

Poster Printing Policy & Procedures

Revised: 7/21/2021

Policy

The large scale printer in the Faculty Development Studio supported by Instructional Design & Delivery is for the use of faculty and staff for academic purposes. Academic purpose is defined to include:

- Conference poster presentation session
- Research posters

Poster printing is restricted to one copy. Requests to print more than one copy should be submitted to an ID&D Instructional Designer for approval. Depending on the requests, the requesting department may be asked to supply materials or funds to cover the costs of printing.

Student poster printing services are provided for a nominal charge by Media Services in TE 352. Please contact Media Services or the IT Helpdesk for sizes, costs and hours of operation. Exceptions are made for the National Conference for Undergraduate Research (NCUR), the SU Student Research Conference (SUSRC), and other known conferences in which costs may be waived.

Faculty who wish to have student posters printed in Instructional Design & Delivery, **MUST accompany the student** to the Faculty Development Studio in AC 221 for printing. ID&D will not be able to print posters for students.

Sizing

The poster printer is capable of printing posters with one-side dimensions of 36" or 42". The paper is on a roll so the other dimension is flexible. Paper is available in both matte and glossy finish. For best results, posters submitted for printing should have the desired dimensions matching an available paper size. Common dimensions include 24" x 36" and 36" x 48". Posters can be scaled to fit, but scaling can result in skewed images and decreased poster quality. To cut down on file size, you can save posters in a file 50% of the desired print

dimensions, i.e. if you want your printed poster to be 36" x 48" the poster dimensions within the file would have the dimensions of 18" x 24".

The Color Laser Printer in the Faculty Development studio can be used for the following additional small poster printing requirements in limited quantities (less than 12):

- Departmental academic sponsored events – such as STEM Nights
- Class related posters
- Departmental interest advertisements – such as Study Abroad Programs.

Faculty are asked to use the Color Laser Printer when creating posters from as small as 3" x 4" to as larger as 12" x 18". Specialty paper of these dimensions is not provided in the studio, but is readily available at office supply stores and can be used in this printer.

Procedures

Faculty and staff can print posters in-person in the Faculty Development Studio. If you would like ID&D to print your poster, please do the following:

1. Prepare the poster in PowerPoint or PDF format. The dimensions of the poster should be set within the file.
2. Verify that the poster has been proofed for typographical and grammatical errors.
3. Submit a Poster Printing Request from the ID&D Support Center site at iddsupport.salisbury.edu at least 24 working hours prior to needing the poster printed.

Include within the request the following information:

- a. **Summary:** Purpose of poster
 - b. **Description:** Description of the poster to be printed including the poster size and type of paper to print (either matte or glossy).
 - c. **Academic Purpose:** Examples can include research/conference poster; course activity; academic unit initiative, etc.
 - d. **Due date:** Date in which the poster is needed.
 - e. **Attachment:** Attach the file to be printed.
4. All posters will be printed on a first-come, first-serve basis.
 5. ID&D will respond to the request when it is received, as well as when the poster is ready for pickup in the Faculty Studio, AC 221.

