**Tips and Rules on making a poster**

**APPLICATIONS AND SIZES**
- Posters can be produced in Adobe Illustrator and Power Point for PC or Mac. Other programs such as Adobe Photoshop (PC can make a large file and not really recommended for one big poster), Adobe In-Design and QuarkXpress, please call ahead to make sure we are compatible with different versions and certain output functions.
- Landscape or Portrait can only be 36" max on one side for regular or glossy paper. Paper is on a roll so it can be as long or wide as you choose. Give a .5 margin or images or text can be cut off.
- Color Posters on glossy paper are 35.00 for 36”x 48” only. Other sizes and paper call for quote.

**GRAPHICS AND FONTS**
- All photos or graphics used should be collected and saved on a USB device or emailed. All photos or graphics should be no smaller than 200dpi or 600dpi max for best results. Jpegs, Tiffs or EPS are fine or the programs original file. Images that are low resolution (72 dpi) should not be stretched to the size of the poster, the results will be pixilated. If the file takes too long to print, the process will be terminated and corrections will have to be made. Try to keep file size down to around 10mbgs in PPT. If there is any editing on my behalf there will be a charge for that service.
- The design templates and color themes featured in PowerPoint can cause problems and are not recommended for large format. PowerPoint is a presentation program and the THEMES in the program are low resolution and will not work well when they are blown up to these proportions. Use the regular fills and lines palettes that are available.
- Try to use regular basic fonts (Arial, Times etc.) or convert your fonts to outlines if you are in a vector program that has the feature. PC to Mac can sometimes cause font issues. I like to have the creator present to view together to make sure the artwork is correct.

**BILLING AND PAPER**
- You must have an account number for billing purposes and approval from your advisor before printing in Bio- Graphics. Any changes to be reprinted will incur an additional charge and samples cost extra. Three days notice in hand of items to be printed is appreciated in case problems arise or other jobs are already scheduled. Scheduling in based on first come first serve basis. Call in advance to reserve.
- Colors tend to print a little darker on paper, so watch what colors you use for backgrounds. Glossy paper tends to show finger prints if you have dark backgrounds and takes a little longer to dry.

**Services Provided**
- Large format color printing
- Graphic design
- Illustration
- Digital Imaging
- Slide and Photo scanning
- Color Laser copies
- Lamination (size limit)

**HOURS**
**MONDAY - FRIDAY**
9AM - 5PM
Closed holidays
785.864.4322
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**call for price quotes**