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How to Print a Poster

This document details the steps to print a poster on our website. If you need help designing a poster, visit the *Support/Help* section of our website for more information and guidance. These instructions begin with the assumption that you have completed the poster design process.

Step 1:
Powerpoint to PDF Procedures

Here at Big Research Posters, we only print from PDF files. So after your poster is complete in Powerpoint, you will need to convert it to a PDF file. Don't worry, it is easy. Just follow these step-by-step instructions.

1. With your poster file open in Powerpoint, open the Save As dialog box,
   - In PowerPoint 2007, click on the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click on **PDF or XPS**.
   - In PowerPoint 2010, click on the **File** tab, and then click on **Save As**.
   - In PowerPoint 2013, click on the **File** tab, choose a location and folder, and then click on **Save As**.
2. In the **File Name** box, type or select a name for your poster.
3. In the **Save as type** list, click on **PDF (*.pdf)**.
4. Select the **Open file after publishing** check box.
5. Select **Standard (publishing online and printing)**. This will ensure a high quality file for printing.
6. On the dialog box, click on **Tools**, click on **Save Options**,
   - Scroll to the bottom of the Save Options dialog box.
   - Select **Embed fonts in the file** check box.
   - Select **Embed only the characters used in the presentation (best for reducing file size)**.
   - Select **OK** to close the Save Options dialog box.
7. Click on **Save**.
8. The PDF of your poster will automatically open.

If you used a program other than Powerpoint, then use that software's help menu to determine how to make a PDF file.

Now let's capture the exact dimensions of your PDF file because we will use them in later steps.

1. With your PDF poster open in Adobe Reader, click on **File** and then click on **Properties**. The Document Properties screen will open.
2. On the top of the Document Properties screen, there are a series of tabs. Click on the first tab, **Description**.
3. At the bottom of the Description tab you should see a field called File Size. Write down the File Size for future reference.
4. Click on **OK**.

My PDF Poster File Size

Height: _____

Length: _____

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Step 2:
Select Your Poster Size

The next thing you need to know is what size poster you want to make. You may already know what size you want and you may not. We have created a quick and easy tool to assist with making this selection. Unfortunately, you can't make any poster size you want with your file. To figure out what size poster you can make with your file, follow these step-by-step instructions:

1. On the Big Research Posters website from the top tool bar, click on **Support**, click on **Poster Size Calculator**.
2. The Poster Size Calculator will open in Excel.
3. At the top, under *Enter the Dimensions of Your PDF*, record the dimensions of your PDF file in inches.
4. In the next section, *Your File Can Make a Poster in the Corresponding Sizes*, you will notice the various size posters that can be made from your PDF poster file.
5. Review the table and select a poster size to print.
6. Record both the *Actual Poster Size to be Printed* and the *Corresponding Product to Purchase* size in the table to the right.
7. Also, record the *Review Zoom Scale* for future reference.

Actual Poster Size To Be Printed	Corresponding Product to Purchase
Height: _____	Height: _____
Length: _____	Length: _____
Review Zoom Scale: _____%	

Step 3:
Review Your Poster – THIS IS CRITICALLY IMPORTANT

The last thing you want is to get your poster back and unroll it to realize that it does not look as good as you thought it did. Distortions can occur from the process of converting your file to a PDF and upscaling your poster for large format printing. Before submitting your poster, review every inch of your poster on your computer screen at the size (resolution) you intend to have it printed in.

Be sure to pay attention to:
- **Image quality** – When you scale your poster to its print resolution, what looked good at 100% scale may not at 200% if image files are of a low resolution. To fix this, replace the image with a higher resolution image (200 to 300 dpi works for most posters).
- **Symbols** – Make sure any Greek symbols used in your presentation converted successfully. If they did not, try the Symbol font.

Poster Review Step-By-Step instructions:

1. Open your PDF poster file in Adobe Acrobat.
2. From the top tool bar, click on **View**, click on **Zoom**, click on **Zoom To**.
3. Set the PDF zoom to the Review Zoom Scale noted in Step 2. Click on **OK**.
4. Inspect every inch of the poster at the Review Zoom Scale noted above for imperfections, errors, mistakes, image quality, chart quality, etc. Use the arrows on the keyboard to move the poster on the screen.
5. Fix any errors identified in Powerpoint.
6. Repeat Step 1: Powerpoint to PDF Procedures and the Step 3: Review Procedures until you have a clean PDF file.

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Complete Purchase

Now you should have a clean PDF file that is ready for printing. Let's complete the order. We are going to start with the procedures detailed in Step 2.

1. On the Big Research Posters website homepage, select the width paper you desire to order. We offer all the standard sizes 24", 36" and 42" paper.
2. In the **Size** drop down box, select the corresponding size poster you would like to order from Step 2 above.
3. Under **Upload File**, your PDF Poster file. Navigate to your PDF Poster file. Click on **Open**.
4. Select how many posters you would like to order in the Quantity field and click on **Add to Cart**.
5. Click on **View Cart**, if you would like to check out. If you would like to continue shopping, then repeat the procedures above.
6. After reviewing your Cart, select **Proceed to Checkout**.
7. In the Secure Checkout section, complete your order by entering your shipping and billing information.
8. If this is your first time ordering, make sure you check the **Create an account?** to start earning reward points for your purchase.
9. Enter your Credit Card information.
10. Before completing your order, select the Review Acknowledgement check box. If you have not performed a review of your poster, you must do this before completing your purchase.

We will take care of the rest from here. We will print and ship your order the next business day. Order cutoff for next day printing is 6pm EST. Orders received between 6pm and 12am are considered received the next business day and will be printed with the orders received the next day.

Reward Program

We know that we are only successful if you are successful. That is why we have started a Rewards Program. We reward every customer with every purchase. You earn 1 reward point for every $1 you spend with us. You can use your reward points as credits toward future purchases or you can redeem your points for gift cards to Amazon or Starbucks. Every 13 points is equivalent to a $1.00 reward. That is over a 7.5% reward credit rate. These points can be used to redeem toward a product purchase or toward an Amazon or Starbucks gift card. You also earn 50 points for just registering when you complete your first order.

When you refer a friend and your friend completes a purchase with us, we will credit your account 50 points. Share the following link with your friends and colleagues to start earning reward points today.

Your referral link to share is followed by your username: **https://bigresearchposters.com?ref=_____**

Thanks for your order.