

PRO-COPY

OPEN 24 HOURS

How to keep your poster production cost low and error free.

1. **Convert** your file from a Power Point to a Hi-Resolution PDF file for printing.
 - A. Design your poster in Power Point in either portrait or landscape orientation and convert it to a Hi-Resolution PDF (300 DPI or better) by downloading the free PDF conversion driver at:
<http://www.adobe.com/products/acrobatpro/tryout.html> or
<http://www.cutepdf.com/download/CuteWriter.exe>
Please make sure that you are downloading the correct version for your computer. A MAC based computer will not be able to run a program for a PC and vice versa.
 - B. After converting the file to a Hi-Resolution PDF, view your image.
 - i. This will let you know if the colors you used have come out the way you wanted them to.
 - ii. This will let you know the poster is the correct size.
 - iii. This will let you see if the images you have uploaded have come out the way you wanted them to.

REMEMBER: The final poster is a dramatic increase in image size from the original Power Point design. Therefore, **small image problems in your Power Point will be magnified in the final poster - dramatically!**

Special Fees! Pro-Copy can use files in Power Point, JPEG, TIFF, and PhotoShop formats. However there will be a \$15 conversion fee for any file submitted for poster printing other than a PDF.
2. **Email or Drop off** your PDF file.
 - A. You can email your file to procopy1@aol.com
 - B. Make sure you that you provide contact information i.e. name, phone number, what the poster is for (a class project or a conference), when it is needed.
3. **Review** your proof
 - A. Most proofs will be ready within 24 hours of receiving the file. The first proof is free. Every additional proof thereafter will be \$15. Posters are ready for pick-up 24 hours after proof approval and payment. **If you need your poster before this time there will be a \$15 rush fee.**

This is the only chance to correct any errors in the poster without incurring additional costs. If you do not catch image or content issues and the poster is printed, you will have to pay the full price to have the poster reprinted.

Things to keep in mind when submitting a poster.

1. **Please do not wait until the last minute to submit your file!** The best time to submit your file is Monday– Friday. We need at least 48 hours to produce the final product (24 hours for the proof and 24 hours for the poster after proof approval and payment). The sooner you get your file to Pro-Copy the better. Posters submitted after the 48 hour window will have a Rush Fee of \$15 added to the price of the printing.
2. **Spell-check!** Misspelled words can cost you an additional \$15 for a new proof or worse, you will have to pay full price for a corrected poster.
3. **Important!** Please have your student ID when you come to review your proof and when you come pick up your poster. This will ensure that you are receiving the USF Student discount and you are receiving the correct poster.

Pricing

- 36" x 48" posters are \$45 plus a \$3 rip fee as well as any costs incurred from above.
36" x 60" posters are \$60 plus a \$3 rip fee as well as any costs incurred from above.

These prices already include the USF Discount