

# Poster Printing

## A Guide



As part of the standard printing services that the Drill Hall Library offer, large format poster printing is available in the following dimensions:

- ▶ **A0** (£3.20)
- ▶ **A1** (£1.60)
- ▶ **A2** (£0.80)

### Tips for preparing your poster

1. When preparing a poster it is recommended that you use *Microsoft PowerPoint* for the design and layout. **Do not** use *Microsoft Word*.
2. All information must fit on **one page / slide**, what you see on screen is how your poster will print so bear this in mind when working on your layout.
3. Try not to 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.
4. Poster printing **takes time**. If you leave the printing until the day the poster is due you are likely to be disappointed.

A number of blank templates are available to download from the Drill Hall Library website. It is **strongly advised** that you download one of these templates and use them for your poster design. Templates are available at:

<http://campus.medway.ac.uk/library/computing/printing.php>

Friday, 30 January 2009

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