

For all OU-COM clients requesting large format poster printouts. Below are procedures to follow for both creating your poster and submitting for printing.

Poster creation 101

1. Please name your file with ***your last name first***. Putting your name on the file first makes it easier to track your poster for printing.
2. Please fill out a PIF form. (Project Initiation Form). More information for submitting posters below.
3. Please make sure all photo images are at least 300 dpi. Photos that are 72 dpi and/or taken from the WEB and RESIZED, will not hold resolution to print out correctly.

Artwork used in your poster should be created/scanned, saved, and placed/inserted as:

1. a TIFF file (tagged image file format)
2. a PNG (Microsoft format) file.
3. a JPEG
4. Photographs/radiographs, CT scans, and any image must have a resolution of at least 300 dpi and saved at poster viewing size before placing in poster (image, 4x6, 5x7 or larger).
5. If fonts are used in the artwork, please convert to paths or outlines and embed in the image file(s).

Please note: Artwork generated from office suite programs such as CorelDRAW, Sigma Plot, and artwork downloaded from the Internet (JPEG or GIF files) will cause problems (low res) and are best avoided. If creating graphs in Sigma Plot, do not drop and drag from program to program. Use the save or export from program and then insert/place onto your poster.

1. The background of your poster should be WHITE. Do not use large SOLID COLOR or GRADIENT COLOR backgrounds. Using solid colors as a background or in large areas of your poster consumes too much ink. We are trying to conserve supplies, making it affordable to continue this service for you. Color photos and color graphs are fine.
2. Please use fonts that come with your Microsoft PowerPoint. Do not substitute fonts from outside the Microsoft office suite.
3. If using Adobe Illustrator, please save poster file in **pdf** format or use the outline text and flatten command, and save as an **.ai** file.
4. Please proof your final poster before submitting. You can ask for an 11x17 printout (time permitting) for proofing. Check that charts and graphs have been imported with all information intact. Check that axis labels and legends are readable and have not been clipped. If using Sigma Plot please save/export graph or diagram as a **jpg** and **place or insert** onto your poster template.
5. No poster will be printed without a completed PIF attached, the electronic poster file with **your last name first** in the title and a 5 day lead time. A longer lead-time is needed when a large number of people are going to the same meeting. Please contact me immediately if there is a complication, at 3-2296.

Submitting your poster for printing

1. **Please do not send poster files via email.**
 - a. You can bring your file on a flash drive to room 126 Irvine Hall, and fill out our PIF/poster request form.
 - b. Here is a link to our Communication Services PIF form (Project Initiation Form)
<http://www.oucom.ohiou.edu/communications/PIF2008.htm> . Please use this form to submit all poster requests.

Additional information

1. Posters are printed on heavy double weight matt paper. This paper has performed well for clients and does not require lamination. Please confirm that your meeting requires lamination before requesting it.
2. We do not furnish carrying tubes. They may be purchased locally at the College Bookstore, a US Post Office or Staples.

Additional Resources

1. Here is a link to our logo/seal usage page: <http://www.oucom.ohiou.edu/communications/SealGraphicStandards.pdf> .
2. *Alden Library Media Services link with good information when saving your file as a pdf .
http://www.ohiou.edu/mediaproduction/services/graphic_pdf.html
3. *Alden Library Media Services link that is helpful with inserting graphs, charts and photo images.
http://www.ohiou.edu/mediaproduction/services/graphic_tutorials.html

* With the suspension of the Alden Library Media Services it is not known how long poster information will be available on their website.

Please contact me if you have questions: Danette Pratt, Room 126 Irvine Hall, 593-2296, pratt@ohio.edu

In the near future we will have available *updated assorted poster templates*, as well as *poster sized*, OUCOM, CORE logos and the OUCOM seal files on our website. When this web page is up, you will be able to directly upload your poster from that page to our office. We are hoping this will make the process of printing posters much more efficient.