

DEPARTMENT OF PSYCHOLOGY

POSTER PRINTER SERVICE GUIDE

16/17

1

PRICING/SETUP/TIPS/REQUEST FORM

CONTENTS

INSTRUCTIONS FOR USING OUR SERVICES - STEPS FOR PROMPT SERVICE.....	2
PRICING AND PAYMENT INFORMATION.....	2
Undergraduate Students:	2
Graduate Students/Faculty:	2
GENERAL INFORMATION	3
POWERPOINT 2016 SETUP GUIDE	3
ADVICE AND TIPS	4
Poster Request Form	5

DEPARTMENT OF PSYCHOLOGY

POSTER PRINTER SERVICE GUIDE

16/17

2

INSTRUCTIONS FOR USING OUR SERVICES - STEPS FOR PROMPT SERVICE

1. To use the plotter, please send email to (posters@psy.ohio-state.edu) or phone (614-292-6907) to schedule an appointment.
2. Complete and submit the poster request form (include internal requisition, cost transfer form [if paying by grant], and poster request form) found on page 5. If charges will apply, a faculty member authorizing the use of their funds must sign it.
3. Drop off your request form, poster file, and payment requisition with account number in Psychology (PS) 025 between 8:00-4:30, Monday-Friday, and at least five business days in advance of when you need the poster.
4. We will contact you when the poster is ready for pick up.

PRICING AND PAYMENT INFORMATION

Due to the high cost of paper and ink, trial-and-error printing is not something we can afford to do. We need to take all reasonable steps to insure that the first print is acceptable. Reprints will count against your total number of prints per year and may result in a \$26.00 charge. We strongly recommend reading this guide to completion to assist with poster creation. When in doubt, contact help via email (posters@psy.ohio-state.edu) or phone (614-292-6907) with your questions.

UNDERGRADUATE STUDENTS:

The Department of Psychology purchased a plotter poster printer from the Undergraduate Tech Fee funds. This plotter and the funds allow undergraduate majors to print one poster per research project at no cost to them.

GRADUATE STUDENTS/FACULTY:

Graduate Students and Faculty are eligible to print two posters per year (July 1 through June 30) free of charge. Additional posters will be \$26.00. We will not accept direct payment for the printing of the posters, only charging to a University or Research Foundation chartfield. The cost of the poster is to recover equipment cost as well as maintenance of the plotter printer.

DEPARTMENT OF PSYCHOLOGY

POSTER PRINTER SERVICE GUIDE

16/17

3

GENERAL INFORMATION

Maximum print size: 42 x 66 inches. The default paper sizes are 36" and 42" and it is recommended that one of the dimensions match this or you will have to hand trim the output.

Accepted file types: Adobe PDF (required) along with your original file in Adobe Illustrator, Adobe Photoshop, Microsoft Publisher or Microsoft PowerPoint*.

**For PowerPoint files, see PowerPoint setup below.*

Paper type: HP Universal High-gloss Photo Paper

Printing times: Printing is on a first-come first-serve basis. **You should allow five business days for printing.** The average turnaround time is less than two business days, however, due to the high volume of printing clustered around major conferences you should allow as much time as possible.

POWERPOINT 2016 SETUP GUIDE

1. Click File → New → Blank Presentation → Create.
2. Click Design → Slide Size → Custom Slide Size. The size you choose should follow conference guidelines and be an appropriate size for your data. **Our paper roll is either 36" or 42" wide, so although PowerPoint allows up to 56"x56", one dimension must be 42" or less.**
***Posters that need to be longer than 56" can be printed but risk distortion since they have to be stretched. You will need to set your poster parameters at 1/2 the original size. For example, a poster that needs to be 42" x 66" should be set at 21" x 33".*
3. Click View and check the box for Guides to display a moveable horizontal and vertical guideline. These lines will NOT appear in your poster, but will help you line up text boxes and figures. You can also turn Gridlines on by checking the box for them.
4. Turn on rulers to help you maintain a 1/2" margin of white space on all sides of your poster. Click View and check the box for Ruler to display the rulers.
5. While leaving a 1/2" margin on all sides, create your poster as you would a slide using the guidelines outlined in the Advice & Tips section.

DEPARTMENT OF PSYCHOLOGY

POSTER PRINTER SERVICE GUIDE

16/17

4

ADVICE AND TIPS

If you have created slides using PowerPoint, you will find that it is not difficult to create a poster. However, what you see on the monitor is not always what you get when the poster is printed. We have compiled this list of tips to help you avoid common mistakes that lead to printing errors. Please use these guidelines when creating your poster.

Margins: Add a ½” border of white space on all sides of your poster to accommodate variations in printing.

Font: Use standard fonts like Arial or Times New Roman; other fonts may not print correctly.

Special Characters: Type all special characters (e.g. Greek/mathematical symbols) rather than copying and pasting them in from another document. We have found that special characters pasted into programs have a tendency to print incorrectly even though the character displays correctly on the monitor. Insert special characters in most Microsoft programs by clicking Insert → Symbol → [character].

Text Boxes: Make sure that text boxes are on the page. Even if the text appears on the page, the text box may extend beyond the edge and cause the text to shift when printed.

White Space: Regardless of its size, a page filled with text content is hard on the eyes. Good design makes effective use of white space, the empty areas of the page. The following general steps may serve as a useful guide:

1. Edit your text down to the essential information before composing your poster. The longer argument is not necessarily the stronger argument. Further, last-minute text edits can wreak havoc with an otherwise solid design.
2. Set page margins to at least ½”. Margins of less than ½” will make your poster look overcrowded and your audiences feel claustrophobic.
3. Leave at least one inch of space between columns of text.

Contrast: If the color of your text is similar to the color of the background on which you place it, your text may be difficult to read. Contrast—the difference between the lightest and darkest areas—is an important consideration. As a rule, if your text is difficult to read on your computer monitor, it will be even more so on paper.

Images: There is an inverse relationship between print size and resolution (if you increase the print size the resolution decreases and vice-versa). To get good results when inserting an image into a poster, the image should be printed at a resolution of at least 200 pixels per inch (ppi). Images that look good online may not be high enough resolution to look good in print at the size you want them to be.

OSU Logo: If you plan to use the OSU logo be sure to visit <http://brand.osu.edu/logo/> for information regarding its use.

DEPARTMENT OF PSYCHOLOGY

POSTER PRINTER SERVICE GUIDE

16/17

5

POSTER REQUEST FORM

Name of requestor: _____

Name.#: _____

Circle one: Faculty Grad Student Undergrad Student

Research Project (*Undergrad Only*): _____

1st & 2nd poster printed per year (July 1-June 30) at no cost

of posters to be printed at \$26.00 each _____

Funding Source for charges: _____

Faculty authorization signature (*or approval via email to be attached*) _____

ADMIN USE ONLY

Date Printed: ___/___/___

Printed By: _____

Total cost to be charged: _____

Journal #: _____