UNIVERSITY OF SAN FRANCISCO

CHANGE THE WORLD FROM HERE

# CARD Printed Poster Requirements

College of Arts & Sciences Dean's Office, Harney 240

If you would like the CARD Team to print your poster featuring your creative activity or research printed in our office for free, we require you to follow these guidelines:

- Posters must be emailed to the CARD Team by the due date specified online.
- In that email, please include two attached documents:
  - The PowerPoint version of your document
  - A PDF version of your document, sized to 56" x 36"
    - To make this sizing, change the page settings in PowerPoint with the correct dimensions of 56" x 36" and then save as a PDF.
- Posters must have a white background, though color is encouraged in other parts of the poster design.
- Make sure that all data, spelling, and images in your poster are correct, as we only have the resources to print one copy of each poster, whether or not errors were noticed.

***USF encourages creativity and design, but due to our limited poster printing budget, <u>we will not print posters that have a colored background.</u> We encourage students to use color in other ways, but a colored background uses too much ink. Thanks for understanding!***

Once you have sent us an email with the two appropriately sized documents that have been carefully checked for errors, we will print your poster and get back to you soon. If you have any questions, feel free to contact the CARD Team at usfcacard@gmail.com.