## Graphic Design Cheat Sheet

Fliers and Posters			
8.5 x 11 Flyer	11 x 17 Poster	18 x 24 Large Format Poster	
		(Pieced Together)	* Larger then 18x24 will need to be sent to an outside printer.
Social Media	a and Web 72 ppi		
Facebook image 1200 pix x 630 pix	Twitter image 1200 pix x 630 pix	Instagram image 1080 pix x 1080 pix	LinkedIn image 1200 pix x 630 pix

Eventbrite image 2160 pix x 1080 pix (No larger then 10mb)	Email image 800 pix x ? pix

## Home page banner image 1920 pix x 800 pix

PowerPoint page 1024 pix x 768 pix

## **Things to Consider**

- Do you need a 4 color image or black and white?
- · Quantity and time frame determine if we print at Walsh University or an outside vendor
- What audience are you trying to reach?
- Always review the Walsh branding and Identity Standards
- Please allow at least a week to print a large quantity in the Walsh University Print Room
- Please allow at least 2 weeks or more for printing at an outside vendor
- All t-shirt printing is 1 to 2 color on a maroon shirt
- Please contact Sean Ferguson at sferguson@walsh.edu for brochure, postcard and invitation requests
- Please DO NOT send any pdfs to the print room to be printed. A graphic designer will send a print quality pdf to the print room when the request is approved.

