

## **Poster Printing Services**

Poster printing services are available in the BHSI (via our HP Designjet 4000ps large format printer) for the convenience of BHSI members, collaborators, and their students.

**Paper:** Our maximum paper width is 42” wide. It prints from a roll so there is no limit to the length. We generally have medium- and heavy-weight bond (non-glossy) in widths of 36” and 42” in stock. Glossy photo paper may need to be ordered. Please contact us to see what is on hand.

**Cost:** \$35.00 charged to a UGA account. This includes draft printing and the final (high quality) print. Color or Black-and-white output.

**Files:** PDF, JPEG, and PowerPoint are recommended. We may be able to print others, but be sure to include any fonts or support files if we need to run your files from their native applications.

For rasterized images (JPEG, TIF and Photoshop), your resolution at output size should be at least 150 dpi. If you’re unsure how to determine this, call or bring us your file and we’ll sort it out for you.

**Enlarging existing files:** In some cases, we can enlarge files without losing much if any image quality, although rasterized images tend to lose quality. Submit your file and we’ll check it or run a test print.

**Turnaround time:** We try to run posters the same day you arrange to bring them in, barring any technical difficulties with the printer (The BHSI has no IT support staff in house).

**Making arrangements:** Please contact Rebecca Ayer (706-583-0578, [alea@uga.edu](mailto:alea@uga.edu)) or visit her in Room 150 in the Coverdell Center. **Please note, appointments for poster printing must be made *at least 24-hours in advance.***

**[Please note:** Remote access to the printer is restricted. All printing arrangements need to be made directly through the BHSI office.]