

Poster Printing FAQ's

Q: What is the cost for printing a poster?

A: The cost is \$5.00 per square foot. As an example, a 48" x 36" poster would cost \$60.00 to print.

Q: How do I submit my poster for printing?

A: Attach your poster, in Adobe Acrobat "Portable Document Format" (pdf) file format to an email addressed to Help@esc.nd.edu with the word "Poster" in the subject line.

Q: What is the maximum size a poster can be?

A: The paper comes on a 100 foot long roll of paper that is 44" wide. So either the height or width of your poster can be no more than 44". Be aware though that should you decide to have the other dimension (height or width) greater than 61", you will need to hand trim any excess paper off of your poster yourself. This is because our poster trimmer is only 61" wide.

Q: What is the standard poster size?

A: Poster sizes vary by need but common sizes are 48"x36", 36"x24" and 40"x30".

Q: What file format does the poster need to be in?

A: Poster files should be submitted in the Adobe Acrobat "Portable Document Format" (pdf) file format.

Q: Why don't you accept posters in the Microsoft Power Point file format?

A: We've found that in the past, PowerPoint files created on Windows-based computers can appear differently in subtle ways when opened on an Apple computer and vice versa. Since often times, these differences are subtle to the point of only being noticed by the poster creator, this often leads to posters being incorrectly printed and/or requiring a second printing.

Q: What printer do you use for poster printing?

A: We utilize an Epson Stylus PRO 9890 printer.

Q: What kind of ink do you use for poster printing?

A: Epson Ultra Chrome K3 ink.

Q: What paper do you utilize for poster prints?

A: Epson Premium Semi-gloss Photo Paper (170). It comes in 44" wide rolls of 100 foot length. Epson product number S041395.

Q: What type of computer is used to print the poster?

A: An Apple Mac mini.

Q: What application is used to print posters?

A: Posters are printed using the Adobe Acrobat Standard application.

Q: Who can I contact directly if I have unique or unusual poster requests or questions?

A: Kevin Drew, in Engineering & Science Computing is the person that actually prints the posters, he can be reached via:

1. Direct phone number: 574-631-2444
2. Campus phone extension: 1-2444
3. Email: Kevin.Drew@nd.edu

Q: What if my poster file is too large to be emailed?

A: You can coordinate delivering the poster to ESC on a thumb drive. Your poster will be copied off of your thumb drive, so it won't be necessary to leave the thumb drive with the person printing the poster.

Q: Why do you need the department name that the foapal number is from?

A: At the end of each month, each foapal number is billed for the cost of the poster. Should there be any typo's or problems with foapal numbers, it helps the person doing the billing to resolve the problem, if they know which department to contact regarding any questions and/or issues with regard to the foapal number.

Q: What do we do if we want to pay by cash or check rather than a foapal number?

A: Those wishing to pay by cash (exact change only) or check will have to make their payments to Michelle Kovacs, in the Dean of Engineering's office suite. She can be reached via:

1. Location: 257 Fitzpatrick Hall of Engineering
2. Direct phone number: 574-631-4387
3. Campus phone extension: 1-4387
4. Email: Kovacs.7@nd.edu

Q: Why do you need two business days to accomplish printing posters?

A: Often times multiple poster requests come in at the same time (upcoming conference, class project, etc.). It can take the printer up to an hour to complete the process of physically printing a poster. Upon completing printing, most posters then need to have the excess paper trimmed off of them as well. Also, please keep in mind that the person responsible for printing posters also has multiple other job responsibilities. Sometimes those other job responsibilities can delay poster printing. With all of these factors and others to consider, as much lead time as possible insures that individuals receive their poster before any critical deadlines are reached.

Q: How do I get my poster after it has finished printing?

A: Once your poster has successfully completed printing and has had the excess paper trimmed off of it, you will be alerted via email. At that time, you can coordinate with the person who printed your poster a time and location at which you can pick up your poster?

Q: Will ESC deliver my poster?

A: As a matter of policy, ESC requires the requestor to coordinate the pickup of their poster but whenever possible, we will make an effort to deliver your poster. Often times, with multiple poster submissions it just isn't possible to both keep printing posters and to deliver them too.

Q: How can I get my poster mounted on poster board?

A: Engineering Graphics (357B Fitzpatrick Hall of Engineering) will mount posters on 3/16" poster board. The current cost is \$0.01 (1 cent) per square inch for that service.

Q: Where can I get a poster tube for my poster?

A: The Kinko's/Fed-X in LaFortune Hall currently sells poster tubes.