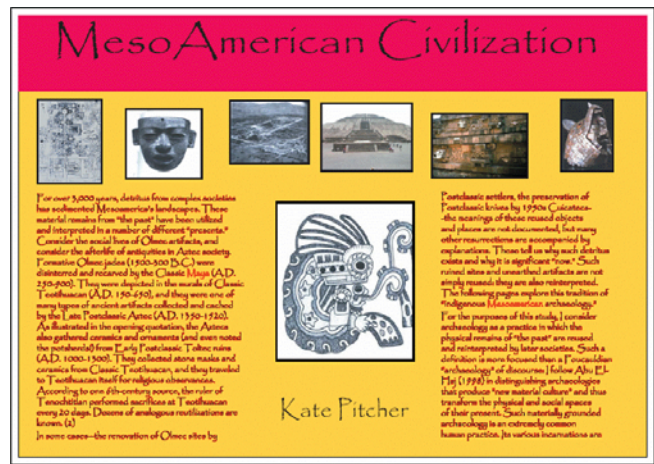


Creating a Poster

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1. PREPARING FILES
2. ASSEMBLING THE POSTER
3. USING ADOBE INDESIGN
4. PRINTING THE POSTER



PREPARING FILES

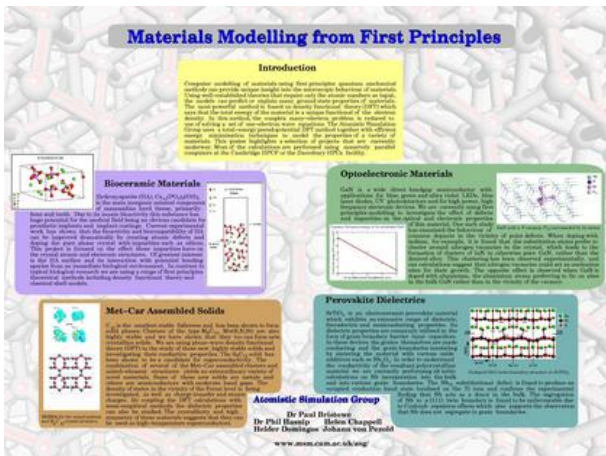
- Create a folder for all of the files you will be using. Save it to your [\\main](#) space on the network. You can directly access this drive from any computer on campus by following these steps:
 1. Start - Run
 2. Type [\\main](#); click OK.
 3. Double-click on your user name
 4. Create a new folder by right clicking anywhere.
- Create subfolders – one for Images, the other for Text
- Create your text in separate Word files. You will be able to directly place the text into the poster layout when ready.
- Prepare your images in Adobe Photoshop or another similar photo editing software
- If scanning images, scan at 300 dpi or higher → save the images in JPEG file format (see SCANNING handout for more detailed information)
- Try not to use images from the web. Most graphics created for the web are not high resolution and will not look good at poster size
- If you have charts or graphs created in Excel, be careful! They will place into the poster, but proof first to make sure they transferred correctly

ASSEMBLING THE POSTER

- Layout the poster on a sheet of paper before using the software. This will give you a visual map to help you as work.
- When ready to create your poster, move your folder to the computer desktop for easier access to your text and images

USING ADOBE INDESIGN

Adobe InDesign is a graphic design and layout program.

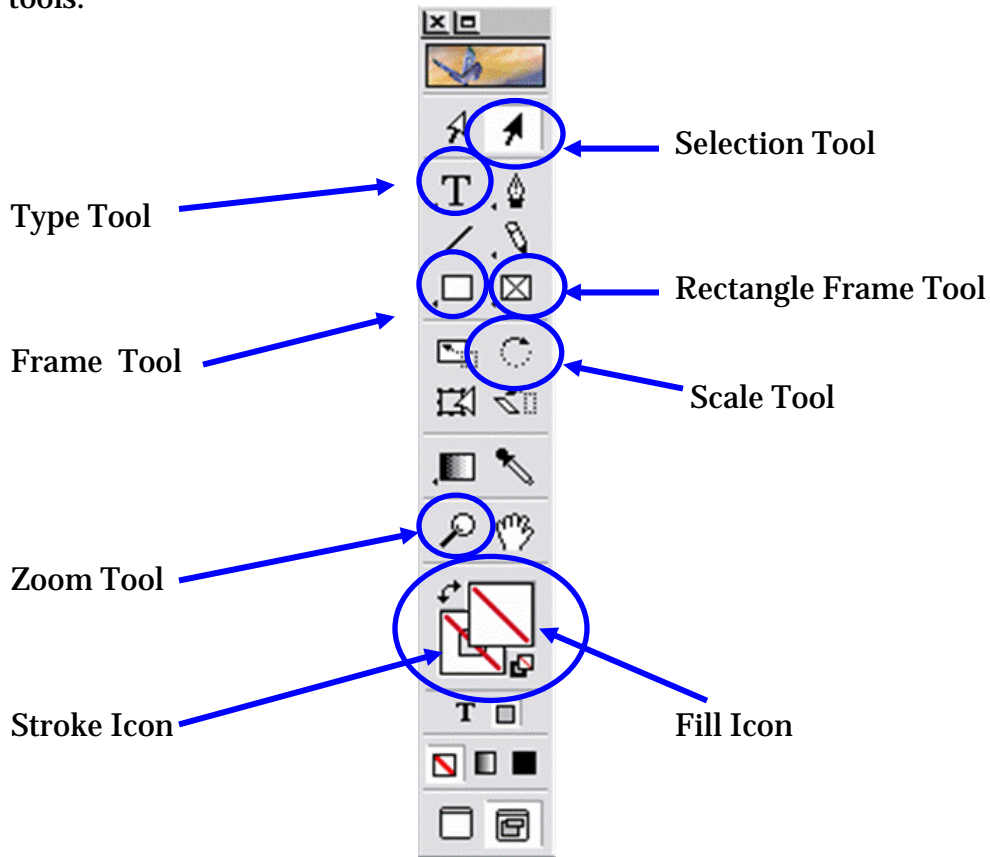


- First, change your document preferences to inches:
Edit → Preferences → Units & Increments
- To create a new document, go to File → Document
- Make sure you change your width and height to your poster size; at least one of the dimensions must be 34"
- Change all margins to 0
- Always use File → Place to insert images and text

InDesign Glossary

Toolbox

Menu of frequently used tools, such as the type tool, selection tools, and pen & pencil tools.



Pixel

Smallest area of screen possible; individual dot which makes up an image

Resolution

The number of pixels which make up an image

The more pixels in an image, the higher the resolution of the image

Dpi

“dots per inch” -- refers to the amount of pixels per inch

Scaling

Stretching or shrinking an image to fit a specified area

For more help using InDesign...

<http://www.uwec.edu/help/indesign2.htm>

PRINTING THE POSTER

- Save your poster as an InDesign file (.indd is the file extension)
- Next, you must change the file format to a PDF file to ready it for printing:
File → Export → Save in (to your folder on desktop)
- Make sure it is compatible with Acrobat 5.0 or higher
- Check the box for “View PDF after Exporting” → Click on Export
- Go to <http://cit.geneseo.edu/MediaServices/poster.php> for information on printing your poster
- You must fill out a request form on CIT’s website before your poster will be printed
- There is a fee of \$5 per linear foot (34" width) for heavy weight paper and \$10 per foot for glossy paper (42" width). Heavyweight paper is good for short term posters. Long term posters should be printed on glossy
- After filling out a request form, drop your folder with all your images, text, and files onto the poster printer’s network drop box:
 - Start → Run → [\\files](http://files)
 - Find the folder marked Inbox → CIT → then drop the image onto (you will not be able to open posterprinter)

