

# Printing a Poster at the IMB

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Printing an A0 poster at a print shop is typically hundreds of dollars, but here at the IMB we are fortunate to have an A0 Poster Printer on - site. Located across from Level 6 lift, this printer is available for use by IMB Staff and Students for a small fee to cover costs. Most students and research staff will, at some stage, need to make posters for scientific conferences and presentations and should read this document before they start.

## Print pricing

	Cloth	Glossy or Matt Paper
Internal IMB via IMB Account ext tax	\$60	\$40
UQ Staff & Students via UQ account ex tax	\$80	\$70
External & CSIRO via Cashier inc tax	\$88	\$77

## The Printer

The IMB has a Canon iPF8000s Poster Printer [see the canon website for further information

[http://www.canon-europe.com/For\\_Work/Products/Professional\\_Print/Large\\_Format/iPF8000/](http://www.canon-europe.com/For_Work/Products/Professional_Print/Large_Format/iPF8000/)

There is 3 types of media we use to print on, glossy paper 190g, matt paper 100g, and fabric polyester. There are example prints in the IT office on level 6. All three come as a roll and are 904mm wide and about 30 meters long. Most print jobs are A0 or 904mm x 1200mm, if you require a longer print we can easily do that as our media is on a roll. If you require a wider print, please contact us for a quote, the printer can take up to 1111mm wide media.

The high resolution IMB and UQ logo's can be downloaded from

<http://internal.imb.uq.edu.au/download.html>

## Printing Your Poster

Your poster must be in pdf or tiff. Follow the guide below on how to convert your document.

### **We require 48 hours' notice to print a poster.**

Service desk staff will not edit your poster for you. We will only proof the document and if there is an error to be fixed prior to printing, we will contact you for the changes needed. (Quick tip: Any pictures or logos used should be high resolution to ensure clear print quality)

Once your poster has been printed we will contact you via email / phone and advise your poster is ready for collection from the service desk foyer. (Level 6, opposite the lifts)

Naming of the pdf/tiff file, if you can rename your poster to include Name, medium (Fabric or Glossy), and account to be charged.

For example: christiandemarco-fabric-9cxqxx.pdf

Next is getting the poster into our hands.

- Place poster into a directory on **transfers** called **'Poster-Printing'** and submit a ticket at <https://servicedesk.imb.uq.edu.au> or email [help@servicedesk.imb.uq.edu.au](mailto:help@servicedesk.imb.uq.edu.au) with IMB account details, poster media type (matte paper, glossy paper, fabric) and location of file
  - o Mac: Go to Server and type `smb://transfers`
  - o Windows: Go to Computer, select Map Network Drive and type `\\transfers\transfers` and hit finish
- If your file is **less than 15MB** in size please send an email to [help@servicedesk.imb.uq.edu.au](mailto:help@servicedesk.imb.uq.edu.au) and attach your poster along with IMB account and poster media type
- If you use cloudstor or cloudstor+ please upload your file and share the file to a link which can be copied, pasted and emailed to [help@servicedesk.imb.uq.edu.au](mailto:help@servicedesk.imb.uq.edu.au) along with IMB account and poster media type

## Paper vs. Fabric

Fabric posters can easily be folded and stored in a plastic sleeve in your suitcase. The quality of the printed images isn't quite as good as when printed onto the

Polypropylene Paper and, the colours may fade over time. The edges may fray a little if the poster is continually handled.

RECOMMENDATIONS: Fabric is best if you are travelling overseas – this way you avoid having to carry a cumbersome poster tube. If you are displaying your poster locally, and have lots of images, print on paper for maximum effect.

NOTE: This service is NOT automated. It is your responsibility to get the poster right – You will be billed for unsuccessful print attempts.

## Tips and tricks

- The poster paper and fabric are both 910mm wide, but it is best to set the width to 904mm (for portrait) to avoid cropping.
- IT is open at 8:30am until 5pm.
- To assist you in trimming your poster neatly, a large paper cutter is in the IT office.
- DO NOT LEAVE PRINTING UNTIL THE LAST MINUTE. Unexpected graphics problems may not be able to be corrected by your deadline and others may also be wishing to access this service. Aim to print your poster two days before it is required.

## How to make your poster

The IMB recommend that you use Adobe InDesign or Adobe Illustrator to create the poster. Canvas also works well however, instructions for its use are not included in this document. PowerPoint IS NOT RECOMMENDED as it has a tendency to suffer from technical problems and generate errors when printing and often, the printed result does not reproduce what is on the screen.

Recommended page dimensions: 904mm x 1200mm

## Using Adobe InDesign or Adobe Illustrator

These programs are very simple so you should be able to work out what to do from the steps below.

1. Set up the page:  
Page dimensions: 1200mm x 904mm
2. Save the new document into a folder called 'Poster'. Make sure that you copy any files or images you wish to include in the finished poster into this folder.
3. To place images onto your document, go: File - > Place... and navigate to the file.  
Make sure that you don't rename or move the file as you will lose the link and will likely need to re - insert the image.
4. Finish and save your poster.

5. Generating your PDF. Go to File - > Export and export it as a PDF. Make sure that file compression is set to 600dpi for the images and that output is set to 'Document CMYK – U.S. Web Coated'.
6. Examine the PDF – check that the colours are correct and that the text and pictures appear as expected.
7. Submit your poster for printing. (See 'How to print your poster')

#### NOTE

- For best results, use images of the highest resolution available to you. Low - resolution images tend to appear 'blocky' when printed at A0.
- Several InDesign templates and extra instructions on using InDesign can be downloaded from the IT Helpdesk:  
<http://internal.imb.uq.edu.au/download.html>
- IMB and UQ logos are available from  
<http://internal.imb.uq.edu.au/download.html>

#### Using Adobe Photoshop

IMB IT DO NOT recommend using Photoshop to create your poster, as it tends to produce extremely large files and has a steep learning curve. Photoshop is good for changing the contrast of your images (images of cells etc.) however, generally, if you attempt to create a 1200mm x 904mm file, your computer may crash when saving the 28346x21496 pixel canvas.

#### Using Microsoft PowerPoint (Universally bad idea)

Using Microsoft PowerPoint to create your file is NOT recommended and has a tendency to suffer from technical problems and generate errors when printing and, often the printed result does not reproduce what is on the screen.

1. Go to File - > Page Setup and set your page size. Set your page width to 904mm for portrait-oriented posters (height to 904mm for landscape). Recommended dimensions: width 904mm and height 1200mm.
2. Design your poster.
3. Adjust the print settings and convert your PowerPoint file to PDF
  - **APPLE MAC:**
    - a. Go to File - > Print.
    - b. Click on PDF - > Save as PDF and following the saving prompts.
  - **WINDOWS:**
    - a. Go to File - > Print and select 'Adobe PDF' from the printers list.
    - b. Click on the 'Properties' button.
    - c. Under the Layout tab, select 'Advanced'.
    - d. Change the print quality to 300 dpi and the paper size to 'Post Script custom paper size' – make the page size 904mm x 1200mm then click OK.
    - e. Under the Adobe tab, change the default setting to 'Press Quality' and click OK.
    - f. Click OK again, then browse to the location you wish to save your file.
4. Examine the PDF – Open the PDF with Adobe Acrobat Reader and check that the colours are correct and that the text and pictures appear as expected.

| 5. Submit your poster for printing.

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