

# POSTER PRINTING SERVICE

*Multimedia Services* (formerly BMC)

CG081 (Across from Low Learning Center)

Hours: 8 a.m. to 4:30 p.m., Monday through Friday

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- General turnaround time for posters is approximately 2-3 days. (It can vary however, based on volume of posters, staffing availability.)
- Templates are available at [posterpresentations.com/html/free\\_poster\\_templates.html](http://posterpresentations.com/html/free_poster_templates.html).
- We accept both MAC and PC files. Most posters are created using Powerpoint. We also accept PDF files.
- A small proof is provided to check for color, images, fonts, and to make any changes before final printing.
- We stock two paper sizes: 36" and 42".
- Posters can be submitted in person, or via email. If submitting by email, please provide contact phone number and date final poster is needed.
- Your department coding (foapal #) will be needed for billing purposes.
- A tube box will be provided for your final printed poster.

## Printing posters from PowerPoint:

1. We suggest you create your poster full size. Under **Page Set-up**, choose **Custom**, enter your poster size. Most use 36"H x 56"W which is the maximum full size you can make in PowerPoint. If you need to make your poster larger, create it half size, and we will double it for final printing. (Just be mindful of the paper size limits).
2. When laying out text and images, stay at least ½ inch away from all edges of your document.
3. To insert images, go under **Insert – Picture – From File**. We suggest using jpeg files. Make your images actual print size (ex: 8x10 image, no larger than 300 dpi).
4. Title and authors are usually centered at top of poster. Title should be at least 1" bold lettering.
5. The UConn Health logo (below) may be used. It is available at [brand.uhc.edu/downloads/logos](http://brand.uhc.edu/downloads/logos).



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Feel free to contact us if you have questions or need assistance.

Forward posters to:

Jeff Eckleberry, 860-679-2899, [eckleberry@uchc.edu](mailto:eckleberry@uchc.edu)