<div align="center">

College Computing
Student Poster Printing
Procedure and Agreement
Service Available to CHHS Students Only

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Procedure

1. Create your poster in **PowerPoint** and save as a **.pptx** file (instructions on back/2nd page of form)
2. Print this document, fill it out, and have your overseeing professor sign this form
3. Bring signed form and flashdrive containing your PowerPoint to HH2400A.

❖ We will print the poster as soon as possible; however, printing may take up to one week.
❖ University logo must be approved by the Office of University Communications, in UH2110.
❖ No department or student organization printing will be permitted.
❖ No full slide backgrounds (gradients, solid fill colors, background patterns, etc.) will be printed.
❖ Either the height or length MUST be less than or equal to 42".

Agreement

_____ (initials) I understand that poster printing services may be denied if approval has not been granted by College Computing staff.
_____ (initials) I understand that College Computing will not be held liable for poster content or layout and will not provide any editing services.

TO BE FILLED OUT BY STUDENT:

_____   _R_____
Student Print Name   **Student** Rocket Number

_____   _____
Student Signature and Date   Phone Number

_____ X _____
Poster Width (in inches)   Poster Height (in inches)

_____
PowerPoint File Name

TO BE FILLED OUT BY PROFESSOR:

_____   (check) All logos and content approved
Professor Printed Name

_____
Professor Signature

UPON PICKUP OF POSTER:

Picked up by: _____   _____
                        Pickup Person Print Name   Signature

College Computing Student Employee Initials: _____   Date: _____

College Computing Poster Creation Guide

1. Open Microsoft PowerPoint
2. Click the Design tab

3. Click the page set up button

4. Set the field "Slides sized for" to "custom." Then set the wanted width and height of the poster.
   NOTE: One dimension (either height or width) <u>**cannot exceed 42 inches.**</u>
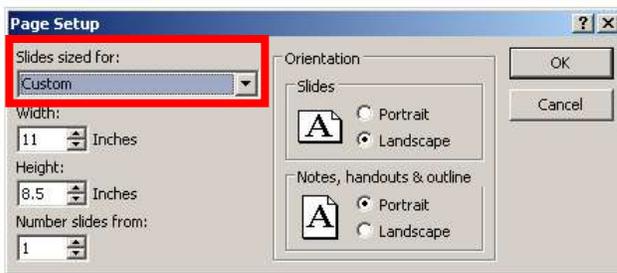
5. Design the poster to your specifications and save as a .ppt or .pptx

6. We can print any size <u>**up to 42"**</u> wide by any length. However, PowerPoint has a maximum page size of 56". Therefore, if you need a poster that is larger than 56", set the page size in PowerPoint to exactly half of the finished poster size and then we'll enlarge it 200% when printing. For example:

Finished Poster Size	Page Size in PPT	Enlargement when printed
36" x 48"	36" x 48"	100%
36" x 56"	36" x 56"	100%
36" x 60"	18" x 30"	200%
36" x 72"	18" x 36"	200%
42" x 56"	42" x 56"	100%
42" x 60"	21" x 30"	200%
42" x 72"	21" x 36"	200%
42" x 84"	21" x 42"	200%
42" x 96"	21" x 48"	200%