

# Poster Printing – a guide

## Introduction

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A growing number of courses now require students to produce presentation posters as part of their coursework. As part of the standard printing services that the Drill Hall Library offers, large format poster printing is available in the following dimensions and prices:

- A0 (831 x 1155mm)     £3.20
- A1 (560 x 831mm)     £1.60
- A2 (410 x 560mm)     £0.80

## Preparing your poster:

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- When creating a poster use **Microsoft PowerPoint** for the design and layout. **Do not use Microsoft Word.**
- If you have no hand-in deadline, do not leave printing until the day the poster is due. Poster printing takes time and we cannot guarantee to be able to print your poster immediately, especially at busy times when there may be other posters queued before yours.
- Suitable submission file formats are .ppt/.pptx (**Microsoft PowerPoint** files) or .pdf (**Adobe Acrobat** files). If you submit in any other format, you may have your submission returned.
- All information must fit on one page / slide, and what you see on screen is how your poster will print so bear this in mind when working on your layout.
- Use images with the highest resolution available, because when they get expanded onto the poster they will inevitably lose resolution as they are blown up.
- Do not use backgrounds with large blocks of solid dark colour, especially black. This wastes ink and decreases the legibility of your poster. Colour reproduction will also not be exactly as you see it on screen so be prepared for the finished poster to look slightly different to your intended design.
- Deadlines for poster submissions have been arranged so the Drill Hall has time to prepare all the posters in time for presentations. **Students trying to print (or re-print) posters after their hand-in date will be refused** – hand-in dates are deadlines, and we do not have any authority to override them.

Blank templates are available to download from the Drill Hall Library website. You are *strongly* advised that you download one of these templates and use them for your poster design.

## Need help?

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Templates are available at: <http://campus.medway.ac.uk/library/computing/printing.php> (navigate to the Drill Hall website, then select the **IT Services** tab, then **Print, Copy or Scan**)

Training, advice and assistance in poster production is available from Drill Hall staff. Please enquire at the Student Support Zone or email [dhl-training@gre.ac.uk](mailto:dhl-training@gre.ac.uk)