



2020 POSTER PREPARATION AND PRINTING GUIDELINES

1. We will provide you with an easel, foam board, and thumbtacks for mounting your poster. Please format your poster no larger than 48 inches by 36 inches so that it will fit on the provided foam board.
2. We recommend making your poster in PowerPoint.
 - a) When you open a new presentation in PowerPoint, click on "slide size" under the Design tab.
 - b) Select "Custom slide size."
 - c) Enter **48 inches width and 36 inches height** for a landscape orientation, or reverse for portrait.
 - d) Select "maximize" when prompted to make a choice between maximize or ensure fit.
 - e) Now you can work on your poster!
3. When your poster is ready to print, save the PPT slide as a PDF.
 - a) Under the File tab, select "Save as Adobe PDF"
 - b) OR, select Print, and choose "Adobe PDF" as your printer.
4. **RECOMMENDED:** Have your poster printed by **CityBlue Technologies!** We are very grateful to CityBlue Technologies for offering a significant discount to Bradley students on the full-color, professional printing of Expo posters. Rates are as follows (if needed, prices will be updated in January 2020):
 - \$24 – 20 lb. Bond 36" x 48" (This one is commonly used by Expo students, cannot be laminated, appropriate for a one-time use.)
 - \$42 – Satin photo 36" x 48" (Can be laminated, holds up better for those used more than once.)
 - \$30 – Laminated (On top of printing cost, for a total of \$72. Best option if you want to use your poster multiple times, or keep it preserved for a longer period of time.)
5. Orders must be placed **at least 3 working days before you want to pick up your poster.** For Expo 2020 discounted pricing, posters will be accepted **no later than Wednesday, April 1st.** There are two options for sending your poster to CityBlue for printing:
 - E-mail option: send your PDF file by e-mail to peoria@citybluetech.com. In the subject line, type in: [Your Name] BU Expo poster for printing.
 - If your file is too big to send through e-mail, you may also go to the CityBlue website: www.citybluetech.com and use the "Send us a File" link on the website.
 - When you submit your poster to CityBlue, please indicate who will be paying for the poster. **If your advisor will be paying for multiple posters, it will help CityBlue to know that information when the orders are placed.**
 - Posters submitted after the April 1st deadline but by Friday, April 3rd will be charged the full price of \$36 for the 20 lb. Bond poster. Laminating will not be an option after April 3rd.
 - CityBlue suggests that students request read receipts when submitting their poster by email. This will allow students to know when City Blue has opened their file and begun the printing process.
6. Pick up and pay for your poster at CityBlue Technologies NO LATER THAN Monday, April 6th at 3 pm.

CityBlue Technologies, 404 SW Adams, Peoria, IL 61602

Phone: 309-550-5000

E-mail: peoria@citybluetech.com

Website: www.citybluetech.com