



## 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

**Poster** (student discount applied)

24" x 36" .....Semi-Gloss = \$20.28	36" x 48" .....Semi-Gloss = \$40.56
Matte = \$18.72	Matte = \$37.44
32" x 32" .....Semi-Gloss = \$23.11	40" x 56" .....Semi-Gloss = \$50.55
Matte = \$21.33	Matte = \$46.66
32" x 40" .....Semi-Gloss = \$30.04	40" x 60" .....Semi-Gloss = \$56.33
Matte = \$27.73	Matte = \$52.00

**Lamination** (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

**Mount to Foam Core** (maximum size 36" x 48")

up to 24" x 36" = 27.00    32" x 32" thru 36" x 48" = \$54.00

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

## HOW TO SUBMIT YOUR FILE

Include your name in your file name.

**Example: "John\_Smith\_URC\_poster"**

1. **Online**  
www.printing.unh.edu/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.printing.unh.edu

## 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 to the edge.)

### 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 (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.)

## 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, Cat's Cache (in person), check, or department encumbrance number.