Instructions for producing posters for SUPERB

Please follow these instructions carefully, when preparing to print your poster. The printed posters and paper are extremely expensive and failure to follow one of these directions may result in a printout which does not match your expectations.

☐ Prepare your poster on a 30" (height) x40" (width) template, as provided by the SUPERB team. PowerPoint is the preferred program, though a PDF is acceptable as an alternative printed version, with close supervision to ensure the paper is properly formatted.

☐ **Do not depend on other programs** to be installed on the plotter computer. The plotter is not installed on the network, and must be used from a dedicated laptop which *is* installed on the network.

☐ Use Enhanced Metafiles (EMF) or Windows Metafiles (WMF) during the design of your poster, whenever possible. These files resize appropriately, and are vector based, and print well at any resolution (investigate "Edit→Paste Special…(Enhanced MetaFile)" in PowerPoint)

☐ Show an electronic copy of your poster to your mentor/faculty advisor

☐ Do a **close read** for typographical errors

☐ Choose "Tools→Options→Save→Embed TrueType Fonts (Embed all characters…)" when you have finished editing. This prevents your symbols and fonts showing up like boxes (e.g., □□ rather than $\forall\xi$) when you go to the plotter machine.

☐ Please place your PowerPoint file on the web, or on a thumbdrive/USB memory stick, or e-mail it to yourself.

☐ Download the file to the plotter laptop in the interior room 337 Cory Hall.

☐ Follow the directions there beside the machine.

☐ Do NOT print out another copy if you see a small typo. An equivalent print at Kinko's is over $80, and our supplies are as expensive as theirs, so please take precautions prior to printing it out, and ensure that you have followed the directions and commands carefully.

If you have questions, please contact Dr. Jonathan Sprinkle (sprinkle@EECS.Berkeley.Edu) well in advance. ☺