



## Use this website to order conference posters printed on CLOTH

\*The HDFS department will reimburse the cost of conference posters for their faculty and graduate students priced \$15 - \$25, and Standard shipping fees up to \$7. For this poster pricing your poster size should not be larger than 48" X 36". ***Guaranteed or Expedited shipping fees will not be reimbursed and are the responsibility of the traveler/presenter.***

Prepare and submit your poster early! Expect at least 10 business days to receive your poster after submission. It could take longer so check the website for Standard Printing and Standard Shipping times.

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Go to <https://www.spoonflower.com/welcome>

1. In the top menu of the webpage choose "Log In" and create an account.
2. Once your account is established, use this link to the [Professional Presentation Poster](#) webpage.
3. Click on the "See How It's Done" button. This "How to create..." page will walk you through the procedure to set up your poster and convert it to the required DPI and file format for printing at Spoonflower. **READ THIS FULLY AND CAREFULLY FOR STEP-BY-STEP INSTRUCTIONS.**
4. When your poster is created and ready to print login to the [Spoonflower website](#), and in the top menu choose "Design", then click on the "Upload" link. Here you will upload a JPEG image of the poster. Upload can take up to 5 minutes to complete.

PLEASE NOTE: THE POSTER MUST BE UPLOADED IN THE CORRECT FORMAT- JPEG, PNG  
(Look back at the "How to Create" page for instructions to convert to required file type)

5. If you go back to your account before being able to checkout with the order, the poster will be in your 'Design Library'.
  6. Ensure that settings are correct:
    - **Centered (the default is a repeated design, meaning multiple posters would print repeatedly on the poster like a fabric pattern)**
    - 48 X 36 on Performance Pique fabric
    - 1 yard (MUST be PERFORMANCE PIQUE fabric. If that is not available, choose MODERN JERSEY or SPORT LYCRA fabric)
  7. Make sure the poster looks **exactly** how you want it in the preview window (making sure you can see the whole thing, etc). The preview will be exactly how it prints.
  8. Checkout. A coupon offer usually pops up when you first open the website.
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\***For reimbursement:** be sure the receipt shows details including your name, total amount, and payment method. Send the receipt to [janice.berriault@uconn.edu](mailto:janice.berriault@uconn.edu) and it will be processed upon your return from the conference in CONCUR.