

**Location:** The large-format poster printer is located at the back of the Clinical Research Training Center suite, 2<sup>nd</sup> floor of the Wohl Clinic Building.

**Availability and Permissions:** The CRTC poster printer is available by appointment only. Please schedule an appointment as far in advance as possible by emailing, [crtc@wustl.edu](mailto:crtc@wustl.edu). We will print the poster on scheduled time and send you a photo before you can come to pick up.

**Cost:** The cost is \$50 per poster, regardless of size. If you are a current trainee or scholar, you may have research funds available to cover this cost. Otherwise, you will need to provide a department billing number and billing contact information, or pay via cash or check payable to Washington University. Payment by check or cash is due at time of pick up.

## Instructions

### **Prior to Printing:**

- **Request an appointment** by contacting [crtc@wustl.edu](mailto:crtc@wustl.edu).
- **Indicate if you will be paying by check, cash, or with departmental funds.**
- **Indicate the size of poster paper you want to use.** Choose from either a 24", 36", or 42" paper roll and size the poster accordingly.
- **Bring your poster file to the CRTC on a flashdrive with the file saved in both .ppt (or .pptx) and .pdf formats.** If your poster contains data sets, tables, graphs, or charts built in other Office programs and linked to your document, or if you used shadows, or other 3-D effects, your poster may not print correctly due to a known problem with the printer. In such cases, the printer may freeze when the data object is reached during printing, or it may skip the section containing data or special effects. To avoid these problems, use data sets, tables, etc. saved as picture files, or save them as picture files when you copy and paste into your document. You may be able to convert your PowerPoint file to a PDF on the printer computer; however, depending on your file, you may encounter problems with the conversion process. It is recommended that you convert the file before transferring it to the printer computer.
- **Poster file names** should include your last name, CRTC program or Department, event name, and date.  
*Example:* SmithT\_TL1\_AMAPoster\_030114.pptx.

We strongly suggest you avoid "last minute" print jobs, as large format printing is more complex than desktop printing and errors are not uncommon. When scheduling your print job, please allow as much time as possible prior to the date you need your poster.

After printing, we will allow at least one hour of time for the poster to dry before moving or rolling.