

# Valencia Community College

## East Campus Word Processing Center

### Poster Printer Support

To support Valencia faculty and student research collaborations, we provide large format poster printing services for research projects, student government activities, and presentations.

### Printing Requests

To submit your file for printing, upload the file using the East Campus Printing Request Form.

### Printing Guidelines

- Posters will be printed Monday-Friday from 8am to 4pm, excluding holidays when the Word Processing Center is closed.
- The poster will be printed within 4 business days, unless there is a problem with the poster equipment, supplies, or we experience a high number of requests. Forms submitted Saturday or Sunday will be printed before Thursday evening.
- Posters can be printed on either 42 inch wide paper. Backgrounds, large photos and significantly large areas of a single solid color or are strongly discouraged
- Only faculty, staff, and students (with Student Development permission) may request posters, we will verify your status.
- The poster must be in one of the following formats: Illustrator, PDF, Photoshop, or Word.
- We are not responsible for editing or formatting posters that were not originally created in the Word Processing Center.
- We will review the poster to ensure it is for Valencia academic purposes, personal posters will not be printed.
- After the poster has been printed, you will receive an email notifying you to pick up the poster in the Word Processing Center. If you do not receive an email within one business day, please contact Word Processing, Ext. 2258.
- We are not a full-service professional print shop. If you require very large (long) posters, professional imaging, color separation or poster printing from other applications, you may need to research another third party service not offered by the college.
- We reserve the right to refuse requests that do not follow the guidelines above.

### Frequently Asked Questions (FAQ)

- Q) What software should I use when preparing my poster?  
A) The most accessible and universal software for preparing your poster is in Adobe Acrobat's PDF format or Adobe Illustrator.
- Q) How long does production take and where do I pick up my poster?  
A) Typically it takes four to five working days for your poster to be printed. You will pick up your printed poster at the front Desk in the Word Processing Department, Building 1, Room 255.
- Q) Does anyone proof my work before they print?  
A) If a poster is created in the Word Processing Center, it will be proofed. If you created the poster and submit it for printing only, it will not be proofed. Proofing is solely your responsibility. Please proof your work carefully before submitting for printing.
- Q) What is the biggest size my poster will be if the original is 8.5" by 11"?  
A) It will be 42" by 54.35"