

Ordering Posters *Offline* Using the *Poster Request Form*

Conditions for placing poster orders offline:

- ✓ Needed in 3 business days or less
- ✓ RUSH order – needed in 24 hours or less
- ✓ Custom size – i.e., the printed size and/or the document size do not match one of the standard poster sizes listed in the table below
- ✓ File is not *print-ready* – i.e., not in PDF format, has brand, font, graphics or sizing issues, or requires additional design or prepress work

Call or email University Press at universitypress@musc.edu and request a *Poster Request Form*.

Complete the *Poster Request Form* with the following required information:

- Due Date
- Quantity to be printed
- Shipping and Billing Information
- Information about the poster file you will send for printing
- Printed poster specifications (i.e., finished size, additional finishing options, etc.)

Email the completed *Poster Request Form* to universitypress@musc.edu along with your attached file

We will provide you with a quote based on the finished size of the poster and any selected finishing option, and we will contact you if additional information is required or if there are problems related to the attached file.

Ordering Posters *Online*

Conditions for placing poster orders online:

- ✓ Not needed in less than 3 business days
- ✓ The printed size matches exactly one of the standard poster sizes listed in the table to the right
- ✓ You have a *print-ready* PDF file ready to upload that is sized to the finished/ printed size (no resizing needed)
- ✓ The poster has been proofed for errors, needs no additional design or prepress work, and meets applicable MUSC brand standards.

NOTE: Only the *dimensions* need to match, not the *orientation* (i.e., portrait/vertical vs. landscape/horizontal).

For example, if the dimensions of your poster are listed as 36.00x18.00 inches (viz. landscape orientation), you can still select the 18x36 paper size since the dimensions match.

If you need help converting a PowerPoint file into a print-ready Adobe PDF, please request our user guide – *How to Save a PowerPoint Poster as an Adobe PDF File*.

Follow the instructions on the next page to place your order online.

STANDARD POSTER SIZES	W <i>short side</i>	H <i>long side</i>	ASPECT RATIO (W : H)
Small (Ledger/Tabloid)	11.00	17.00	0.647
Arch B	12.00	18.00	0.667
Window Card	14.00	22.00	0.636
Medium (Arch C)	18.00	24.00	0.750
18 x 36	18.00	36.00	0.500
Medium Large	20.00	24.00	0.833
1-Sheet	20.00	30.00	0.667
Door Panel	20.00	60.00	0.333
Half-Sheet	22.00	28.00	0.786
22 x 36	22.00	36.00	0.611
Large (Arch D)	24.00	36.00	0.667
24 x 48	24.00	48.00	0.500
Arch E2	26.00	38.00	0.684
Arch E3	27.00	39.00	0.692
Movie Poster	27.00	40.00	0.675
2-Sheet	30.00	40.00	0.750
Arch E1	30.00	42.00	0.714
Half-Subway	30.00	45.00	0.667
Arch E	36.00	48.00	0.750
Arch E Extended	36.00	56.00	0.643
36 x 60	36.00	60.00	0.600
36 x 72	36.00	72.00	0.500
4-Sheet (Bus Stop/Subway)	40.00	60.00	0.667
3-Sheet	41.00	81.00	0.506
42 x 60	42.00	60.00	0.700
42 x 72	42.00	72.00	0.583
Giant	44.00	88.00	0.500

Important Information

- ◆ Printing is limited to a maximum of 44" along the short edge.
- ◆ Standard turnaround time for printing posters is 2 business days.
- ◆ A \$25 service fee will be applied to all RUSH orders.
- ◆ Graphic design fees (\$48/hour) may apply for any additional prepress or design work
- ◆ University Press does not provide paper proofs for posters; we provide only digital proofs.
- ◆ University Press does not proof the content, design or colors of the poster except for printing-related problems and MUSC brand standard issues.
- ◆ Because each computer/monitor represents colors slightly differently, the colors on your printed poster may not match exactly the colors represented on your monitor. Color variations are normal.

To Place a Poster Order with University Press Online

1. In your browser, go to university-press.musc.edu and log in using your MUSC NetID and password. The University Online *Ordering Home Page* will open.
2. In the **Upload A File** portlet, click on the **Browse** button, find and select the print-ready **PDF** poster file saved on your computer and click **Open**.
3. Click **Go** in the portlet to upload your file. It will be listed as an Item in your *Cart* with the following order details:
 - **Thumbnail image** — click to open in Acrobat
 - **File name** — click the pencil to edit the file name
 - **Number of pages** — always "1 Page" for posters
 - **File dimensions** — the detected size must match a standard poster size listed in our table

If the system does not automatically detect and match the size of your printed poster, you will need to manually configure the settings as follows:

4. Click on **Change Options** to display *Refine Your Print Options*.
5. In the *Refine Your Print Options* section, select and configure the following options:
 - **Output and Plex**
 - **Paper**
 - **Additional**

Poster Dimensions & Paper Size

Only the *dimensions* need to match, not the *orientation* (i.e., portrait/vertical vs. landscape/horizontal).

For example, if the dimensions of your poster are listed as *36.00x18.00 inches* (viz. landscape orientation), you can still select the 18x36 paper size since the dimensions match.

The screenshot shows the University Press Online interface. At the top, it says "MUSC Medical University of South Carolina University Press Online". Below that, there's a navigation bar with "Order History" and "Manage My Files". A "PRINTING MADE EASY" banner is present. The main area has several portlets: "Search Catalog", "Upload A File", "My Files", "Special Orders", "Special Assistance Request", and "University Press Online User Guide".

Numbered callouts indicate key steps:

- 1: Upload File(s) section.
- 2: Browse button in the Upload A File portlet.
- 3: Go button in the Upload A File portlet.
- 4: Change Options button in the cart item view.

Text annotations on the cart view:

- "These print settings do not match your poster size. You must manually set the print options for wide format poster printing." (referring to "Print: B/W, 1-sided, 8.5 x 11 White 20 LB Bond")
- "Correct print settings" (referring to "Print: Wide Format, 1-sided, 18x36 (PP 100%) - 9 pt/mil White Matte")

The screenshot shows the "Refine Your Print Options" dialog box. It has four main sections: "Output and Plex", "Paper", "Booklets", and "Additional".

Numbered callouts and instructions:

- 5: Points to the "Refine Your Print Options" title.
- 5: Points to the "Output and Plex" section. Instructions: "Click to choose color, double-sided output."
 - Set the **Output and Plex** options:
 1. Click on **Output and Plex**
 2. Select **Wide Format** in the drop-down menu for Output
 3. Select **1-sided** for Plex
 4. Click **Save**
- 5: Points to the "Paper" section. Instructions: "Click to choose paper."
 - Set the **Paper** size of your printed poster:
 1. Click on **Paper**
 2. Check the box for the paper size matching the poster dimensions listed under the file name in your Cart.
- 5: Points to the "Additional" section. Instructions: "Click to choose a binding, staple, front and back covers, tabs, special services etc."
 - For additional finishing options:
 1. Click on **Additional**
 2. Select **ONLY** one of the four poster finishing options listed
 3. Click **Save**

NOTE: For poster paper sizes to display properly as options in the paper settings window, **Wide Format** must be first selected in **Output and Plex**.