



BIF Poster Printing Quick Sheet

(updated 03/20/09)

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 Erini 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, illustrated instructions 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, illustrated instructions (located in the same instruction packet 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 complicated your poster is – how many images or graphs you have, et cetera – **it should only take between 5 – 15 minutes for your poster to print**.
- 11) Because BIF uses HP 81-series ink on high-quality instant-dry paper, **your poster will be dry once it is done printing**. Our printer is set to allow it to dry for 5 minutes before it will cut free, however, you may skip this step if you would like.
- 12) After it has cut free, **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) — make sure you fill this out **completely and accurately**. Accepted methods of payment: Cash, String or check.
- 14) **If you need assistance, ask**. BIF staff is available to help you with your poster. Contact Erini Shields (7-0374; e-shields@northwestern.edu) if you need assistance.