

Questions to Ask about Printing a Poster

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Here are some questions you should ask the print or copy shop before having your poster printed full size and in color.

Can you print a poster from PowerPoint or do you prefer a PDF file?

Usually the print shop prefers to have the file in PDF format. This way there is no problem about which version of PowerPoint and which fonts they have.

How should I get the PowerPoint file to you?

Many print shops will accept files emailed to them but some will want you to bring it in on a CD or flash drive.

What fonts can you read?

It is best to stick to commonly used fonts, such as Times Roman and Arial, because the print shop will also have these fonts. To make sure the poster prints the way it looks to you, put it in PDF format.

What size poster can you print?

The maximum size slide that PowerPoint can create is 56" x 56". Many print shops print on plotters that use rolls of paper that are 36" high, so you need to ask what size posters they can print.

How much does printing cost?

Print shops usually price printing posters by the square foot.

How much does laminating cost? And can you do matte laminating?

For extra strength you may want to get your poster laminated. This costs more and adds glare to the poster, but does make the poster sturdier. It is possible to get a matte laminate that reduces glare.

Can you mount the poster?

You can have the poster mounted on foam core or some other rigid backing, but this makes it more difficult to take to a conference. On the other hand, if you want to hang the poster and have it last a long time, you may want to have it mounted.

How much lead time do you need?

Most print shops need at least 24 hours to print your poster, but you should ask them how much time they need.