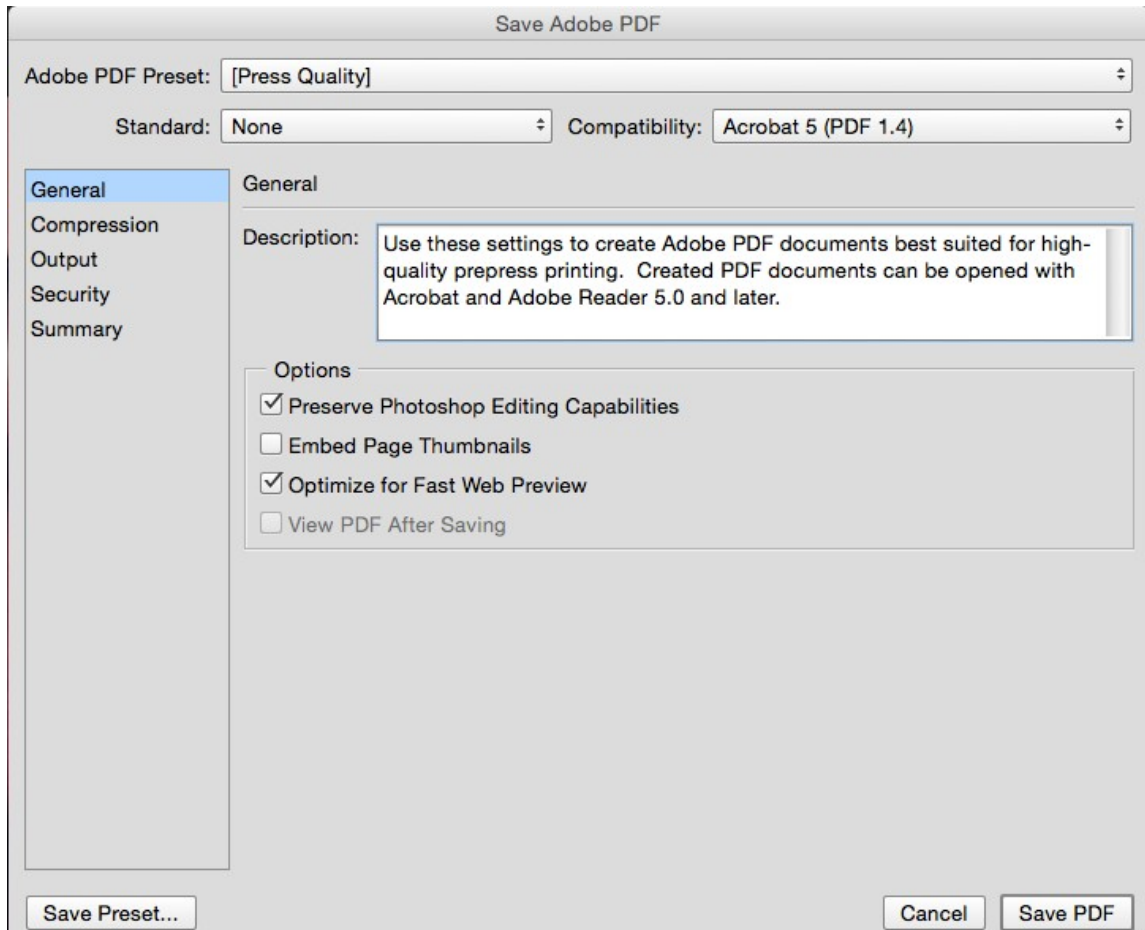


Figure 5

Step 4: Name appropriately

Your file name should follow the format of PSUAccessID_College (example: xyz123_AG).

Any use of special characters (such as @, ', #, /, and &) can and, typically, will cause the plotter to crash because it cannot understand these characters.