

# University Research Day

## Large Format Printing Guidelines

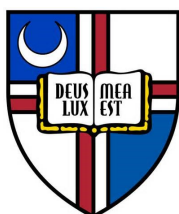
The Office of Pryzbyla Management offers large format printing services that provide a convenient and economical resource to the CUA community at an extremely competitive cost with quick turnaround. Here are some tips for creating and submitting your poster.

- Deadline to submit your poster: **April 13th**
- Poster size: 36"x24"
- Create your poster in PowerPoint or other software
- Save it as a PDF
- Email your PDF file: [cua-pryzbyla@cua.edu](mailto:cua-pryzbyla@cua.edu) or drop-off a USB/Flash Drive
- Printed on semi-gloss paper
- Posters are not mounted, so you'll need to purchase your own foam board to attach your poster to.
- We'll email you when it's ready for pick-up
- Pick-up in Pryz 202, M-F, 9am-5pm

### Submitting your Large Format File for Printing:

- Create your document to the exact size of your poster. In **PowerPoint**, click: *Design*—>*Slide Size*—>*Custom Slide Size*—>*Sized For "Custom"* then add your dimensions of 24"x36"
- Create your research poster.
- Save your document then Save As/Convert your document to a PDF.
- Submit your PDF file (either via email to: [cua-pryzbyla@cua.edu](mailto:cua-pryzbyla@cua.edu) or on a USB Drive)

Have more questions? Please call Lisa Whibley at (202)319-5615, or email: [cua-pryzbyla@cua.edu](mailto:cua-pryzbyla@cua.edu)



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