USF Undergraduate Research Colloquium

Poster Production Helpful Tips

1. **Please do not wait until the last minute to submit your file**

   The best time to submit your file is Monday-Friday during business hours. Upon receiving your file, we will print out a small hard copy proof for you to come in and review. We will call you as soon as this proof is ready.

   A typical turnaround time from when you submit your file, until when it’s ready for pick-up is 48 hours (this includes time for you to stop in and review your proof) – We understand that “things happen” and you may need a quicker turnaround….but it is a good rule of thumb to plan for approx. 48 hours.

2. **Convert your file to a PDF**

   Design your poster in PowerPoint – make sure the template size you are using is the size you want your finished poster to be.

   Once the design is finished, convert your PowerPoint to a high resolution PDF or JPG for printing (300 DPI or greater).

   REMEMBER: The final poster will be a dramatic increase in image size from what you are viewing on your screen. Therefore, small image problems will be magnified. Make sure that you are using high resolution images/photos when designing your poster.

3. **Email or Drop Off your file**

   In the subject line, please be sure to include the conference name….i.e. USF Undergraduate Research Colloquium.

   E-mail address: printing@pro-copy.com

   You are also welcome to bring your file into our store on a thumb drive.

   **PLEASE INCLUDE YOUR CONTACT INFORMATION** (Name and Phone Number are a MUST!)

4. **Pricing**

   36” x 48” Size

   Pricing will be as follows (this includes the student discount):

   Black and White print on standard 20# - $3.00 (this includes the file rip fee)

   Full Color print on 100# gloss text - $51.00 (this includes the file rip fee)
36 x 60 Size

Full Color print on 100# gloss text - $62.00 (this includes the file rip fee)

Should you need pricing on a different size, please feel free to call or ask for a price via e-mail.