



Instrument Resource Facility (IRF) – Poster Printing Tips and Guidelines USC School of Medicine, Garners Ferry Road Campus

Contact:

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File Guidelines:

- Only .pptx or .pdf file formats are accepted.
- PowerPoint Files: Printer capability is 44 inches wide by 56 inches long (in PowerPoint). If you need a larger size, set your file up as 22 inches by X inches to be doubled at printing.
- PDF Files: Can send files in .pdf at 44" max in 1 dimension and any length in the other dimension.
- Make sure pictures and logos are high resolution.

Printing Request:

- Printing requests must be done via the iLabs web-based platform.
- Each department should create an iLabs account. Students should not be creating individual accounts: one (1) account per department would be best, and all channeled through the same person for submission.
- Departments can create an account at https://my.ilabsolutions.com/account/323/signup?sc_id=3286
- Once you are logged in, click on request services and then poster printing request.
- Submit your poster at least 10 days before you need it to ensure it is complete by the deadline. ***Spring is busy season for school poster projects, so be mindful of turning project in timely for production.***

Payment:

- Paper and fabric are both \$1.50/linear inch (44 x 56 poster would cost \$84).
- Financial/payment information is tracked according to how the department's iLabs account is created.

Physical Address for Pick Up:

USC School of Medicine
Garners Ferry Rd
Building 1, Room B60
Enter through the lobby, turn right, and IRF is on the left.