

Poster printing services for SEHS students, staff and faculty

Updated February 8, 2023

We suggest you read through this document and double check the formatting of your poster BEFORE submitting your file for printing via the ERL/SEHS Poster Printing Form. If you have any questions, please stop and contact ERL staff at 248-370-2485 or erl@oakland.edu.

Steps to Print a Poster

1. Make sure your poster is properly sized (see section below on [Formatting](#))
2. Save your poster as PDF or JPG format.
3. Complete the [ERL/SEHS Poster Printing Form](#) in its entirety.

Please allow 48 hours from the time of submission of your file. Weekend, evening and holiday printing is NOT available. After you submit the form AND your file, you will receive a personal email confirmation that we have received your request and if we see any problems preventing us from printing. You will receive a second email when your poster is ready for pick-up.

Printing Notes

- The maximum width of our paper is 36". You are responsible for trimming any excess.
- All posters print with 1/4" white border.
- We can print standard or custom sizes from 13" x 19" up to 36" x 48". For lengths greater than 48", please contact us. For sizes less than 13" x 19", department copiers and/or the print shop must be utilized
- Paper choices are:
 - Photo paper – satin finish
 - Heavyweight coated – matte finish
- Laminating is available (on Heavyweight coated paper ONLY) for an additional cost of 50 cents per lineal foot. Maximum width for laminating is 24".
- At this time, we do not have mailing tubes, protective sleeves or mounting services.
- If an Oakland University logo is used, your print job may require permission from UCM/James Silvestri.
- We reserve the right not to print obscene/offensive materials.
- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.
- If for any reason a reprint is requested, the cost will be the responsibility of the customer.

Payment

You must pay for your poster with GrizzCash loaded on your GrizzID. We do not have the ability to accept cash. If you do not have a GrizzID, please let us know. For Departmental printing, please provide the fund number for JV purposes.

Formatting

- Your file must be saved as a PDF or JPG format. A PDF is preferred to preserve the integrity of your design.
- You are responsible for formatting your poster/print to the dimensions you are requesting your poster be printed. Additional formatting/template help is provided below.
- The ERL staff will NOT fix formatting/editing issues: we strictly provide printing service for SEHS, not design service.
- The ERL staff will ONLY review your document to see if it is properly formatted for size. If images are visibly pixelated, we will bring that to your attention to see if you wish to correct.

Checking the size of your PDF

- In Adobe Reader go to **File > Properties** to see the PDF size.
- In Apple Preview go to **Tools > Inspector** to see the PDF size.

Verifying what your poster will look like full size

In Adobe Reader or PowerPoint, choose 100% from the viewing scale. Look over all of your text/images to assure they look as you intend in full size.

Using PowerPoint to create/design your poster (Windows/OS X)

Designing your poster in PowerPoint is fairly simple. You can create your layout by inserting text boxes and/or images in the appropriate places on your slide. [Office 365 with desktop applications is available free to Oakland University students](#) if you do not have the software already installed on your computer.. The instructions below are based on PowerPoint 2019 for Windows. Instructions for different versions may be similar, but can be found on the web.

Office 2019 on Windows:

1. Open a blank presentation and select the **Design** tab along the top menu bar.
2. Click on **Slide Size > Custom Slide Size**.
3. When the Slide Size dialogue box opens, select **Custom** from the **Slides sized for** dropdown list.
4. Enter in the desired width/length of your poster (i.e. width: 24 inches; Height: 36 inches).
5. Click **OK**.
6. Create and save your poster regularly as a PowerPoint so you can continue to edit.

When you are ready to save your poster for file submission:

1. **File > Save As** and choose your saving location if directed.
2. In the '**Save as type:**' dropdown menu, select the **PDF** option.
3. Click **Save**.

Get additional help by searching Google

Our staff will certainly help answer questions if we can – we want you to be happy with your poster. But Google search (used correctly) is another valuable resource.

For best results use Advanced Search settings when you Google your question or search terms. On your initial results page, directly under the dialog box click **Settings > Advanced Search**. From there, limit your **site/domain** to *.edu* and limit **last update:** to *past year*.

