

Poster Printing Instructions

Academic posters may be printed at the PCL Copier Services Office, PCL 1.102.

Additional Information from PCL:

<http://www.lib.utexas.edu/services/copyprint/poster-printing>

If a faculty member is paying for your poster printing, please see your area Admin for additional help. **We cannot reimburse you directly for poster printing**, so prior arrangements for payment must be made in advance!

- 1) Create your poster in PowerPoint, save as a PDF in the size file you wish to have printed.
- 2) Email the PDF to PCL Copier Services: posterprinting@lib.utexas.edu
- 3) When your poster is ready, they will typically email you (allow 1-2 business days).
- 4) Pick up your poster from PCL 1.102 (basement level).
- 5) If you have made prior arrangements for a faculty member to cover the cost of your poster, you will need to provide the receipt to Mike Dunn in BEL 718, or your area's Admin.