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 Outlook and request a reservation. Here are the instructions: https://sph.unc.edu/files/2015/07/Poster-Printer-Calendar-Directions.pdf
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 36” x 54". 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 201 Rosenau Hall.
2) To minimize costs, we ask students to conserve paper and ink. Please only print once during your time slot. NO REPRINTS permitted during a time slot. You must sign up for a new one.
3) Right click on your PDF Document and select “Edit with Adobe Acrobat PRO”.
4) Select File, then select Print.
5) Select Printer Properties and go down the checklist in the printing guide binder.
6) Review the final preview of your poster to ensure the sizing looks accurate.
7) Select the final Print option.