



How to Print a Poster

ABAC provides poster printing services for any posters academic in nature. ABAC club prints will be approved when submitted by the club faculty advisor. Any posters submitted for personal/Non-ABAC purposes will be always be denied, no exceptions. Approved prints will be ready for pick up within 2 business days. You will be notified when your poster is ready to be picked up at the Help Desk in Conger.

Submit your poster for printing

1. If your poster is ready for printing, please submit it here.
 - a. https://abac.bosssdesk.io/service_requests/56
 - b. Acceptable file types are PDF, PPT, JPG, JPEG, PNG.
 - c. We highly prefer posters to be natively in the size you request them to be printed.
 - i. For example if you request a 24x24 inch poster, we would expect the file you submit to already be in a 24x24 inch format.
 - ii. Posters that do not meet this expectation may be denied if determined that the size difference will warp or stretch the poster. In such event, we will coordinate with you on correcting the size.
2. If you are having questions about how to create a poster, use this guide to get you started.
 - a. <https://link.abac.edu/PosterSize>