



DIRECTIONS FOR TECHXPO POSTER PRINTING 2019

NOTE: The plotter is not to be used by students.

If you would like Donna Conrad to print your poster, please use the following guidelines:

- **PLEASE CREATE in PUBLISHER** and have the size 36" x 48" USING THE ATTACHED TEMPLATE.
- On the attached Publisher template, there are 4 boxes with a black outline, **DO NOT PUT ANY INFORMATION IN THESE BOXES.** They are placeholders for the grommets.
- **YOU NEED TO EDIT THE DRAW BOXES AND CHANGE THE BORDER COLOR TO NO COLOR ONCE YOU HAVE YOUR POSTER READY TO PRINT.**

NOTE: If you create your poster in a program other than Publisher and/or your poster is larger than 36" x 48", you will need to arrange to print your poster somewhere else.

PLEASE COME TO MG 102 COMPUTER LAB TO GIVE Donna YOUR FILE FROM APRIL 8 - APRIL 16, 2019 in MG 102. If Donna is not in the lab, her office is just across the hall in MG 117. **ALL POSTERS must be PRINTED BY FRIDAY, APRIL 22, 2019.**

Poster's will be printed on plain paper for you to review and make corrections. It will then be printed on the final media.

NOTE: This year after your poster is the final media, you will take your poster to Susie Anderson's office--Main Hall, Room 12 (in the basement)--to glue to a foam board. Donna will then put grommets on the poster in the basement of the MG building.

If you have any additional questions regarding your poster/poster printing, please contact Donna Conrad at dconrad@mtech.edu.