

The UPS Store®

PLEASE DO NOT WAIT FOR THE LAST MINUTE TO ARRANGE FOR YOUR POSTER TO BE PRINTED. PLACE YOUR ORDER PRIOR TO APRIL 14th.

Students are asked to follow these guidelines when preparing and sending wide format posters to be printed by The UPS Store in the Commons:

1. The recommended method of transporting posters to The UPS Store is by flash drive or CD. If you wish to electronically send your poster, please send it as an email attachment to Store6639@theupsstore.com with the subject "Wide Format posters-Tryjankowski."
2. The program that must be used for project creation is Microsoft PowerPoint. When you are setting up the layout for the poster, create a new slide with the dimensions 36" x 41" (or 41" x 36", depending on which way you'd like to orient the poster. To change the slide size:
 - a. In PowerPoint 2013: Click "Design" → "Slide Size" → "Custom Slide Size" and enter the dimensions
 - b. In an earlier version of PowerPoint: Click "Design" → "Page Setup" → "Custom" and enter the dimensions.
3. We can also accept files in the following formats: EPS, PDF, and JPEG. However these images must be sized to the approved dimensions as stated above prior to bringing them in.
4. When you return to the UPS Store to pick up your printed poster, remember to **bring the coupon for free printing** that was distributed during the Poster Workshops

Please note that any images not appropriately sized previous to turning them in may result in a fuzzy poster. The UPS Store will not be responsible for such instances providing that the image had to be enlarged by us in order to be printed.