

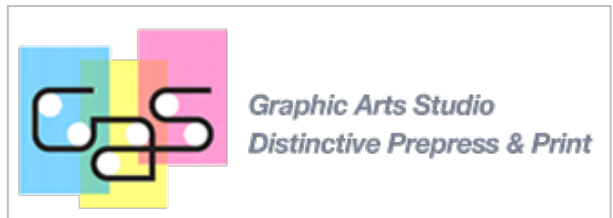
## Poster Production and Printing

### Presenting a Poster?

SGIM has partnered with Phil Shelton of [The Graphic Arts Studio](#) since 2004 to offer convenient and competitively-priced poster printing services to poster presenters for the Annual Meeting.

*Please note: Using The Graphic Arts Studio is not required.*

*Poster presenters are welcome to print posters wherever they wish.*



### To order a poster:

#### 1 Design your Poster in PowerPoint

1. From the file menu select > New and choose a Blank Presentation.
2. Go to the file menu and choose Page Setup > Custom
  - o In PowerPoint 2007, choose Page Setup on the Design tab.
  - o In PowerPoint 97 and previous, choose File, Slide Setup.
3. Set your PowerPoint Page Size to 42"(w) x 21"(h) or ½ the final dimensions you wish the poster to be printed.

#### 2 Save as a PDF

Save your poster as a PDF file.

Name the file with your last name.

#### 3 Order online

Submit your pdf file and order online using the easy order portal:

[http://www.gasink.net/customer\\_portal/login.html?ut=d44b72d1-5d22-42b4-b62f-bbdd9e8a9b7c](http://www.gasink.net/customer_portal/login.html?ut=d44b72d1-5d22-42b4-b62f-bbdd9e8a9b7c)

### Dates, Deadlines, & Fees

Order by	Paper	Fabric
March 23rd	\$45	\$75
March 24 <sup>th</sup> – April 2nd	\$62	\$92
After April 2nd <i>Onsite Printing Only</i>	\$125	N/A

*Due to the high volume of orders, no exceptions to these published deadlines regarding pricing can be made.*

### Questions? Need help?

Contact Phil Shelton

[pshelton@gasink.net](mailto:pshelton@gasink.net)

(847) 970-8350

- o Request templates for poster design.
- o Don't have access to PowerPoint? Phil can work with you to identify an alternative.