Poster and Large-Format Printer
Overview and Guidelines

The School of Human Environmental Sciences provides our faculty, staff, graduate students and Family and Consumer Sciences Extension agents with access to a HP Plotter designed for printing large-sized posters used in presentations, seminars and exhibits. The following guidelines apply for all poster printing.

- Advanced notice of 5 business days is required to schedule printing of your poster, and files must be submitted 48 hours before your deadline.

- Your poster must be submitted in either PDF, Microsoft Publisher or Microsoft PowerPoint format. Templates are available for your use via the School of Human Environmental Sciences website (http://hes.ca.uky.edu/content/hes-poster-and-large-scale-printing) and the Office of Undergraduate Research website (http://www.uky.edu/academy/student-research-resources).

- Standard width papers are 24", 36" and 42" and lengths will be dependent upon your needs. Please remember that the plotter does not print to the edge of the paper and format your final poster size to have at least one dimension no larger than 38".

- Before submitting your poster, please be sure that it is FINAL and CORRECT, and formatted to the size you want printed. Only a single copy will be printed. Re-prints will require department chair approval.

- As you develop your poster, be sure that all logos and graphics are high-resolution files suitable for printing in a large format. Images should be from 300 to 600 dpi. Internet images are not recommended as they are typically not at an appropriate resolution for resizing or scaling. While graphics and photos may look fine on your computer screen, low-resolution graphics may appear pixilated when printed on large-scale posters.

- Before submitting your poster for printing, please view at 100% on-screen. This will allow you to see all graphics and text as it will print to ensure proper resolution and scaling.

- The School will provide printing services only. If your poster/display/sign needs to be mounted on foam core board or another medium, you will be responsible for this step.

- A log of poster printing is maintained, and departments contribute supplies based upon their usage. Please talk with your department chair to insure budget resources will support your printing needs.

- If you have need to print numerous posters for a single event or function, please schedule printing 30 days in advance. Extra printing time will be required and supplies may need to be purchased prior to printing.

- Submit posters to:

	Primary Contact	**Secondary Contact**
	Ruth Cremeans	Sarah Gililland
	ruth.cremeans@uky.edu	S.gililland@uky.edu
	859-257-1648	859-257-3887

- Poster will be available for pick-up in 102 Erikson Hall.

School of Human Environmental Sciences