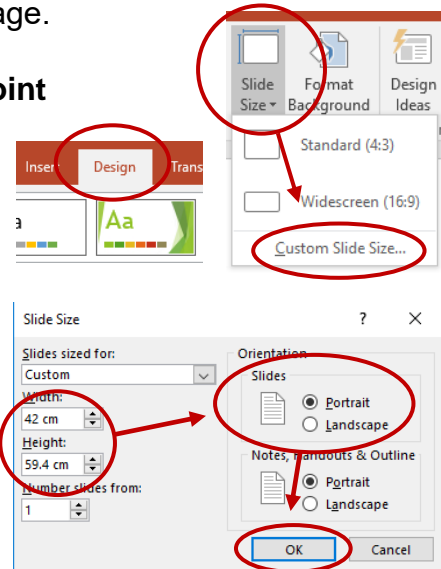


PRINTING: Preparing and Printing an A2, A1 or A0 Poster from an LRC PC

A2, A1 or A0 prints need to be sent to a large format poster printer (which are not located in open study areas of the LRC). Ideally create your poster at the size you want to print it, although you can 'scale it to fit' at the print stage.

Section A: Preparing a Poster in Microsoft PowerPoint (Recommended Software)

1. Open **PowerPoint** (from the **Start Menu**) and select **Blank Presentation**.
2. Select the **Design** tab, then from the right of the toolbar, click **Slide Size**, then **Custom Slide Size...**
3. Enter the **Width** and **Height** you want (in cm). For A2 enter **42.0 x 59.4** cm, for A1 enter **59.4 x 84.1** cm and for A0 enter **84.1 x 118.9** cm
4. Select **Landscape** or **Portrait** as required, then click **OK**.
5. Click **Ensure Fit** and start designing the poster.



Section B: Printing, Releasing and Collecting your A2, A1 or A0 poster

Printing your poster:

NOTE: To print just **one** slide from a multi-slide presentation, select the required slide before following the steps below.

1. Click on the **File** tab and select **Print**. Choose the appropriate poster printer from the drop-down list:

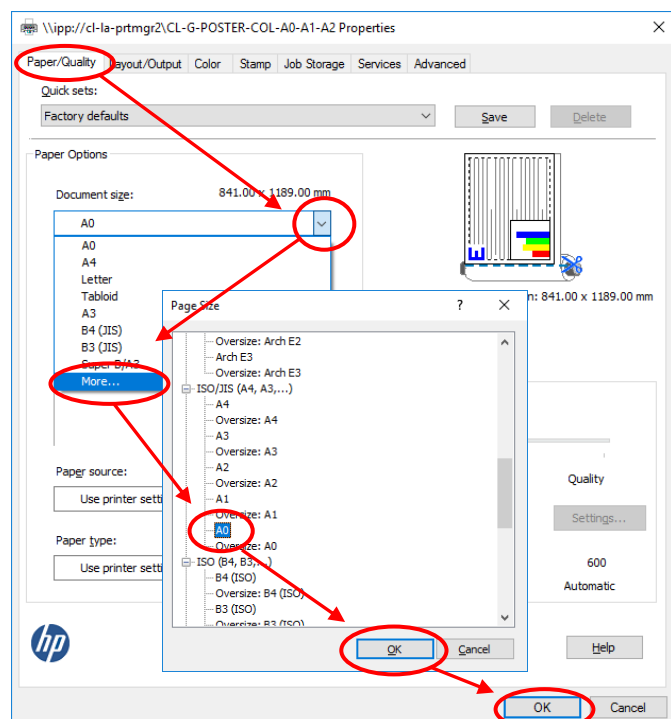
CL-G-POSTER-COL-A0-A1-A2

for College Lane LRC,

DH-G-POSTER-COL-A0-A1-A2

for de Havilland LRC.

2. Click on the **Printer Properties** link below the printer name you have just selected.
3. To choose the required paper size select the **Paper/Quality**. (See image to the right)



Under **Paper Options, Document Size**, select **More...** from the drop-down list. In the new window that opens, scroll down to select **A2, A1** or **A0** as required from under the **ISO/JIS (A4, A3,...)** subheading. See **Section A** - step 3, for the standard paper size dimensions.

Click **OK**, then **OK** to close these windows.

If you would like a copy of this document in a different format, please contact the Helpdesk on +44 (0)1707 284678 or ext. 4678 or email helpdesk@herts.ac.uk

4. Your poster will be displayed in the preview window on the right at its 'created' size. You should scale the poster 'to fit' to ensure your poster is printed at the paper size you have chosen.

Under **Settings** select **Full Page Slides** and click on **Scale to Fit Paper** – open the list to make sure this option is ticked.

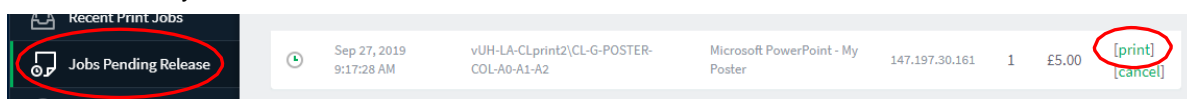
In the preview window, to the right of the screen, your poster should now fill the page.

If earlier you selected one slide from many, that you wished to print, under **Settings** select **Print All Slides** and click on **Print Current Slide**. Check the correct slide is displayed in the preview window.

5. If you are happy with your work, click **Print**.
6. You **MUST** now release your poster to print within **fifteen minutes** of clicking **Print** or the printing job will be cancelled. Follow the instructions on the next page on how to **release your poster to print**.

Releasing your poster to print

- You must have enough credit in your print account before releasing your poster. **Each A2, A1 or A0 poster costs £5.00**. You can check and credit your print account by logging in at <https://printing.herts.ac.uk>. (For more information see <ask.herts.ac.uk>)
- Log in to **UH Print** at <https://printing.herts.ac.uk> using your UH username and password.
- Select **Jobs Pending Release** from the left side of the screen. Find the job you want to release to print from the list and click **print** (in the final column). It will now say **queuing** and your print balance will decrease by £5.00.



- When your poster has successfully finished sending to the printer, messages will pop up, your print screen will refresh, and the print job will disappear. This may take a few minutes.
- You must release your print within **fifteen minutes** or it will be automatically cancelled.

Collecting your poster

- Once your poster has had time to print, it will be placed at the collection point located in the ground floor **Media Preparation Area** in your LRC, at the next available time listed below:
Monday – Friday 10:00, 14:00, and 16:00
Saturday – Sunday None

Section C: Further advice about software applications for printing posters

- We provide support for Microsoft Office applications. Please refer to software/online help. For other, more specialist applications, please seek help online or from your tutor.
- Use a software application with which you are familiar.
- We advise you to create your poster in PowerPoint.
- Microsoft Word does not allow posters to be enlarged and printed directly to A2, A1 or A0 paper sizes. Microsoft Publisher does not allow you to easily resize your poster. Posters created in Word or Publisher can be saved as **pdf** files. These files can then be opened using **Adobe Reader** and scaled to print at the required paper size. Note: if you wish to modify your poster, you will need to do so in the original software application and then recreate a new pdf file.
- Avoid large areas of dark colour as the ink may smudge before drying.
- In Photoshop, flatten layers and save as a **jpeg** file to minimize the file size.