

# Preparing a File for Print

There are numerous programs for creating graphics for class projects, and this document will walk you through making sure your work prints correctly from a few popular software packages.

## Some Notes

- Not all computers have the same fonts loaded, and you may find that your fonts and margins change from system to system. Best practice is to use the same computer, or at least the same operating system if you have trouble with missing and/or changing text and graphics.
- Advanced users should save the font files that are used on a portable drive (if not already loaded) and install them on the machine where they are missing.
- Creating a document at the finished size is important! If your project needs to be 41.5" wide by 30" tall then always start by creating a blank document at those dimensions. Do not try to work zoomed in on a small document and attempt to enlarge it later. This will create a headache for you and will delay printing.
- Low-resolution images do not work well in the background (or any situation) of any project because they are difficult to resolve, and generally don't add anything to the finished product. Best practice is to not use background images for posters unless you are confident that they are a high enough resolution, and won't add clutter or make it difficult to read other information.
- For most classes and presentations you should create your posters at: 41.5" x 30" or 30" x 41.5". If another size is specified, please make sure that it will work by emailing kosmos@humboldt.edu.

## Software Options

### Option 1: Adobe Illustrator

**Create the document:** Go to File > New > Size: Custom / Width: 41.5 / Height: 30 / Units: Inches / Color Mode: CMYK / Raster Effects: 300 ppi.

**Save the Document:** Go to File > Save As: choose a safe location to save the file / Save file as a PDF.

### Option 2: Adobe Photoshop

**Create the document:** Go to File > New > Width: 41.5 / Height: 30 / Units: Inches / Color Mode: CMYK / Resolution: 300 ppi.

**Save the Document:** Go to File > Save As: choose a safe location to save the file / Save file as a PDF.

### Option 3: Microsoft PowerPoint

**Create the document:** Go to File > Blank Presentation (if it does not automatically open) > Click *Design* tab > Slide Size > Page Setup > Slides Sized for: Custom / Width: 41.5 / Height: 30 / Units: Inches

**Save the Document:** Go to File > Save As: choose a safe location to save the file / Save file as a PDF.

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## **Submitting your Project**

When your project is complete, properly formatted, and spell checked, please submit it to: **kosmos@humboldt.edu**. Larger files that exceed the 25mb upload limit will automatically be emailed through Google Drive. Please include which system you saved the project on in your email: Windows or Mac.

The general turnaround time is 24-48 hours if you submit it by noon on a weekday. If you submit it the morning that it is due or needed, it may not be printed in time.

You can pick up your prints in the Geography Department office (FH 109).