

## Power Point Posters Checklist

- 1) Make sure poster is sized. If you want a 36" x 48" make sure page size is 36" x 48".
- 2) Make sure logos and pictures are not blurry. They will not print any better.
- 3) If you use a tri fold poster layout, make sure to delete the fold marks in the poster, if your layout has them. Side bars off to the left and right of the poster wont print.
- 4) Use standard fonts. Powerpoint is machine dependent and will substitute fonts without any warnings. We wont know the font has been substituted unless the words don't fit in the text boxes.
- 5) If possible convert it to a pdf and send the pdf also. Make sure the pdf looks like the power point presentation.
- 6) If your email program allows, request a read receipt. This will send you and email as soon as we open your email, letting you know that we have your file.
- 7) Email to us Huntington office – [printing@cbbblueprint.com](mailto:printing@cbbblueprint.com)  
Charleston office – [repairs@cbbblueprint.com](mailto:repairs@cbbblueprint.com)
- 8) Include all information possible, class, type of paper, and or mounted or laminated.