

DON'T WORRY ABOUT THE WEATHER!



Publication Services offers a pickup and delivery service for your convenience. Just give us a call at 380-2828.

Our mission is to provide the University community, students, faculty and staff with a high-quality, cost efficient printing and duplicating service. We are here to serve you, so let us know what you need and we'll be glad to help!

Visit us at www.southalabama.edu/publications or e-mail your printing requests to publink@usouthal.edu.

This issue of P.S. newsletter is printed on 65# white Plainsville cover. Fonts used are Apple Chancery, Brush Script, Formata, Futura, Garamond, Helvetica, Lithos, ShowCard Gothic and Zapf Dingbats.



*Happy
Valentine's Day!*



*USA Publications
and John Will Elementary School
Partners in Education*

At left, is a poster from Mrs. Fletcher's class. This past December, third graders from John Will Elementary entertained our staff with music and songs for the holidays.

brochures
posters
newsletters
flyers
booklets
directories
calendars

ads
signs
resumes
copies
laminating
pdfs

and more...



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P.S.



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University of South Alabama
Publication Services

an informational newsletter promoting
effective communication within your publications

DID YOU KNOW?

Publication Services is your source for engraved award and recognition plaques and name plates - all sizes - and the USA logo can be included. We also have engraved plastic or metal name pins and you can choose the color and backer style (attached pin or magnet).

Building and room signs are available in plastic or metal including raised letter signs that meet ADA (Americans with Disabilities Act) requirements. Door plates with metal holders are also available.



How about a commemorative plaque or medallion to promote a special event or achievement?

Publication Services can assist your department or organization with these specialty items.

Come by and let us show you what we offer!



Show your USA Pride with photos for your office or home!

Our large format printer produces beautiful color prints suitable for matting and framing. Use your personal photos or highlight your staff in a photo display! Sizes can vary to accommodate framing.

Create your own art gallery at a reasonable price!

Tips to remember....

- ▶ When sending electronic files, call ahead to be sure our software is compatible with what you are using.
- ▶ When sending pdf's for printing, make sure all fonts are embedded.
- ▶ When proofing files via PDF, check as you would a hard copy - proof for type, color and placement of photos.
- ▶ If you are using a mailing list, keep it updated to comply with postal regulations and to qualify for lower mailing rates.

Spring Forward!

Daylight Savings Time Begins April 3.



PLAN AHEAD!

Let Publication Services help introduce your services and activities to our students, faculty and the University community!

By planning ahead, more thought and care can be put into the design and content of your project. Brochures, posters, banners, flyers - our talented and motivated staff can help you reach your desired audience while keeping your budget in mind!

Publication Services can help you meet your deadlines and show your USA Pride in all your printed pieces! Come by or call for an appointment at 380-2828.

PUBLICATION SERVICES CAN HELP YOU GET AN EARLY START ON

FALL ORIENTATION PACKETS

All material to be included in the Orientation packets must be delivered to the Office of New Student Orientation no later than Monday, May 2, 2005. The packets will be assembled (beginning May 9) for the entire academic year, 2005-2006. You will need 4500 copies if your information is to be included in packets issued for Fall, Spring and Summer Semesters and 3,000 if you have dated material and only require it to appear in the Fall 2005 packet.

HOW TO PERSONALIZE YOUR PROJECTS!

Target your audience! Lasso their attention! Call them by name!

Call 380-2828 for more details!