Tips for Using the CHORI Poster Printer

Poster printing takes time. **Do not expect to print a poster 10 minutes before it is due.** The poster printer itself will take around ten minutes to print. It would be in your best interest to pick a time a few days before the poster is due to allow time for any unforeseen complications.

Process

- The poster printer does not print over the entire 42"width of paper. Keep your poster design under 41" wide to avoid having edges cut off.
- For best results, save your poster as a PDF, TIF, or EPS. Note that the EPS file format tends to have issues with PowerPoint.
- Try to use the same operating system throughout your poster design; switching between Mac and PC can lead to issues.

Images

- Avoid images and logos that are downloaded from the Internet; they are generally low resolution and will appear pixilated when added to a poster. If possible, obtain logos from a department's technical staff. If this is not available, try to find an image with a minimum of 150 ppi (pixels per inch).
- When inserting graphs and images into a poster, avoid directly copying and pasting the images to the poster. Instead, save the image as a TIF, PNG, or EPS, and then insert that file into the poster layout.

Color Fidelity

- Most software (Word, PowerPoint, Publisher, etc.) employs the RGB color model, which is optimized for digital screens. To print colors accurately on the poster printer, you will need to convert the file to the CMYK color model before printing:
    1. Save your file in your software program in one of these file formats: PDF, TIF, or EPS.
    2. Open the file in Photoshop, go to the Image menu and select Mode > CMYK.
    3. Save the file. You can now print the file right from within Photoshop.

    For more advanced users, sites like Peter Forret's Color Conversion Tool can provide suggestions for color adjustments to get desired effects.

- If you've created your poster using graphic software that supports the CMYK model directly (such as Photoshop, InDesign, Illustrator, etc.), you can simply save your file in CMYK mode.
- Another good tip is to avoid using transparent colors.