

HOW-TO CHOOSE BETWEEN IN-HOUSE AND PROFESSIONAL PRINTING

PRINTING 101

Before printing, think about what kind of project you have. Is it a standard size? Are you printing out a flier? Do you need to add a glossy coat to one element of the cover? If you don't know where to start, we are happy to help you through that process. Here are your three options for printing:

1. Our **in-house** department printers work well for standard size and types of paper. They also are great for text documents and fliers for around campus.
2. **IT printing**- The FSU College of Medicine has poster-sized plotters. It's best to use them for research posters.
3. **Professional Printing**- Use a professional outside printing company for printing formal event information or marketing material.

TIPS FOR PRINTING IN-HOUSE

Check, "print on both sides" and "flip on long side" or "flip on short side"

Check to see if you have "Print on both sides" checked, as well as checking either "Flip on long side" or "Flip on short side." Typically, you want to flip on the long for landscape layout, and flip on short side for portrait layouts.

Trifolds are sent as 1 sheet with a front and a back, not each individual panel.

If you are printing a trifold brochure in-house, the file will come to you as one sheet with a front and a back, 3 of the trifold panels on the front, and the 3 inside panels on the back. This way you can fold it with each panel in the correct location.

TIPS FOR IT PRINTS (AVAILABLE AT MEDLINK)

med.fsu.edu/oit > Submit Ticket > Popular Services > Poster Printing > Submit Your Poster

Plan at least 1 week ahead

IT is very busy and the printer is in high demand, so be sure to give them at least 1-2 weeks to print your poster or large format print.

TIPS FOR PROFESSIONAL PRINTING

Divisible by 4

A good rule of thumb is to make your page count divisible by 4. If you are printing out a program, magazine style, or book document, then the page count must be divisible by 4. Fliers, posters, and brochures usually don't have to follow this rule.

Provide a High Quality PDF

If we are helping you, we will make sure the printer gets a high quality PDF. However, make sure your photos and content are of a high resolution. Professional printing machines pick up more details than a desktop printer. Using high resolution and quality photos and graphics ensures your project will come out looking great!

Spelling, grammar, and content checking

Once it's printed, it's printed. Spelling and grammar checks are always important to do BEFORE the file is sent to the printer. It's important to thoroughly check the entire document including often overlooked items such as phone numbers, email address, and web addresses. We are human and occasionally make mistakes or unintentionally introduce typos, so always be sure to **CHECK BEFORE YOU PRINT**

Local Professional Printers:

UPS- FSU's recommended printer - obs.fsu.edu/faqs/ups-store

Target Print and Mail - targetprintmail.com

DurraPrint - www.durraprint.com

Visit the How-To page:

med.fsu.edu/mediaproduction/cs-ht-printing