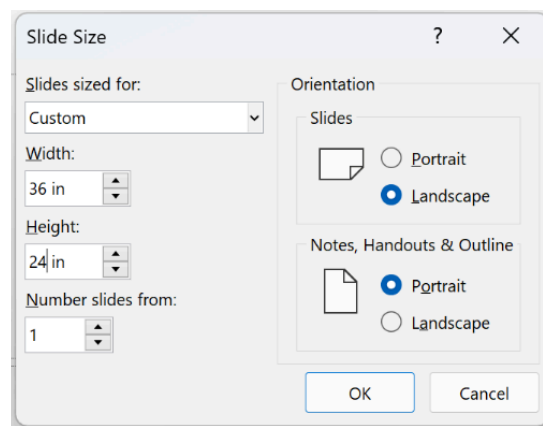
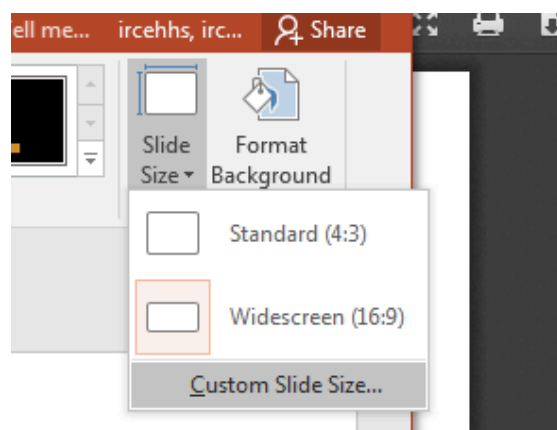




## Poster Printing Instructions

1. We ask that your file is a PowerPoint or PDF document that is appropriately sized. The maximum width for posters is 36", but it may be as long as needed. We can rotate the poster to print it, but at least one side must be 36 inches or less.
2. To set the dimensions of your PowerPoint, click the "**design**" tab, and select "**slide size**" on the right.
3. Select "**custom slide size**" from the drop down menu.
4. Change the dimensions of the slide. Whatever dimensions you choose will reflect that actual size of the poster. Set the dimensions **BEFORE** creating the slide's design, so that the size change will not affect your poster.
5. Create your slide and ensure the sizing and formatting is right, as the IRC will not format any documents.
6. Save the file on a flash drive and bring it into the IRC or email the poster to [ircehhs@kent.edu](mailto:ircehhs@kent.edu).



### Poster Printing Prices at the IRC

\$6.00 per linear foot.

\*Paper selection may be based on availability

