

# URC Poster Printing Guide

Spring 2022 – UNH PRINTING SERVICES  
10 West Edge Drive, Durham, NH 03824



# Printing and Mail Services

## 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 printing to foam core.*

**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)

<b>18" x 24"</b> .....Matte - \$18.00	<b>36" x 48"</b> .....Matte - \$45.00
Gloss - \$28.00	Gloss - \$55.00
Cloth (Canvas) - \$40.00	Cloth (Canvas) - \$75.00
<b>24" x 36"</b> .....Matte - \$25.00	<b>40" x 56"</b> .....Matte - \$55.00
Gloss - \$35.00	Gloss - \$65.00
Cloth (canvas) - \$50.00	Cloth (canvas) - \$85.00
<b>32" x 40"</b> .....Matte - \$35.00	<b>40" x 66"</b> .....Matte - \$65.00
Gloss - \$45.00	Gloss - \$75.00
Cloth (canvas) - \$60.00	Cloth (canvas) - \$95.00

**11" x 17" Proof** = \$8.50      **Tube** = \$4.00

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

18" x 24" - \$3.90	36" x 48" - \$15.60
24" x 36" - \$7.80	40" x 56" - \$20.22
32" x 40" - \$11.56	40" x 66" - \$23.83

**Posters printed directly to rigid material**

<b>18 x 24 on 100% recycled ImageMax Board</b>	<b>\$25.00</b>
18 x 24 on Plastic Foam Core Board	\$35.00
<b>24 x 36 on 100% recycled ImageMax Board</b>	<b>\$40.00</b>
24 x 36 on Plastic Foam Core Board	\$50.00
<b>32 x 40 on 100% recycled ImageMax Board</b>	<b>\$60.00</b>
32 x 40 on Plastic Foam Core Board	\$70.00
<b>36 x 48 on 100% recycled ImageMax Board</b>	<b>\$75.00</b>
36 x 48 on Plastic Foam Core Board	\$85.00
<b>40 x 56 on 100% recycled ImageMax Board</b>	<b>\$90.00</b>
40 x 56 on Plastic FoamCore Board	\$100.00

## HOW TO SUBMIT YOUR FILE

Include your name in your file name.  
Example: "John\_Smith\_URC\_poster.pptx"

- Online**  
www.unh.edu/printing
- Email** printing.services@unh.edu  
Include complete information - name, phone# size, paper, date due, and college( PAUL, CEPS, COLSA, COLA, HHS, MANCHESTER, KEENE, LAW  
**DO NOT JUST EMAIL US A FILE- IT WILL NOT BE PRINTED.**
- 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

**Order at** 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 from edge of poster.

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 past the edge so it bleeds when we cut it.)

### 3. Avoid fancy backgrounds.

The use of some of the “fancy” 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. 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.) Please avoid using Canva if possible, as it was developed for web & mobile, and is not ideal for printing.

## DELIVERY

Posters **paid in advance** by department encumbrance number can be delivered to the 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, check, or department encumbrance number.