

## DCG's Poster Preparation and Printing Tips

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Document Control has prepared the following tips to assist in answering some commonly asked questions:

### 1. What if I am not eligible for poster printing under the Poster Guidelines?

First, check with your academic or research institution for printing resources available through them. If there are no resources available, contact any of the commercial printing businesses: FedEx Office Print & Ship Center, Office Depot or A&E Printing.

### 2. Where can I find the JLab Logo?

The latest JLab Logo: [http://www.jlab.org//div\\_dept/dir\\_off/public\\_affairs/logo/](http://www.jlab.org//div_dept/dir_off/public_affairs/logo/)

### 3. Why is a draft print recommended?

Printing a draft allows the author to proofread for typos, color, and picture discrepancies on a smaller scale. A review of the draft can ultimately reduce waste of printer resources.

### 4. What if I need my poster on the day I submit it?

Posters printed on glossy require up to 20 minutes of drying time. Posters printed the day of pickup are printed on coated bond paper. The author must request glossy paper. To ensure your poster is received and ready when you need it, email or call Terrie Fuell ([fuell@jlab.org](mailto:fuell@jlab.org), x7471) or Audrey Barron ([anichols@jlab.org](mailto:anichols@jlab.org), x7327) in the DCG office.

### 5. What format do posters need to be for printing?

Adobe PDF and PowerPoint are the two recommended formats.

### 6. What are the most common sizes of posters printed from the DCG office?

Most poster events require a 36" x 48" Matt or Glossy finish poster. DCG printers are loaded with 36" width matt (coated bond) and high-gloss photo (glossy) paper. Be sure to communicate with DCG the size and paper type in your request.

### 7. Why do I need to email Terrie Fuell AND Audrey Barron to have a poster printed?

To ensure your poster print request is received by one of the two DCG staff promptly.

### 8. Where do I send my poster if the file is too big to email?

You may upload large files into - O:\dgc\Incoming Posters. Make sure to contact the DCG staff so that we are aware of your poster upload.

### 9. How do I know when my poster is ready to review or pick up?

If you send your poster by email, you will receive a return email when your poster is printed. If you upload your poster into O:\dgc\Incoming Posters, the word "DONE" will be attached to the file name in the posted area.