

Poster Printing Services at the Biomedical and Health Sciences Institute

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 printer's 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 and glossy paper in widths of 36" and 42" in stock. (Previous poster sizes have been 48x42, 42x42, 42x36, 36x32.)

Cost: \$35.00 charged to a UGA account. This charge covers the cost of the final (high quality) print, as well as the cost of one additional print should a reprint be required due to unforeseen issues. The cost is the same for color or black/white printing as well as any type of paper, including glossy.

Files: Powerpoint files are recommended, but PDF and JPEG, are accepted. 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. We use Microsoft Office 2016.

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 can help determine if it meets the necessary specification.

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 in or email the poster file, barring any technical difficulties with the printer (BHSI has no IT support staff in house).

Making arrangements: Please contact Barry Coleman in the BHSI office at 706-542-0869 or ccole@uga.edu to make poster printing arrangements.

Please note: Printing availability may be limited due our limited staffing for this service, so appointments for poster printing must be made *at least 24-hours in advance*. Please include the following details with your appointment request.

- What date/time will the poster be provided for printing:
- Will the poster file be emailed, sent via OneDrive, or brought to the office (open 8am-5pm M-F):
- What date/time is the poster needed:
- What type of paper desired:
- Who is your PI & Department/College:
- What is the Departmental Account Number:
- Who is Departmental Accountant/Billing Contact: