AGU Poster File Preparation Instructions

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Thank you for choosing Copy Central for your AGU poster prints! If you have any questions, please contact us at agu@copycentral.com.

Poster Dimensions
The poster display boards at AGU's Fall Meeting are 4 feet (121.92 cm) high by 6 feet (182.88 cm) wide and have a 1-inch (2.5 cm) frame. The dimensions of the usable work area are 46 inches (116.84 cm) high by 70 inches wide (177.8 cm).

We recommend that you avoid placing logos or text within 1/4 inch (or 6 mm) of the edge of the page.

PDF
PDF is the preferred format for file submission. We recommend the Adobe PDF Preset called PDF/X-1A:2001 if available. Make sure the PDF has enough resolution to ensure good print quality - at least 300 dpi when printing at 1:1 scale. If enlarging the image a higher resolution is recommended.

Microsoft PowerPoint
The maximum page size that can be defined in PowerPoint is 56-inches (142.24 cm). In order to print posters larger than 56 inches (142.24 cm) it will be necessary to enlarge the image. Please make sure the page size is proportional to the final poster size so that when enlarged it will fit evenly. We recommend using the following page sizes:

Poster Size	Page Size	Enlargement	Image Resolution
36" x 48" (91.44 cm x 121.92 cm)	36" x 48" (91.44 cm x 121.92 cm)	100%	300 dpi
36" x 60" (91.44 cm x 152.4 cm)	30" x 50" (76.2 cm x 127 cm)	120%	360 dpi
46" x 60" (116.84 cm x 152.4 cm)	40" x 52.2" (101.6 cm x 132.59 cm)	115%	360 dpi
46" x 70" (116.84 cm x 177.8 cm)	36" x 54.8" (91.44 cm x 139.19 cm)	127.7%	400 dpi

The Image Resolution column shows the suggested minimum resolution of any images placed into the PowerPoint slide.

Fonts in PowerPoint (Windows)
It is VERY IMPORTANT to embed fonts in a PowerPoint presentation so that it will print correctly.
To embed fonts in a PowerPoint presentation:

1. Do one of the following:
    - In PowerPoint 2010 or newer, click the **File** tab, and then click **Options** in the left pane.
    - In PowerPoint 2007, click the **Office** button in the upper left corner, and then **PowerPoint Options**.
2. In the PowerPoint Options dialog box, in the left pane, click **Save**.
3. Under **Preserve fidelity when sharing this presentation,** select the **Embed fonts in the file**.
4. We recommend selecting the second option, **Embed all characters** (best for editing by others).
5. Click **OK**.

Fonts in PowerPoint (Mac)
PowerPoint for Mac does not include the font embedding feature. If submitting a PowerPoint for Mac file, we recommend additionally sending us a low-res JPG export so we have a preview of how the file should look.

1. Go to the **File** menu and choose **Save As.**
2. Under Format choose **JPEG** Name the file and click **Save**.
3. Email this file to agu@copycentral.com along with your order number.

JPG Files
Create file at actual size at a resolution of 300 dpi. Use CMYK color.