



Poster Printing The University of Melbourne

Poster Printing Guide

A guide to ensuring the best results and a minimum of problems...

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WHERE TO FIND US:

Medical Building, Level 6, Anatomy (east) wing, first door on left (E601).
Opening Hours: 9:30am-1pm 2pm-5pm Mon-Fri

SUPPORTED SOFTWARE

Macintosh

Illustrator CS4
InDesign CS4
PowerPoint 2008
Photoshop CS 4

Windows

InDesign CS4
Powerpoint (2007)
Photoshop CS 4
CorelDraw 13

We support any file brought in the above software. We also handle and prefer Adobe Acrobat (PDF) files, this allows you to use any software you wish.

Note: Ensure when outputting a PDF that you set Properties ⇒ Default settings, select "Standard" or "high quality" job options. If set to "web" or "smallest file size" images will be resampled to below optimal print quality.

WHAT WE NEED TO MAKE PRINTING SUCCESSFUL

- The file
- A preview A4 sample printout in B&W or colour **or** a PDF of the file.
- A copy of any 'non-standard' fonts you may have used

PRINTING A SAMPLE PAGE

To print a sample page on A4, select the '*fit to page*' function in the print driver, ensuring that you have set the paper size (not document size) to A4. The location of the '*fit to page*' function varies depending on the software and the print drivers used, but it is always in the Print dialog box.

PAGE DIMENSIONS

100cm in one dimension, unlimited in the other.

It is best to set up your desired page size in the software you are using, rather than relying on software to scale the page when printing. If you cannot set the required page size due to software limitations, set the page size proportional to the required final size and it will be scaled when printing. Be sure to let us know the required size of the page.

Illustrator, PageMaker PowerPoint: File⇒Document Setup or Page Setup, then set custom page size.

CorelDraw: Layout Menu⇒Page Layout.

PRICES

PAPER POSTERS - Our paper posters are printed on heavy paper then laminated. These are very durable and will travel well rolled up.

A4- 210 x 297mm N/A

A3- 297 x 420mm N/A

A2- 420 x 594mm -\$65 inc lamination. Ex GST

A1- 594 x 840mm -\$65 inc lamination. Ex GST

A0- 840 x 1188mm -\$110 inc lamination. Ex GST

Up to 100 x 120cm -\$110 inc lamination. Ex GST

Over 1200mm long, add \$15 + GST for every 200mm.

MATERIAL POSTERS - Material posters are printed onto polyester fabric which can be folded and carried within a bag. They are not weatherproof but can be unfolded and displayed easily.

A1- 594 x 840mm -\$70 Ex GST

A0- 840 x 1188mm -\$120 Ex GST

Over 1200mm long, add \$15 + GST for every 200mm.

METHODS OF FILE TRANSFER

- E-mail: anatomy-poster@unimelb.edu.au Our mail server will accept up to 12Mb, yours may not. If they are larger, they can be winzip compressed (Windows) or Stuffit compressed (Mac) before sending. Include contact and billing information, departmental number and campus, computer OS used (Mac or Windows).
- USB drive
- Burn to CD
- If too large to email and you can't physically get to us, use www.yousendit.com – A free file sharing service, easy to use, or
- Web linking. Place your file onto your website, email us the address and we can download the file

IMAGE FILES

Image files can be placed into your document. Cut and paste should be avoided, instead using:

Illustrator, PageMaker,: File → Place

PowerPoint: Insert – Picture → From file

CorelDraw: File → Import

Files should be inserted as TIFF or JPG. Not all programs support PSD (photoshop). PNG files in Powerpoint will sometimes print with a thin grey line on 2 edges, even though this does not display on screen.

The resolution should be 100- 150dpi at the desired final printing size; if you use a higher resolution, you will not see an improvement in image quality, only an increase in file size leading to slow operation. If you copy and paste images from web pages, the quality **will** be poor.

University users, Print quality University logos can be downloaded from –
http://www.marcom.unimelb.edu.au/brand_guidelines_system/masterfiles
External users, check with your institution to obtain print quality logos.

PLACING & DISPLAYING GRAPHICS

The *Cut & Paste* method is not a reliable way of placing graphs into your poster. Sometimes the pasted object looks fine on screen but will not print, or will print but will lose or shift information when printing, especially Y-axis graph titles. PowerPoint is susceptible to these problems; this software does not always cope well cut & pasted objects in it.

As there is such a wide range of graphing & stats packages around, it is hard to give the right advice on how to deal with all these programs. Generally look for File → Export or Save as, as a means of saving the object into a BMP, WMF or EPS format. Note that WMF files can only be used in Windows, will not transfer to Mac.

Beware of thin (hairline) lines in graphs and graphics. Often the graphing program generates very thin lines, which when blown up, do not print well, especially on a dark background as ink bleeds into the white line, thinning it further. You may need to zoom in to around 200% or more to see this effect on screen. Try and make your lines at least 1pt to ensure good clean printing.

Below is a short list of graphing/analysis software and known problems or good ways to extract information into your poster file.

Excel: It is safe to cut & paste from, even into PowerPoint.

Microcal Origin: File- Export (As either a Windows MetaFile (WMF) or BitMaP(BMP))

GraphPad Prism: File- Export as a WMF. Cut and paste can lead to problems (prints fine lines over vertical text) that are only visible once poster is printed.

Agilent Technologies-“Mass Hunter”: Do not cut & paste as while analysis displays OK on screen, it will not print properly on Postscript printers, analysis turns into coloured blocks. File-Export as WMF will solve the problem.

POSTER PRODUCTION PROGRAMS - STRENGTHS & WEAKNESSES.

PowerPoint

*We take all care but no responsibility for any problems encountered printing from Powerpoint. 98% of all files supplied to us will print correctly.

The most popular choice of programs, due to being widely available, is also the weakest. Do not be discouraged to use it, but be aware that if you try and do too much with Powerpoint, it may not print successfully due to limitations listed below. If you are place images and graphs in the manner suggested above, you should not have any problems with the final printout.

- Powerpoint supports gradated transparent fills (eg. 20% to 80% transparency in the one box) in boxes however these will not print as intended, but will default to their solid colour. Only use transparency set to a single level of transparency.
- Patterned or bitmap backgrounds may cause memory problems when trying to print.
- Limited colour management ability means the output colours may not always match what you see on the screen; esp. Dark blues print very darkly or can appear purplish.
- Page size limitations of 142cm.
- See above notes on placing graphs, these are all potential problems in Powerpoint.
- As Powerpoint is primarily a presentation software package, it ‘softens’ the appearance of any low resolution image used. The final printout will not look soft, it

will be pixellated. Zoom in on any suspect image to 100-200%. If the image looks very soft, it will print pixellated.

- Mac platform. Do not use Time New Roman font, use Times instead. TNR has issues when printing symbols even though they appear correctly.

CorelDraw

- Stable program with few problems. Use the CMYK colour rollup to minimise colour differences when printing. Be aware of the final file size, especially when using a background bitmap image on a large page size (1.2m+). If the total file size gets over 50-60Mb, reliability may suffer.
- Equations created in word and placed into Corel will not print correctly. Neither will Corel convert the file into anything more 'user friendly' for printing. Unless there is a way to convert the object from word into a WMF or JPG, do not use word equations.
- Pasting symbols in from other software can cause non-printing issues. We advise creating the symbols from within Coreldraw.

Illustrator

Stable program with few problems. If using Illustrator on Windows, change fonts to outlines by selecting the text then type → create outlines.

If you are placing images into your poster, remember that Illustrator does not place the image in to the file but links back to the original image file. Subsequently, if you copy your completed poster onto another disk for printing, the links are broken and the images can't print. Either ensure all linked files are brought over with the illustrator file or Save as→PDF.

Adobe InDesign

Very good and versatile software.

If you are placing images into your poster, remember that InDesign does not place the image in to the file but links back to the original image file. Subsequently, if you copy your completed poster onto another disk for printing, the links are broken and the images can't print. When transferring the file to us, use File → Package. This will create a new folder with the file, fonts and all linked files contained within. Alternatively, Save as→PDF.