

How to Order Research Posters from Printing Services

The following instructions should be used in conjunction with the Office of Undergraduate Research document [Poster Presentation Information](#).

Tips to ensure your poster is ready by your due date

- **Plan ahead.** Don't wait until the last minute to place your order.
- Have your **department speedchart number**. No other form of payment can be accepted.
- **Use up-to-date logos.** Outdated logos (shield logos and others) will not be printed and correcting your file could delay turnaround time.
- **Choose Curbside Pickup for express orders** and plan to pick up your poster from the cabinet outside of the Printing Services delivery doors on the southeast side of the building. You will be notified when your order is ready for pickup.
- **Choose Curbside Pickup or Campus Delivery** for orders with a standard turnaround time of 5 business days. For Campus Delivery provide the building and room number. We do not deliver to dorms.

Designing your Artwork

1. Artwork dimensions must match size ordered.
2. Use a current logo. The shield logo shown below is outdated and will not be printed. Logos should contrast with background color.



Outdated shield logo



Updated logo style

Information and logo downloads are available on the NAU logo portal:

<https://nau.edu/marketing/resources/logos/>

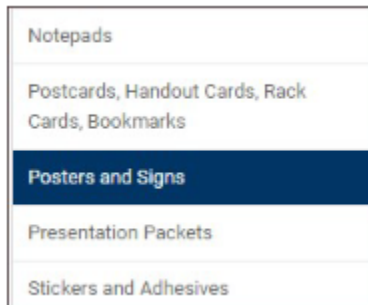
3. Although the NAU CMYK color values shown below are optimal they are not required when artwork is designed in Powerpoint, Canva, or Word.
4. We encourage the use of CMYK color for designers using Illustrator or other Adobe programs. The visual identity guide is here: <https://nau.edu/visual-identity-guide/visual-identity-policy/>.



5. Avoid sending pixelated images. Optimal resolution is 300 dpi but can be as low as 72 dpi for large files.

Steps to Place your Order with Printing Services

1. Place order through the [digital storefront](#). (We can't accept orders via email.)
2. Scroll down **Product** list on left side on the storefront landing page to **Posters and Signs**:



3. Click on **Posters and Signs** and on the following page select **Rolled Posters** from other poster option images. Click on **See Pricing and Purchase**.



[SEE PRICING & PURCHASE](#)

ROLLED POSTERS

Large posters printed and rolled. Short-term use only. Prints single sided.

4. Choose **Paper Type**

- Coated paper prints with more vibrant color.
- Uncoated paper is more economical and can be written on.

Item No.:

Large posters printed and rolled. Short-term use only. Prints single sided.

Available Paper Options

Uncoated - Smooth uncoated finish. Excellent paper with great ink holdout.

Coated - Crisp coated finish. Great choice for any printing application.

[Reset Filters](#)

Rolled Poster Paper Type:

Product:

5. Click on **See Pricing and Purchase** to go to the upload and preview page.

Item No.: PS-GRU-03

Short-term use only. Prints single sided.

[Reset Filters](#)

Rolled Poster Paper Type:

Product: Rolled Posters Uncoated

[Continue Shopping](#) [See Pricing & Purchase](#)

6. Enter **Job Name**.

Rolled Posters Uncoated

Files Add Files

* Job Name ?

* Quantity * Pages

Print Options

Choose your poster size: ?

Final Width and Height

Choose your finishing options:

Orientation ▶

Portrait

Mailing Tube ▶

No Tube

Special Instructions



- Change preview dimensions using **Final Width and Height** button to match artwork dimensions. Use the **Custom** button if dimensions do not match standard sizes. Our system does not resize artwork. Submit a file that is the correct size.

Rolled Posters Coated

Files Add Files

* Job Name ?

* Quantity * Pages

Print Options

Choose your poster size: ?

Final Width and Height

Final Width and Height

Choose your finishing options:

Final Width and Height

The finished size of a print job.

Final Width and Height ✕

Standard Custom

Width

Must be between 1 and 120

Height

Must be between 1 and 36

8. Change orientation to **Landscape** to view entire poster in the preview screen.

Rolled Posters Uncoated

Files

* Job Name

* Quantity * Pages

Print Options

Choose your poster size:

Final Width and Height

Choose your finishing options:

Landscape Portrait

Orientation Mailing Tube Special Instructions

Landscape Portrait


9. Click on **Add Files** at the top left of the page to upload files. File dimensions must match ordered dimensions.

Rolled Posters Uncoated

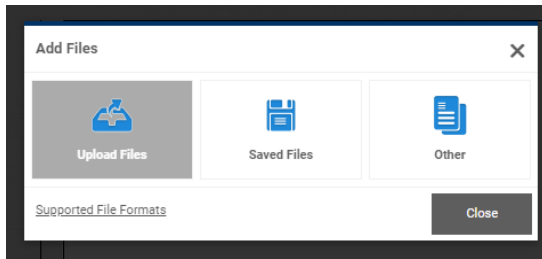
Files

* Job Name

* Quantity * Pages



a. Click on Upload Files.



b. Click on Upload.



c. Click on Done.



10. View Preview to make sure the dimensions match the ordered size.

Rolled Posters Uncoated

44.00 inches

Q Review My Job Help

Files Add Files

Research Poster.pdf

* Job Name

* Quantity * Pages

1 1

Print Options

Choose your poster size:

Final Width and Height

Choose your finishing options:

Orientation ▶

Portrait

Mailing Tube ▶

No Tube

Special Instructions

Social Problems Impacting Homelessness

Abstract

The homelessness problem has with the onset of pandemic has become even more acute. The impact of COVID-19 has been devastating to the homeless population. The impact of COVID-19 has been devastating to the homeless population. The impact of COVID-19 has been devastating to the homeless population.

COVID-19

Based on the research I have done, COVID-19 has affected the homeless community in a significant way. The impact of COVID-19 has been devastating to the homeless population. The impact of COVID-19 has been devastating to the homeless population.

Demographic	Female Population	Female	Female/Total
White/Black	50%	45%	90%
Hispanic/Latino	15%	12%	80%
Asian/Pacific	15%	13%	87%
Native American	5%	5%	100%
Other	15%	15%	100%

References

1. National Health and Medical Research Council. (2011). *Guidelines for the management of acute otitis media*. Canberra: Australian Government Publishing Service.

2. American Academy of Pediatrics. (2013). *Guidelines for the management of acute otitis media*. Pediatrics, 131(5), e14-e26.

11. Click on **Add to Cart** in lower right corner of page.




12. Read agreement. **Agree.**

I have carefully reviewed and approve this job. Due to global supply chain issues, paper supply levels and costs are highly volatile. We will make every attempt to secure supplies when you approve this proof and place an order, but offer No Guarantee of availability. If substitution to another paper choice is required, the price is subject to change. I understand that this is my final proof and my job will print as previewed here (large files are shown in low resolution to speed upload time). By clicking the "I agree" button, I acknowledge that the materials I am requesting to be printed by NAU Printing Services do not violate federal copyright guidelines and, when necessary, have secured express permission from the author and/or publisher to reproduce these materials.

Cancel
I Agree

13. Choose a **Due Date** by clicking on the calendar icon. The first standard turnaround date is shown in dark blue. Note that the time can be pushed out using the down arrow at the bottom of the window to avoid the express fee. **Turnaround time does not include delivery.** Click on **Save.**

CART

Due Date 

EXPRESS TURNAROUND: A 32% additional charge will be applied to express orders completed within 70 business hours. If you're unable to select your desired due date, contact Printing Services. Due date doesn't include shipping or delivery time.

MAY 2022						
MON	TUE	WED	THU	FRI	SAT	SUN
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Time :
09:00AM

(GMT-07:00) Arizona

14. Click on **Proceed to Checkout**

15. Select **Fulfillment Method**. Use dropdown arrow to select method.

1

Fulfillment

Select fulfillment option

FULFILLMENT METHOD 1

Please Select

Curbside Pickup (8AM-4PM)

16. Choose **Curbside Pickup** for expedited orders. Expedited orders cannot be delivered.

17. Choose **Campus Delivery** or **Curbside Pickup** for Standard Turnaround orders.

18. **Place your Order** using your department **speedchart** number for payment. We cannot accept other forms of payment.

PAYMENT METHOD

If you'd like to request your Speedchart be added to our Digital Storefront, please email the number to printing.services@nau.edu.

Speedchart

SPEEDCHART

* Speedchart #:

Please [contact us](#) if you have any questions.

Thank you and good luck with your project.