

# Scheduling the printing of posters, printing instructions and cost

## Scheduling the printing of posters, printing instructions and cost

Printer Location: 124 Arnold House.

Contact Person: Monica Andreas at mandreas@schoolph.umass.edu (413) 545-1006

Page Setup: landscape at 53.05 in width x 36 in height. Posters should be set up using the SPHHS Power Point template at <http://www.umass.edu/sphhs/research/poster.html>. Posters developed with other templates may be charged additional fees if additional staff time or multiple printings are needed for a correct version.

Do not use any background colors, please leave as white.

Call or email Monica to schedule date and time for poster printing. This must be done at least **1 week** before you plan on printing poster. Poster requests without the one week lead time will not be accepted. For rush posters, try postersession.com or other printing services. Bring poster on a **FLASHDRIVE**. Deliver to Monica Andreas in room 111, Arnold House. You will need to stay while your poster is downloaded and printed. Each poster takes approximately 1 hour to print.

It is highly recommended that you are present for poster printing as problems may arise (e.g. alignment, transformed symbols, etc). We will preview printing on computer screen to insure that alignment, symbols etc. are correct. If a poster has errors and has to be redone, there will be an additional charge. ***PLEASE CAREFULLY PROOFREAD/CHECK POSTERS BEFORE PRINTING TO AVOID EXTRA CHARGES.***

Be sure that your poster is no more than **700 Kb**, anything larger will cause the computer to crash.

If your poster is large (>700kb), here are some suggestions for reducing the size of the file:

- 1). Make sure Excel figures are pasted as bmp, gif or jpeg pictures by using "paste special." If you have pasted it directly in PPT without paste special command, files will be very large.
- 2). Downgrade the quality of digital photographs with photo editor. The printer does not have high resolution capabilities; therefore you are not losing any clarity with a small memory picture. This includes UMass logo file.

\* **Cost:** *the cost of the posters is not yet determined.* All posters printed will be billed to the user's department. A current account number is required upon printing. The charge back fees will be worked out soon and we will send you a revised list of instructions along with poster printing charges.

Please fill out the attached form to bring with you at the time of your printing appointment. Thank you.

Date: \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Speed Type to bill to: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

**Please note that you will be responsible for proofing the poster before printing.**

It is highly recommended that you are present for poster printing as problems may arise (e.g. alignment, transformed symbols, etc). We will preview printing on computer screen to insure that alignment, symbols etc. are correct. If a poster has errors and has to be redone, there will be an additional charge. ***PLEASE CAREFULLY PROOFREAD/CHECK POSTERS BEFORE PRINTING TO AVOID EXTRA CHARGES.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_