Poster Printer Policies

Signing up to print
1) The poster printer may be used by appointment only on a first come, first serve basis. Unfortunately we cannot accommodate all print requests, so plan in advance.
2) In order to sign up for an appointment, students must use the sign-up sheet located in 263 Rosenau Hall.
3) ONE POSTER PER TIME SLOT (no “sharing” times with a friend)
4) One person can print at a time (one representative per group)

Setting up your poster
1) Use a white background for your poster. Do not use dark solid color or picture for your background.
2) Maximum poster size is 54” x 36”. Set the “Page Settings” to reflect these dimensions before creating your poster. Rescaling is not recommended.

Printing your poster
1) The poster printer is located in 264 Rosenau Hall.
2) To minimize costs, we ask students to conserve paper and ink.
3) NO REPRINTS permitted during a time slot. You must sign up for a new one.