



BIF Poster Printing Quick Sheet

(Updated 01/07/2010)

Printing Your Poster...

- 1) If you have never printed a poster at BIF before, check the BIF Poster Tips sheet.
- 2) Come to BIF between 8 a.m. – 6 p.m., preferred times of 8:30 a.m. – 5:30 p.m.
- 3) Bring your poster as a .ppt or .indd file (preflight & package your InDesign posters and bring the packaged folder to BIF in case you notice errors) – if you've converted it to a .pdf already, be sure to check the page/document size and make sure it is correct (many convert to 8.5x11"). Posters created in InDesign can be converted to .pdf files outside of BIF without many, if any, problems.
- 4) At BIF, let Jamie or the BIF personnel available know you are there to print a poster and whether you will need assistance.
- 5) Follow the step-by-step instruction binder provided by BIF to convert your poster from an .indd or ppt to a .pdf file. If at any time you have a question or are unsure of the instructions, please ask BIF personnel.
- 6) Once your poster is converted to a .pdf file, check it over to make sure everything is correct. If there are any conversion errors, BIF personnel is on hand for troubleshooting.
- 7) Follow the step-by-step instructions (located in the same binder as the conversion instructions) to set up your .pdf to print.
- 8) If the orientation and general look of your poster seems correct in the small preview window on the Print window, then click print to begin the process.
- 9) Your poster will take up to 5 minutes to process – most take about 2 minutes. After the printer has received and processed your file, it will begin to print.
- 10) Depending on how complex your poster is, it should take between 5 – 15 minutes for your poster to print.
- 11) The poster will automatically dry on the printer for 5 minutes before being cut free. You can bypass this step if you'd like. We recommend you allow your poster to dry for 15 minutes total before rolling it up. Roll your poster with the image facing inward.
- 13) Be sure to fill out our billing form (located on the clipboard generally between the two computers). Accepted methods of payment are Cash, String or check.
- 14) If you need assistance, ask. BIF staff is available to help you with your poster.

Contact Jamie Bufkin (847-467-0374; j-bufkin@northwestern.edu) if you need assistance.