Poster Printing Policies and Procedures

Our poster printing services are only available to Temple University faculty and staff.

Procedures

Posters are printed on a first-come first-serve basis. To ensure your desired Poster Printing turnaround time, please submit your request at least 3-5 business days prior to the date the poster is needed. We ask that you use the following steps to request poster printing services:

1. Complete the Poster Printing Request Form.

Please fill out and submit the completed online form at least 3-5 business days prior to the date the poster is needed. Please be sure to fill out all information required on the form and specify the number of posters needed, the date the poster is needed, and any other important information necessary to complete the poster.

A CAT consultant will review the file. If any issues are encountered that will compromise the integrity of your final product, the consultant will email you to ask you to apply any changes to your design.

2. Review Costs for Poster Printing and Payment Options

Poster Printing costs are noted on the Poster Printing Request form. Fees for the poster will be credited to the Center for the Advancement of Teaching account. Under no circumstances will cash be accepted for poster printouts.

Payment can be applied using:

- FOAPAL number. Obtain your departmental FOAPAL number from your designated budget unit head. Please note, on the online Poster Printing Request form, you will verify that you have the permission of your designated budget unit head to use the FOAPAL number for your purchase.
- Diamond Dollars will not be accepted at this time.

3. Format your Poster File

The poster must be created and formatted using the following guidelines. Failure to

follow these specifications may delay the printing of your poster:

1. The poster must be created on a single slide in Microsoft PowerPoint.
2. The maximum dimension for posters is 56" wide by 34" high.
3. To set the dimensions:
    - Select the Design tab at the top of the screen.
    - On the right side of the Design menu, click Slide Size.
    - Select Custom Slide Size (PC) or Page Setup (Mac) from the drop-down box.
    - Enter 56" for the width and 34" for the height, or the custom sizing you prefer.
    - In the "Orientation" area, select the Landscape or Portrait icons, depending on the format of your poster. Ignore "Notes, Handouts, & Outlines."
    - Click the OK button to complete the slide setup.

A Word About Graphics:
If you are putting scanned photographs on your poster, you will achieve the best quality by resizing your images to the actual size you want them to appear on the 56" x 34" poster area. Inserting a small scanned image into a poster and then "stretching" it to the larger size that you want will typically result in a poor quality image. **This does not apply to Microsoft Clip Art, which in most cases may be stretched within PowerPoint without losing clarity.

Scan your photograph at 300dpi or more, and then resize the image to the scaled-up size. After resizing the image, set the dots-per-inch of the image to 150dpi. For assistance with this process, please visit a CAT Instructional Technology Lab.

Cost:
Current printing costs are specified on the Poster Printing Request form.

Locations:
For more information and assistance with resizing your images, and other questions about poster printing, please contact a CAT Instructional Technology Lab:

Main Campus: Tech Center, Room 110, (215) 204-8761

Health Sciences Campus: Student-Faculty Center, Room 200, (215) 204-8761