

# PRINTING A POSTER @ mcb graphics

We use three poster printers: hp Designjets 5500, Z6200-42" and Z6200-60"

- Please sign up in advance and reserve a time slot on the poster printer schedule; Harvard PIN required.  
<http://mcbweb.unix.fas.harvard.edu/poster-printer/>
- If you do not have a Harvard PIN or have a problem with reserving a time slot, please e-mail us immediately, [mcbgraphics@fas.harvard.edu](mailto:mcbgraphics@fas.harvard.edu)
- If you need to print a batch of posters --more than three --please let us know in advance and we'll make special arrangements with you.

## ● Programs to use

We support Microsoft Powerpoint (.ppt and .pptx) and Adobe Creative Suite (Illustrator, Photoshop, InDesign; up to version CS5).

If you have any question, please provide the original file as well as the pdf version.

We will use Adobe Acrobat to print your .pdf file.

We print from MACs and PCs. Let us know if you use a PC.

## ● Poster dimensions

The most common poster size is 36" x 48". (The largest we can print is 6' x 100')

## ● Paper

We print posters on high quality photo gloss paper.

We also stock other types of paper and different material. Please inquire about types and pricing.

After printing your poster we can also laminate it on mylar or foam core/board. Please inquire about pricing and turnaround time.

## ● Poster-carrying tubes

White cardboard \$3.60

Fluorescent or clear PVC with carrying strap \$15.00

## ● Cost

\$5/square foot; e.g. 3'x4' = \$60.00

	1 ft	2 ft	3 ft	4 ft	5 ft
1 ft	\$5	\$5	\$5	\$5	\$5
2 ft	\$5	\$5	\$5	\$5	\$5
3 ft	\$5	\$5	\$5	\$5	\$5
4 ft	\$5	\$5	\$5	\$5	\$5
5 ft	\$5	\$5	\$5	\$5	\$5
6 ft	\$5	\$5	\$5	\$5	\$5
7 ft	\$5	\$5	\$5	\$5	\$5

## ● Payment

We accept Harvard 33-digit billing codes.

We also accept checks made out to "Harvard University".

We can also make arrangements for you to pay in cash.

Receipts are provided on request.

## ● File transfer

Your file has to be with us at the beginning of your reserved time slot. We will send you an email confirming that it has been received.

### Send your file:

#### Via e-mail

Please send your file to [mcbgraphics@fas.harvard.edu](mailto:mcbgraphics@fas.harvard.edu) (up to 15 MB)

#### Via the web

e.g. YouSendIt; <http://www.yousendit.com/> (up to 100 MB for free)

#### Via secure FAS server

[https://fta.fas.harvard.edu/courier/1000@mail\\_user\\_login.html](https://fta.fas.harvard.edu/courier/1000@mail_user_login.html)

(If you do not have an FAS e-mail address, please let us know and we will send you an invitation)

### Drop off your file:

Bring it on a USB flash key to us; 16 Divinity Ave., BioLabs, room 2058

## ● Pickup

Once your file is printed, you can stop by to pick up your poster.

You will receive an email when your poster is ready. Typically it will be in a poster rack by the door, inside mcbgraphics.

To help you identify your poster, there will be a small version of the same attached to the outside of your rolled up poster.

The doors are unlocked, Monday through Friday, from 9 am until 7 pm.

You can pick it up at your convenience.

## ● Cancellations

If you can't make it to your appointment, please let us know because we don't mind re-scheduling but we do mind waiting in vain. Without keeping us posted, you will lose your slot on the poster printer ten minutes post-scheduled appointment; no kidding and no mercy... *and... we will remember you.*

Please remove yourself from the online schedule as soon as you know that you need to cancel. Many times there is a later appointment available if you need to work longer on your file and reschedule. Obviously if you cancel, that will open a spot for another person to print.

## ● Questions

Please don't hesitate to ask questions because we would rather prevent any potential problems than have to solve them down the road.

Email [mcbgraphics@fas.harvard.edu](mailto:mcbgraphics@fas.harvard.edu). Everyone who works here will receive it. You can also call 617-496-9159 but we are frequently not close to the phone.