CARROLL
UNIVERSITY

Carroll University Duplication Center

<u>Poster and Banner Printing for Students</u>

Policy:

Orders will be printed on a first come first serve basis. Allow a minimum of three business days.

In advance of Celebrate Carroll the demand will be very high, plan accordingly and allow extra time.

Payment must be received in cash when the banner is picked up. If your project will be paid for by a department or club, a budget code must be sent to me by one authorized to use the code. It is recommended that a list of student names and the budget code be sent to the duplication center and to the department budget manager in advance of sending files.

All projects will be printed a 36# bond paper unless requested to be otherwise. 36# Bond is a bright white, heavy paper.

All projects are printed with a narrow white border on all sides approximately ¼" wide. Please keep your content ½" away from the outside border.

We are not responsible for proof reading and editing. Print and carefully proof all project files before sending them.

Send Windows compatible files in original format or PDF and convert all Mac versions to PDF.

Submitting files:

Please include your last name in the file name.

Email your attached file to duplication@carrollu.edu or bring your file on CD or Flashdrive to the duplication center.

If there is difficulty sending the attachment, the file may be too large. Contact the duplication center at 262-524-7232 for alternative instructions on how to send the large file.

In your email include the final size of the project, the budget code, and if the job is to be picked up or, if it will be delivered, which dept. to deliver it to. Some faculty may wish to organize the distribution.

Layout tips:

Avoid distorting the Carroll University logo. To hold the integrity of the logo be sure to maintain the aspect ratio. Before you try to resize it, right click over the logo. Select **Size and Position**, check **Lock Aspect ratio**, check **Relative to Original Picture**. Adjust image size using the **corner pointer only**. Pulling from the sides or top/bottom markers will distort the image.

It is best to not place any layout elements or borders any closer than ½" from the edges.

Use the final desired size for your starting page size. This will allow you to best visualize the placement of the elements so that it will all fit as best as possible. If you are not able to do the layout in the final size reduce each dimension by 50%. The printer can easily scale up and maintain the quality.

If your starting page size is 8.5"x11" these will be the standard final size options:

36" x 48" or 42" x 55"

If your starting page size is 11"x17" these would be the standard final size options:

36" x 55" or 42" x 65"

These smaller sized layouts can be enlarged to the size ordered.

Cost:

36" x 48" - $23.30

36" x 55" - $33.50

42" x 55" - $36.20

42" x 65" - $38.00

Trimming: $1.00 per side. Odd sided posters that do not conform to standard roll sizes of 24", 36" or 42" will not be trimmed unless requested.

Where to find us:

The Duplication Center is in the Physical Plant building at 1111 Sentry Drive. To get here take College all the way west. It will bend toward the left becoming Sentry Drive. About a half mile up you will see a big white pillared building with the Carroll College sign out front. Turn into that front drive. Near the handicap parking is a sign for entrances. Use the door indicating employees only. Duplication is just inside that door to your left.