



**SAMUEL  
MERRITT**  
UNIVERSITY

## **Guidelines & FAQs for Poster Printing**

*Prepared by the Faculty Organization Research Committee (FORC)*

The following describes the process for requesting printing of your poster.

### **Who can send a poster for printing?**

*Faculty, students, or staff members who conduct or support research. Faculty members should submit posters on behalf of their students.*

### **What kind of poster can be printed?**

*Posters are printed on high quality professional poster paper (HP Adhesive Gloss). We cannot print on cloth or laminate. The maximum poster size is 40" x 57".*

### **How do I send a poster for printing?**

*Poster files in **\*pdf format** should be emailed to Marcus Banks ([mbanks@samuelmerritt.edu](mailto:mbanks@samuelmerritt.edu)); If > 8 MB please upload your posters to the "Faculty Poster Dropbox" available at <https://collaborate.samuelmerritt.edu/support/library/>. Use your SMU credentials to log in. Please contact Marcus with any questions about how to send your poster.*

### **How long in advance should I request poster printing?**

*Three business days before you need it. Upon printing, Marcus or a member of his staff will either deliver the poster or arrange for pick-up.*

### **Are poster templates available?**

*Yes, there are several templates available on the web and we will add some convenient templates to the FORC web site. Posters are typically constructed using PowerPoint, Adobe Illustrator, or PageMaker, and then converted to \*pdf file format.*

### **Additional hints:**

- ✓ *Remember to use the highest quality graphics possible for your research figures so the magnification that occurs with poster printing yields crisp, high-resolution figures. Adobe Illustrated software is an excellent choice for generating high-resolution graphs.*
- ✓ *Please have your poster in final shape prior to requesting printing. We would like to minimize the number of times repeat printings are required.*

Thank you in advance for your cooperation with these guidelines. Please keep us posted on your printing needs and/or suggestions. We are pleased to provide this new service.

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