

Poster & Large Format Printing Guidelines

The Department of Dietetics and Human Nutrition will provide our faculty, staff, and graduate students with access to a HP Plotter designed for printing large-sized posters used in presentations, seminars, and exhibits. All requests for poster printing must be sent via email to dhnadmin@uky.edu.

- Posters printed with DHN resources should include the DHN logo in the header. Poster templates that include the logo are available [here](#).
- Advanced notice of (5) business days is required to schedule printing of a single poster. The email should include the date and time you need to pick-up the poster as well as the desired final dimensions of the poster.
- You will receive an email response confirming that your request was received and the pick-up date and time you requested is available. If you have not received a confirmation email within one (1) business day of submission, please contact Whitney Rogers at whitney.g.rogers@uky.edu or 859.257.7750.
- The final draft of the poster should be submitted in **Microsoft PowerPoint format** no less than one full business day prior to the confirmed pick-up date. (i.e. If poster is scheduled to be picked up by 9am on Monday, you should submit the final file to dhnadmin@uky.edu before 9 am on the previous Friday.)
- If there is a need to print numerous posters for a single event/function/class, please schedule printing ten (10) days in advance. Extra printing time will be required, and supplies may need to be purchased prior to printing.
- Standard width papers are 24", 36" and 42" and lengths will be dependent upon your needs.
- Before submitting your poster, please be sure that it is final draft 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 review that poster carefully to assure there are no typos or other errors. It is recommended you view the poster at 100% on the screen - this will allow you to see all graphics and text as it will print to ensure proper resolution and scaling.
- If your poster/display/sign needs to be mounted on foam core board or another medium, or needs to be trimmed, you will be responsible for this step.
- Posters will be available for pick-up Monday-Friday 8am-4:30pm in 206A Funkhouser Building.