

Tips for Creating Posters

- Keep document size proportional to final poster size desired. The poster document size does not have to be 1:1; it just needs to be the correct aspect ratio so that it will scale to the full size when it is printed. (Posters can be printed 36 inches by up to 10 feet)
- Scanned images, graphs, and illustrations from other programs to be included in your poster should be saved as a file format compatible to the application you are using.
- Scanned images should be 180-200 dpi at the actual size the image will appear on the full size poster. Save as:
 - EPS** or **TIF**; greyscale or RGB. (CMYK images may not print correctly)
 - No layers on placed images.
 - No clipping paths on placed images.
 - No compression on placed images.**
- Use the **Place** or **Insert** command to get the image file into your poster document.
DO NOT USE COPY/PASTE!
- Suggested fonts:
 - Arial, Helvetica, Times, Times New Roman, Symbol

Before bringing to VAS for imaging do the following:

1. If you have created layers in your file (only some Graphic applications have this feature) you must **flatten** the layers - combine all objects and text onto one layer. Refer to your program's Help or manual for instructions.
2. **Clear** any artwork or text outside your poster document - be sure there are no stray objects or text outside of your document - it can effect your final print.
3. **Save As** or **Export** file as per the specific application instructions available on the VAS website - **vas.stanford.edu**
4. Your file may be
 - emailed to: visart@stanford.edu
 - brought to Visual Arts on disc
 - sent via Fetch or FTP - for instructions go to: vas.stanford.edu

***All posters printed on Photo Quality, Lustre finish paper.
Poster sizes are available in 36" or 44" width and lengths up to 90".
An 11 x 17 test print is made prior to having your file printed full size.
Test prints are usually ready within 24 hours of request.***