



# POSTER PRINTING FORM

## Center for the Support of Undergraduate Research and Fellowships/CSURF

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Undergraduate and graduate students, who are authors on a poster for a professional meeting or conference, CSURF will print your poster FREE of charge!

- Please use PowerPoint software when creating posters!
- **Please keep background color(s) to a minimum (e.g. white or light colors), this helps keep printing free for undergraduates.**
- Insert a UNCW logo, please download the image from the Marketing and Communication website (this prevents pixilation when increasing an image size).
  - If you are not associated with UNCW athletics, you are only permitted to use the house logo.
  - We will change the logo before printing if it is not the house logo or if it is pixilated.
  - The UNCW logo needs to be in the upper left corner of your poster, it is also acceptable to an additional logo in the upper right corner of your poster.
- Use good, high resolution, images within your poster, this will limit pixilation of images that you use.
  - We will not print your poster if any images are pixilated
- **Please give us at least TWO days notice for printing. Some times of the year are particularly busy and sometimes assistants are not immediately available to print.**
- **We will only print a poster once!**

### **PowerPoint Poster Guidelines :**

- For PowerPoint, simply change the Page Setup from standard 8.5 x 11 inch dimensions to your desired size (e.g. 42W x 34H). Poster size requirements will vary depending on the conference guidelines.
- **Our plotter size limits are 48W x 42H, please do not exceed these dimensions on the page setup size.**
- Your entire poster should be on one PowerPoint slide with the dimension reflecting the actual size of your poster.
- To check images in your poster, increase the viewing size to 100%. 100% is a close approximation to the quality and size that your image will be printed on the poster. If the image is fuzzy (pixilated), you may need to decrease the size of the image or find a higher resolution image.

