

POSTER PRINTING GUIDELINES

1. **SET UP** poster to desired size (28x40, 34x44, 36x48, or custom), because scaling from 8.5x11 to poster size does not always fit the desired size. (For example: Open PowerPoint, select design tab, go to slide size (top right), select custom slide size, enter the desired poster size)
2. **SAVE** as a pdf to ensure fonts and style are reproduced the same as original, and documents created on MAC look the same on a PC. We cannot open documents from MAC.
3. **CHANGES** (grammatical or style) will not be made to poster after it is received, so MAKE sure everything is correct.
4. **COMPLETE** an Online Poster Form, located on the Copy and Mail Center web site, <http://www.viterbo.edu/copy-and-mail-center/online-poster-form>
5. **ENTER** the name of the document where indicated.
6. **ATTACH** your poster, if poster is too large to send, you may bring it to the Copy and Mail Center (RC 022) on a flash drive.
7. **ONE** poster per Online Form.
8. **ONE** poster per email.
9. **ALLOW** 1-2 days for printing.
10. **ALLOW** 1-2 ADDITIONAL days for laminating and/or adhering to foam-core.
** It is generally less expensive to print the poster on glossy paper, rather than to print it on coated paper and get it laminated.**
11. **POSTERS** can be picked up in the Copy and Mail Center RC 022, during operating hours 7:30-4:30: We will try to reply by email, with cost and completion notice.
12. **PAYMENT** is due at the time posters are picked up, if not charge to department (cash, check, or Visa/MasterCard).
13. **POSTER PRICES** vary depending poster size, on how much ink is used, and the type of paper the poster is printed on. They can range between \$5.00 and \$40.00. (full color background would cost more)
14. **LAMINATION is generally not required for typical poster presentation, but is available.** Lamination cost vary depending on the poster size, but range from \$12.00-\$16.00, in addition to the printing cost. *It may be more cost friendly to print on Glossy paper instead of printing on Coated paper and laminating the poster. (glossy paper cannot be laminated)*

Coated paper - \$.60/sq. ft., Gloss paper - \$1.20/sq. ft., Adhesive paper \$1.50/sq. ft., \$1.80/ml ink used