

Poster Printing at the Digital Media Lab

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To ensure your poster prints correctly, **you must set the correct dimensions and export as a properly formatted PDF**. Please follow the instructions below based on the software you are using.

1. Resize Poster in PowerPoint

Resize Video: <https://youtu.be/I0tt4ZF9yD0?si=4tsxpK2nNndlbgmv>

Steps:

- Go to **Design** → **Slide Size** → **Custom Slide Size**
- Enter your required poster dimensions (be sure to use the correct units: inches or cm)
- Click **OK** and select **Ensure Fit**

Export as PDF (IMPORTANT):

- Go to **File** → **Export**
- Click **Create PDF/XPS**
- Save your file as a PDF

Do NOT use:

- "Save As" → PDF
- "Print" → Save as PDF

These options may change the poster size or scale.

2. Resize Poster in Canva

Resize Video: <https://youtu.be/2HsmfmFzgpM?si=08D43bbIOFwA4k6y>

Steps:

- Click **Resize** in the top menu (*Canva Pro feature*)
- UMass students can access **Canva Pro for free** using their UMass email
- Or create a new design using **Custom Size** or **Poster (Portrait)**
- Enter your desired dimensions

- Copy and paste your design elements into the new file and adjust as needed

Export as PDF (IMPORTANT):

- Click **Share** → **Download**
- Select **PDF Print**
- Set **Color Profile** to **CMYK** (for accurate print colors)
- Ensure **Crop marks and bleed** are OFF unless instructed otherwise

3. Resize Poster in Google Slides

Resize Video: <https://youtu.be/h4wmjnoulkA?si=QvAZcvEDxhsdpbq>

Steps:

- Go to **File** → **Page setup**
- Click the dropdown (e.g., "Widescreen")
- Select **Custom**
- Enter your poster dimensions and click **Apply**

Download as PDF:

- Go to **File** → **Download** → **PDF Document (.pdf)**

Additional Tips (Highly Recommended)

- **Double-check dimensions** (common sizes: 24" x 36", 36" x 48", etc.)
- **Keep scale at 100%** (do not scale to fit)
- **Use high-resolution images** (150–300 DPI recommended)
- **Embed fonts or use standard fonts** to avoid formatting issues
- **Keep margins in mind** (avoid placing important content too close to edges)
- **Review your final PDF** (zoom in to check clarity and layout)

If you are still unsure, feel free to visit the **DML in the Lower Library**, and we can help you in person.