URC Poster Printing Guide

Spring 2017 – UNH PRINTING SERVICES

University of New Hampshire

NAMING YOUR FILE

Include your name in your file name.
Example: "John_Smith_URC_poster.pptx"

PRINTING SCHEDULE

Please allow **24-48** hour turnaround. *Add an extra day for lamination or mounting.*

Proofs: *Plan ahead and add an extra two days, as proof and final poster are not run on the same day.*

PRICES

Posters printed on Paper *(student discount applied)*

24" x 36"	Matte = $18.00	**36" x 48"**	Matte = $35.00
	Semi-Gloss= $20.00		Semi-Gloss = $40.00
	Cloth (canvas) = $32.00		Cloth (canvas) = $65.00
32" x 32"	Matte= $23.00	**40" x 56"**	Matte = $45.00
	Semi-GLoss= $25.00		Semi-Gloss= $50.00
	Cloth (canvas) = $37.00		Cloth (canvas) =$90.00
32" x 40"	Matte = $25.00	**40" x 60"**	Matte = $52.00
	Semi-Gloss = $30.00		Semi-Gloss = $54.00
	Cloth (canvas) = $48.00		Cloth (canvas) = $95.00

Lamination (gloss or matte finish) *(student discount applied)*

24" x 36" = $7.80	36" x 48" = $15.60
32" x 32" = $9.24	40" x 56" = $20.22
32" x 40" = $11.56	40" x 60" = $21.67

Posters Printed on Rigid Foam Core *(maximum size 48" x 72")*

18 x 24 thru 24" x 36" = 40.00	36" x 48" = $78.00
32" x 32" *thru* 32" x 40" = $68.00	40" x 56" = $88.00

12" x 18" Proof = $8.50 **Tube** = $4.00

HOW TO SUBMIT YOUR FILE

Include your name in your file name.
Example: "John_Smith_URC_poster.pptx"

1. **Online - preferred method**
   www.unh.edu/printing/urc-poster-information
2. **Email** printing.services@unh.edu
3. **Drop off your file** at Printing Services, 10 W. Edge Drive

QUESTIONS?

Call 862-3533 or 862-0537

Email darleen.smith@unh.edu **OR**

printing.services@unh.edu

Go to www.unh.edu/printing

SETTING UP YOUR FILE

1. **Set your page size correctly.**

   PowerPoint on the PC: Design – Page Setup – "Slides sized for:" select **Custom**, enter the correct width & height.

   PowerPoint on the Mac: File – Page Setup – "Slides sized for:" select **Custom**, enter the correct width & height.

2. **3/8-inch margins minimum.**
   Allow at least 3/8-inch margins for all text and images. Any less and edges of type/images may be cut off during trimming. (OK to extend the background off the edge if you want it to bleed.)

3. **Avoid fancy backgrounds.**
   The use of some of the "fancy" or "gradiant" backgrounds can cause unpredictable results during printing, and makes the text more difficult to read.

4. **CAUTION! Enlarging images.**
   Images downloaded from the web are low-res (36-72 dpi). ***For best quality use images that are at least 150 dpi at the size you are using them.*** Exercise caution when enlarging rasterized images (*ie.* jpeg, tiff, png, gif), unless you know they are high enough resolution.

5. **Color: what you see is NOT what you get.**
   Colors often appear differently on-screen than on paper, especially blues, which often print looking purple. If color is a concern, please consult our color chart for accuracy (available at Printing Services).

FILES ACCEPTED

Please provide PDF, along with the original file (PowerPoint, Photoshop, InDesign, etc).
(PDF eliminates font substitutions. However, if we need to troubleshoot the file, we will need the original file.) Open your pdf file and confirm it is the same size as your poster before submitting..

DELIVERY

Posters ***paid in advance*** by department encumbrance number can be delivered to your campus department office.

All others posters must be picked up at Printing Services, 10 West Edge Drive.

PAYMENT

Payment can be made by cash, credit card, Cat's Cache (in person), check, or department encumbrance number.