



LARGE FORMAT (POSTER) PRINTING

Printing services are available by appointment only. To schedule an appointment...

1. Go to <https://asapps.artsci.wustl.edu/appts>.
2. Use your WebStac/WebFac ID and password to log into the system.
3. Choose the advisor: Printing Appts, Undergraduate Research.
4. Use the password "urprinting" to log into the calendar and make your appointment.

Before Your Printing Appointment

1. Design your poster as a slide in PowerPoint, and save as a .ppt file.
2. Change the size of your slide to poster dimensions by selecting "Page Setup" from the "File" menu.
3. Choose dimensions according to the specific large format printer to which you will be printing. (For the Office of Undergraduate Research printer, page size must be 34 inches by 44 inches.)
4. Before printing, double and triple check your file for errors such as spelling mistakes, or overlapping images.

PRINTING TIPS

Use high resolution photos and graphics whenever possible. A photo or graphic that looks clear on a standard 8.5" by 11" page may look grainy or pixilated when enlarged for a poster. To correct this problem and avoid associated costs for multiple prints, examine your file carefully using Print Preview options AFTER increasing the dimensions of your page to poster size. If the quality is poor in Print Preview, replace those components of your poster with higher resolution elements.

FREQUENTLY ASKED QUESTIONS (FAQs)

What file format should I use?

Most people choose to work with PowerPoint (.ppt) files scaled to the size specified by the large-format printer. Portable Document Format (.pdf) files are also acceptable.

Can you print Macintosh-formatted files?

Unfortunately, we cannot guarantee our ability to accommodate files formatted for Macintosh systems. If your files are for a Mac, we suggest converting them to a high resolution .pdf file when utilizing the Office of Undergraduate Research printer. We may be able to assist you with converting Mac files to print your poster, but please allow extra time to explore this possibility when scheduling your printing appointment.

How big should the poster be?

Page dimensions vary by printer. For posters printed by the Office of Undergraduate Research, page dimensions should be 34" by 44 inches. Page orientation may be portrait or landscape. Most conference presentations are typically landscape.



How long does poster printing take?

Poster printing typically takes about 30 minutes if there are no complications. Unless otherwise noted, plan to retrieve your printed poster from the Office of Undergraduate Research during business hours of 9am-5pm, within 48 hours of your scheduled appointment.

How should I transport my files?

Files we handle are typically quite large, so please do not send them via email. Instead, deliver your file on a USB portable data storage device or CD at your scheduled appointment time.

How much does it cost?

The Office of Undergraduate Research standard poster charge is \$20.00 per poster. We do not increase the cost to you for rush orders, but please note there are a limited number of printing appointments available. We will try to accommodate last-minute requests, but cannot guarantee that printing time and staff will be available. So, be smart and schedule your appointment early!

Where else can I print my poster?

Note: The list below does not include all available printing sources. If you know of another source that might be added to this list, please contact us at research@artsci.wustl.edu.

ON-CAMPUS PRINTING OPTIONS

Earth & Planetary Science

GIS Teaching Lab
Contact: Aaron Addison
314-935-6198

Psychology

Contact: Jim Clancy
314-935-4219

Biology

Contact: Mike Malolepszy
314-935-4262

Center for Engineering & Computing

<http://www.cec.wustl.edu/default.aspx>
Contact: Help Desk
314-935-5097

OFF-CAMPUS PRINTING OPTIONS

Hi/Tec Copy Center

<http://www.hiteccopy.com>
314-863-4111
375 N. Big Bend Blvd.
St. Louis, MO 63130

Kinko's Copies

<http://www.kinkos.com>
314-725-8704
8805 Ladue Rd.
St. Louis, MO 63124

Commercial Document Solutions

314-421-5141
1712 Macklind Ave.
St Louis, MO 63110