

Large Format Printer Information

MCLA purchased a large format printer to support faculty and student research. It is housed in Media Services and will print 36 x 48 inch high quality custom prints for poster presentations. Training is available through the Center for Academic Technology.



The cost of production is significant and there will be charged back to the sponsoring department. Media Services will print drafts and final versions of posters from digital files submitted through a process described below.

Process for Submitting Large Format Print Requests

1. Create poster using PowerPoint (See steps)
2. Make a print request by going to Academic Technology website <http://campus.mcla.edu/academictechonology/> and clicking Submit Request located under the Large Format Printer. (Note: only faculty may make this request.)
3. Proof draft print for errors. (Faculty must sign off prior to large poster print)
4. Make any necessary changes and **resubmit** via ticket system. Media Services will contact faculty/student via email.
5. Pick up proof or poster at Media Services

Note: There are several steps to this process. Please allow at least 4 week days for each print request (proof or poster) to be completed.

Cost

<i>Proof Prints 19" X 13"</i>	<i>Poster Prints 36" X 48"</i>	
<i>\$10.00 each</i>	<i>Regular Requests: \$65.00</i>	<i>Undergraduate Research Conference: \$10.00</i>

Templates

There are two templates below to choose from.

<u>36 X 48 Vertical</u>	<u>48 X 36 Horizontal</u>
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There are many designs to view by searching the web: "scientific poster template PowerPoint".

You can also check out poster ideas at Flickr Sharing:

<http://www.flickr.com/photos/imdreaminggreen/4734935429/in/pool-688685@N24>

Directions & Logo

[Creating Posters in PowerPoint](#) by Prof. Emily Mooney

[MCLA Logo](#)