

## **GUIDELINES FOR MAKING POSTERS**

**CENTRAL CALIFORNIA CENTER FOR HEALTH AND HUMAN  
SERVICES  
COLLEGE OF HEALTH AND HUMAN SERVICES  
CALIFORNIA STATE UNIVERSITY, FRESNO  
559-228-2150**

The Central California Center for Health and Human Services offers the opportunity to print single sheet poster presentations to College of Health and Human Services faculty, staff and students. **Please call in advance to schedule printing.**

The cost of the service is \$50 per 3x4 foot poster. You must provide a check made out to California State University, Fresno Foundation at the time of printing the poster or indicate on the attached form how the transfer of funds will occur.

### **To Layout Your Poster**

- Open the file sample.ppt in PowerPoint and customize it for your presentation
- To test print at home or elsewhere, make sure the scale to fit paper option is selected as shown below.
- Remember that the final poster will be more than four times as large (48inches by 36 inches) as when printed on letter-size paper.
- Please submit posters on a CD or USB device.

### **Additional Tips**

- Design it first.
- Make it visually interesting!
- Use photos, graphs and other illustrations.
- Use high contrast materials, either light background with dark letters or dark background with white letters.
- Use text sparingly.

**LARGE FORMAT POSTER PRINTING**  
**Central California Center for Health and Human Services**  
**College of Health and Human Services**  
**California State University, Fresno**

**INVOICE**  
**(for internal billing only)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Quantity of 3x4 Posters: \_\_\_\_\_ @ \$50.00 each      \$ \_\_\_\_\_

Date needed by: \_\_\_\_\_

Source of Funding (Name of Dept or Project - indicate account details below)

\_\_\_\_\_

Chartfields

Account	Fund	Dept ID	Program	Class
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OR

Foundation Cost Center: \_\_\_\_\_

Comments:

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dept. Chair or Project Director

Print Name: \_\_\_\_\_

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Center Staff:

Date Completed: \_\_\_\_\_ Signature: \_\_\_\_\_