

Central Services Poster Printing Guidelines

If you need to produce a poster, Central Services can print your poster on campus for \$25 - 24" x 36" and \$30 – 36" x 48" . Producing posters in house will save both you and the college money without the hassle of going off-campus.

Submission Deadline

To guarantee printing we will need **72 hour advance notice**. If your poster is ready to print with less than 72 hours contact us (x2594) to confirm whether or not we can print it. We will do our best to accommodate your requests. We will only guarantee the print if we receive it by the deadline.

File Formats

You can print either **PowerPoint or PDF files** to the poster printer. If you are printing from PowerPoint, your slide should be sized to match the size of the poster you want. For example if you want to print a 24x36 inch poster, your slide should be set to 24x36 inches in PowerPoint. **Pdf files** are easily scaled up to a larger size so just about any size in acrobat can be printed as a poster.

Quality considerations

No matter what format your file is in, you need to pay special attention to the quality of any graphics. If you have low-resolution images, they may appear pixelated and of poor quality when printed in a large size. Double check your poster for typos and quality issues before submitting the job! Ink is expensive so we **will not print posters that have a solid background color**.

How to submit your poster for printing

Before you submit, make sure that you have printed and reviewed a proof copy to verify the contents and layout of your poster. When you are satisfied with your poster and ready to print, open the Trinity portal in a browser (<http://my.trincoll.edu>). Select "Poster Print Submission" from the Resources and Services area on the Academics:General tab. Fill in the form and upload your file.

When your poster is ready for pick-up, Central Services will email you using Trinity College email address. You can claim your poster Monday – Friday 8:30am – 4:30pm in Central Services, located in the lower-level of Williams. If you are printing using Bantam Bucks, make sure that you have your ID with you.

Note for Faculty

Please make sure Central Services has a list of students in your class who are authorized to print using your departmental funds. We will track the number of posters and bill your department directly.

Disclaimers

- Colors will appear slightly different on different computer monitors and different printers. We will print what you supply to us – we cannot be held responsible for slight color variations between the computer monitor and printed poster.
- We will print what you submit – if your file has typographical errors or poor quality pixelated graphics you will have to get authorization for the second print from your department.

If you have any questions please call the Central Services Office at x2594.