



## POSTER PREPARATION AND PRINTING GUIDELINES

1. We will provide you with an easel, foam board, and thumbtacks for mounting your poster. Please format your poster no larger than 48 inches by 36 inches so that it will fit on the provided foam board.
2. We recommend making your poster in PowerPoint.
  - a) When you open a new presentation in PowerPoint, click on “slide size” under the Design tab.
  - b) Select “Custom slide size.”
  - c) Enter **48 inches width and 36 inches height** for a landscape orientation, or reverse for portrait.
  - d) Select “maximize” when prompted to make a choice between maximize or ensure fit.
  - e) Now you can work on your poster!
3. When your poster is ready to print, save the PPT slide as a PDF.
  - a) Under the File tab, select “Save as Adobe PDF”
  - b) OR, select Print, and choose “Adobe PDF” as your printer.
4. RECOMMENDED: Have your poster printed by **CityBlue Technologies!** We are very grateful to CityBlue Technologies for offering a significant discount to Bradley students on the full-color, professional printing of Expo posters. Rates are as follows:
  - \$24 – 20 lb. Bond 36" x 48" (This one is commonly used by Expo students, cannot be laminated, appropriate for a one-time use.)
  - \$48 – Satin photo 36" x 48" (Can be laminated, holds up better for those used more than once.)
  - \$33 – Laminated (On top of printing cost, for a total of \$81. Best option if you want to use your poster multiple times, or keep it preserved for a longer period of time.)
5. Orders must be placed at least 3 working days before you want to pick up your poster. For Expo 2024 discounted pricing, posters will be accepted **no later than Wednesday, April 3.**
  - Upload your file at the CityBlue website: [www.citybluetech.com](http://www.citybluetech.com). Click on the “Send us a File” link on the homepage and follow the directions.
  - When you submit your poster to CityBlue, **please indicate who will be paying for the poster** (usually either your advisor or your department.) If your advisor will be paying for multiple posters, it will help CityBlue to know that information when the orders are placed.
  - Laminating will not be an option after April 3 to ensure that your poster will be ready by Monday, April 8.
6. It is the presenter’s responsibility to arrange pick up and pay for your poster at CityBlue Technologies NO LATER THAN Monday, April 8 at 3:00 pm.

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