

ITS Resource Center Home

Science Summer Research

Contact Information

Educational Technology Support
315-859-4877
course-support@hamilton.edu

Poster Printing

Important Dates

- Monday, October 1 - Open Lab to proof posters (6-8pm in the MPC)
- Friday, October 12 - Last day to submit request for printing appt.
- Thursday, October 25 - Last day to print posters (morning ONLY)
- Friday, October 26 - Poster Presentation

Documentation

How-to documentation on creating a large format poster can be located [here](#). All posters should be formatted at 43"x33" (or 33"x43") and created in PowerPoint.

Please visit our Large Format Poster Printing support site for more information.

Printing Appointments

All students MUST schedule printing appointments to gain access to the large format printers. Appointments will be given on a first-come-first-serve basis and generally fill up very quickly. To schedule a poster printing appointment please fill out the [appointment request form](#).

If you wish to print an 11"x17" proof of your poster before your printing appointment, please attend the Open Lab on Tuesday, October 19 at 6-8pm in the MPC.

Microsoft Office Compatibility Issues

We recommend that you avoid creating posters with Microsoft Office 2003 or 2004. If you do use Office 2003 or 2004 to create your poster, it is likely there will be formatting and printing issues. The newest versions of Office (2010 on Windows & 2011 on Mac) are available in all ITS computer labs on campus.

Technical questions can be directed to mpc@hamilton.edu.

Other questions can be directed to Reference Librarian, [Glynis Asu](#).

Last Updated: August 7, 2013