

Location: The large-format poster printer is located at the back of the Clinical Research Training Center suite, 2nd floor of the Wohl Clinic Building. The PC for the printer is in the Postdoc Scholar Computer Bay next to the printer.

Availability and Permissions: The CRTC poster printer is available by appointment only. Please schedule an appointment as far in advance as possible with Jesseca Leggett, jleggett@wustl.edu, or 314.454.8957. If you cannot make your scheduled time, or will be late for your appointment, please contact Jesseca. Failure to arrive on time may result in the re-scheduling of your appointment.

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 printing.

Instructions

Prior to Printing:

- **Request an appointment** by contacting Jesseca Leggett.
- **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 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.

If you encounter any problems or error messages with the printer or printer computer, please seek assistance from Jesseca Leggett or Rachel Sorensen. 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, allow at least one hour of time in the CRTC for the poster to dry before moving or rolling.