

1. Send your file to Blue Print Solutions **no less than 14 calendar days before you need to have it** back in your hands. They may not be able to print it in time if you do not give them 2 weeks to do so.
2. Please save your poster as a PDF file . Make sure the PDF is 36” x 48” at full resolution. Save the PDF for print, not for web.
3. Give your PDF file the title “Scholars Week Poster” and add your last name after “Poster” in the title.
4. Email to blue.print@mtsu.edu . If the file is over 5 MB, use a file transfer service, and email the link instead.
5. In the subject line of your email, please include “SW”(short for Scholars Week) and name – Example: Example: SW, Andy Davis
6. Make sure that your email message to Blue Print Solutions includes your name, your telephone number, and your email address so they can contact you if there are problems. Without contact information, your poster may not be able to be printed.
7. Blue Print will email you when your poster is ready to be picked up.