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| Approval Date: 5/14/04 | Subject: LARGE POSTER PRINTER GUIDELINES | Page 1 of 2 |
| Approved by: Linda R. Edwards, M.D. | | Revised Date: 6/4/2014; 5/12/17 |
| Effective Date: 8/1/2000 | | Reviewed Date: 6/4/2014; 4/26/17 |

Guidelines for Use

A large format printer has been provided by the University of Florida College of Medicine-Jacksonville Office of Educational Affairs in support of our academic programs.

- Complete the online form on the Bridge [<http://1b-esx-infonet.umc.ufl.edu/oea/Pages/Poster-Print-Request.aspx>], and enter the required information:

Name, contact information, department, poster title, cost center or account number, institutional affiliation (UFCOM-J), phone number, and number of posters to be printed

- Email your poster to educational.affairs@jax.ufl.edu.
- Contact the media center after two days to verify when your poster is complete and available for pick up.

CURRENT FEES: The large format printer is available to all UFCOMJ Programs and Colleges for a fee of **\$60.00** for each poster. (Please note: this fee will apply to all posters printed on the large format printer, whether they are draft or final). This fee is for one poster using heavyweight premium, high gloss coated paper.

Other UF colleges, as well as UF Health Jacksonville individuals and departments, may use the printer with the understanding that the individual or pertinent cost center will be billed as outlined above.

The Media Center will host the printer and provide printing and technical assistance, but is not responsible for actually designing or producing your posters.

Users are responsible for preparing and proof-reading their own documents in preparation for printing by a media center staff member.

Pre-formatted templates for 3' x 5' scientific posters (PowerPoint format) are available and may be downloaded from the website <http://www.hscj.ufl.edu/resman/SectionI.aspx>.

Technical Information for Poster Production

Preparing your poster:

- 1 The poster template is in Microsoft PowerPoint format. You may work on your poster on any computer running PowerPoint.
- 2 The template can be downloaded from the online Resident Manual found at http://www.hscj.ufl.edu/resman/manualpdfs/poster_template.ppt. or from the Bridge [<http://1b-esx-infonet.umc.ufl.edu/marketing/Pages/default.aspx>] and click on the link to the Large Format Printer Template
- 3 The template will produce a standard 3' x 5' scientific poster. A full size sample print out is in the media center.
- 4 Simply type or copy-and-paste your text and graphics into the appropriate spaces.
- 5 Feel free to add, delete, or change any portion of the template to fit your needs and to reflect your own style.

Printing your poster:

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- 1 Once your poster is ready for printing, complete the Infonet form and email your poster to the Office of Educational Affairs.
- 2 Be sure to carefully proof your poster before requesting printing. We strongly suggest that you print out a color draft on standard 8.5" x 11" paper for this purpose, because charges apply to all posters printed on the large format printer, drafts included.
- 3 Once you are ready to print your poster, please review the instructions posted by the workstation for printing.
- 4 Final large format prints—the print settings are pre-formatted to work with the HP Designjet 800PS Plotter in the media center. Please do not change them.

Billing Policy and Procedure

OEA staff will generate an invoice from the request submission. UFCOM-J training programs will receive a request for funds transfer and will require the program director's approval. Other campus departments will received an invoice for payment.

Supplies and Maintenance

The Media Center is authorized to order supplies, parts, and maintenance for the printer. The Media Center personnel will order supplies from B&H. Supplies will be shipped to the Media Center, and the invoice(s) will be sent to the OEA manager for payment.