

Poster Printing – a guide for academic staff

Introduction

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

When considering setting a poster assignment for groups of 30 or more, we would ask that you follow the procedure below.

Guidelines for setting an assignment:

- Contact the Senior IT Co-ordinator or your subject librarian to inform them of the assignment and agree the following:
 - a hand-in deadline and date by which all printers will be printed
 - Size and quantity of posters
 - Who will be paying for the posters – the student or the school
 - Where will the students collect the posters from
- Please endeavour to give as much notice as possible – we find that most poster assignments are set in April and May so some flexibility may be required to enable us to accommodate large assignments.
- Our recommendation is that you advise students to submit their posters using Moodle. Once the hand-in deadline has arrived, collate the posters and send to the Drill Hall on a USB or CD-ROM. For posters of 100 or more, we will need one week between receipt of posters and collection date.
- When setting the assignment please advise students of the following:
 - Size of poster and orientation (if applicable)
 - Emphasise that the hand-in date is an official deadline and that the Drill Hall will not be able to print their poster unless they meet this deadline
 - There will be no opportunity for reprints, so students must check their poster before submission
 - Use their computer login and surname as the filename of the poster, ie sl69_simon
 - Payment and collection arrangements
 - Refer them to the Poster Printing section on the Drill Hall website <http://campus.medway.ac.uk/library/it/printing.php> - click to expand Poster Printing section. This contains links to templates, guides and videos.

- If you would like us to run some Poster workshops, these can be arranged by contacting dhl-training@gre.ac.uk
- We can also come along to your lecture to give a brief 10-15 minute overview of poster creation.
- It is very helpful if we are provided with a list of student names.

Further help:

Templates and links to guides and videos are available at:

<http://campus.medway.ac.uk/library/it/printing.php> Click to expand the **Poster Printing** section.

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

Contact details for the subject librarians can be found at:

<http://campus.medway.ac.uk/library/subjects/librarians.php>

Contact details for the Senior IT Co-ordinator are:

Linda Simon

Email: l.k.simon@greenwich.ac.uk

Tel: 01634 883281