

College Library Poster Printing



Please follow these instructions before proceeding to the Help Desk.

1.) Log onto the Windows side of a computer reserved for Poster Printing.

2.) Open your poster file on the computer. Check through your poster for any errors, these include:

- Misplaced text
- Missing pictures, graphs, or error bars
- Overset text
- Transparent Backgrounds

3.) Make sure your file is the correct size, you can do this in page setup in PowerPoint or looking at the image size in Photoshop.

4.) Save your file as:

-FirstNameLastname-OneWordDescription.

ex. JohnDoe-Biology or JaneDoe-Research

(Please only use your first and last name and one word to distinguish your poster. Your poster will NOT be accepted if it is not named properly.)

5.) You will now need to place your file on the 'Public File Storage'. You can access this by going to 'My Computer' and then opening the 'Public File Storage' folder. You will then need to place your Poster File (JaneDoe-OneWordDescription.pptx) in the '!CMCPOSTERDROP!' folder.

6.) Log off the computer. **Get in line for the Help Desk to go over your poster.**