

Recommendations for Posters submitted to the DCIF for printing

1. Design at 100 % scale, with a maximum page size of 42" (available paper widths) x length.
2. Be careful when blowing up images and pictures beyond 100% as they can get pixilated and become blurry.
3. Use large fonts, instead of blowing up pictures of text.
4. Save the poster as a **PDF**, if at all possible. The poster printer will also print Adobe Illustrator files (**AI**).

Instructions on how to convert your poster to PDF using optimal settings can be found on page 2 (PC) and page 3 (Mac) of this document. The DCIF has a computer (named Isabella) for student use that has MS Office 2007 (this includes PowerPoint), Adobe Pro X, and Photoshop CS5. This computer is located in the far left corner of the DCIF computer room. Feel free to use Isabella to create and convert your poster.

5. Posters can be emailed to DCIF at dcif@mit.edu. *We do NOT accept posters on flash drives. The computer that operates the poster printer had caught a few too many viruses that way, and when that happens, nothing can be printed until it's fixed.*

6. Cost: \$30 per poster for black and white text plus colored graphs/images.
 \$35 per poster for colored backgrounds greater than 50% coverage.

7. **ALLOW A MINIMUM OF 2 BUSINESS DAYS TO PRINT.** If you submit a poster on the day you need it printed, the DCIF cannot make any guarantees that it will get printed in time.

8. No overly long file names and no spaces within file names.

9. The DCIF prints posters as they are received. The DCIF staff does not and will not proofread, edit, alter, or change any content.

How to convert a Power Point file to a PDF For poster printing in the DCIF

PC

1. Chose **PRINT** from under **FILE** in PowerPoint (2003 and 2007 versions).
2. Change the PRINTER NAME to *Adobe PDF*.
3. Click on the **Properties** button to configure the layout and papers sizes. A window entitled *Adobe PDF Document Properties* will open.
4. Click on the **Layout** tab.
5. Click on **Advanced**. The *Adobe Converter Advanced Options Window* will open.
6. In the Paper Size drop down menu, select **Postscript Custom Page Size**.
7. THIS IS IMPORTANT: Set the width to the short dimension of your poster and height to the long dimension.. Click **OK**.
8. Back in the *Adobe PDF Converter Advanced Window* dialog box, select the *Print Quality* parameter in the Advanced Options and set to **600 dpi**.
9. Select **Download as Softfont** from the *TrueType Font* menu. Click **OK**.
10. In the *Document Properties* window, click the *Adobe PDF Settings* tab.
11. Select the *Adobe PDF* tab and change the *Default Settings* to **Press Quality**.
12. If you are using PowerPoint 2003, UNCHECK the box labeled *Do not send fonts to Adobe PDF*. Click **Ok**.

If you have PowerPoint 2007, set the Adobe PDF page Size to the dimensions you set in step 7. UNCHECK *Rely on system fonts only; do not use document fonts*.
13. Click the **OK** button to close the *Adobe PDF Document Properties* window.
14. Select a location to save the PDF file and press the **Save** button.

How to convert a Power Point file to a PDF For poster printing in the DCIF

Mac

1. From PowerPoint, Select **File** → **Page Setup**.
2. Click *Options*.
3. Next to *Paper Size*, select **Manage Custom Sizes**.
4. Create a custom size where the LONG dimension is the HEIGHT and the SHORT dimension is the WIDTH.
5. Select from the *Paper Size* menu, the Custom Paper size you just created in step 5. Confirm the vertical orientation and click Ok.
6. Make sure the *Quick Preview* looks correct.
7. Select **Save as PDF** from the PDF button in the lower left of the printing dialogue window. The .ppt file extension should be removed.

PLEASE NOTE:

Keep in mind the printer uses the CMYK model while most computer monitors use the RGB model.

As of 9/6/2011, the poster printer is attached to a new computer. Previous problems with MAC created files appear to be gone.

