College of Health Poster Printing Policies

*NOTE: Not for poster printing paid from grants, cash or checks.

In order to keep current and accurate tracking, monthly reimbursement will be initiated by the first of the month for charges incurred the previous month. Charges will be based on the following sizes, which factors in supply expenses. The poster size will be categorized to it's nearest neighbor as below.

Heavy Coated Matte or Glossy Paper

24 x 36": $10.00 This is the minimum charge for wide format prints up to 24 x 36.

36 x 48: $15.00 This is the most common size printed for research use.

42 x 56: $20.00 Projects exceeding this size will be custom calculated based on square inches.

Complete the print requisition form, including Chair approval, and submit to Michelle Jones via email, along with your poster PDF file.

There is a two-business day minimum for printing (48 hour notice, no weekends) For large class projects (10+) posters may need to be submitted up to a week in advance. Contact Michelle Jones mmjones@bsu.edu for scheduling advice.

Drop Off Day		Pick Up Day
Monday	……………………………..	Wednesday
Tuesday	……………………………..	Thursday
Wednesday	……………………………....	Friday
Thursday	…………………………………	Monday
Friday	…………………………...……	Tuesday

Poster Pickup Hours 2–4 pm HB 522, other times by arrangement.

Poster File Prep Requirements

1. **Create a PDF File:** PowerPoint, Publisher or InDesign files should be exported to a PDF for printing to preserve formatting. Your file must be built at actual size, ergo if you need a 36" x 48" poster your Powerpoint must be created at that size. Files other than PDFs will not be accepted for printing.

2. **Size one of your edges at 36"** to avoid having excess paper to trim off. 36" rolls are stocked. Suggested poster sizes 24 x 36, 36 x 48, If arranged in advance, we can order 42" roll to print larger projects for 42 x 56. (If you are under a time crunch, the library stocks 42" paper in matte only)

3. **Create Clear Margins of 1/4-inch around the poster edges.** This can have the background color, but no text or images.

4. **Use High Resolution Images** Images taken from a website are only 72 dpi and will look pixilated when printed, especially if they have been enlarged in your poster project. Avoid this practice if at all possible. If your image looks pixelated when the poster is viewed at 100% zoom level it will look pixelated when it is printed. If you borrow an image from a website use it at ½ size for better reproduction.

5. **The poster length cannot exceed 56 inches** (Best practice, per other campus printer's user experiences.)

6. **The poster will be printed only one time.** This printer has a drag and drop PDF based workflow, meaning posters aren't seen by a human until after they print. You're responsible to ensure accuracy of your poster. If you need a second print, you will be charged for two posters. Will require chair approval.

7. **Design assistance will require a multimedia request form:** I can assist in finalizing a properly sized and mostly assembled powerpoint poster with design enhancements, such as placing departmental logos, adding colored backgrounds, or font recommendations, alignment. Allow for 1 to 2 days for small tweaks. Full Poster design is available but will take 2 weeks for completion. If custom graphics are needed in addition to the poster design, it will take additional time. *Note design services are for Faculty and Staff ONLY, work is on a first come, first served basis. Forms are available on the COH website.

Wide Format Print Requisition Form

*Posters will not be printed without department chair approval, and FOPAL, no exceptions.
If you need to pay out of pocket for your print, the library is set up to charge to individual bursar's accounts for all faculty, staff, and students.

Department:_____

Name:_____ **Title:**_____

Poster Use:_____

Poster Size:

24" x 36"   **$10** This is the minimum charge for wide format prints up to 24 x 36.

36" x 48"   **$15** This is the most common size of research poster.

42" x 56"   **$20** If your project is longer than 56", the cost will be figured by total square inches.

Other:_____

Paper Choice: Glossy   Heavy Coated Matte

Chair's Signature:_____ **Date:**_____

FOPAL #: _____ –_____ – 733010 – _____

_____

Office Use Only: Date Completed:_____   Total:_____