

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

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



1. Open **PowerPoint** from either the **Dock**, **LaunchPad** or **Finder > Applications**.
2. You may see some extra set up screens when running PowerPoint. If so, choose **Get Started**, **Skip sign-in** or **Sign In** with your username@herts.ac.uk (if you wish to access your Office 365 files) and finally **Start Using PowerPoint**.
3. On the main **PowerPoint** screen, **New** and **Blank Presentation** should be selected as default. Click **Create** (bottom right) to create a new presentation.
4. Select the **Design Tab** and then to the far right of the tool ribbon, select **Slide size** then **Page Setup...**
5. Within the **Page Setup** screen (**Fig. 1**) choose:

Slides sized for: Custom

Enter the required width and height dimensions:

For A2 - **42.0 cm x 59.4 cm**

For A1 - **59.4 cm x 84.1 cm**

For A0 - **84.1 cm x 118.9 cm**

Choose the appropriate slide orientation.

6. Click on the **Options** button (**Fig. 1**) to show a second page setup dialogue (**Fig. 2**).

Change **Format for:** to **Colour Poster A0/A1/A2**.

Change **Paper Size:** to **A2, A1 or A0** (**Fig. 2**) as appropriate. You will need to select the paper size in two places in the drop-down list e.g. as shown to the right for A0 (**Fig. 3**).

7. Click **OK** twice
8. Design your poster.

Fig. 1

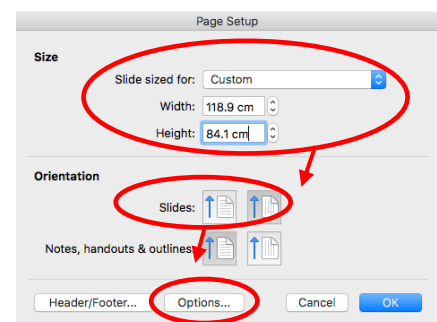


Fig. 2

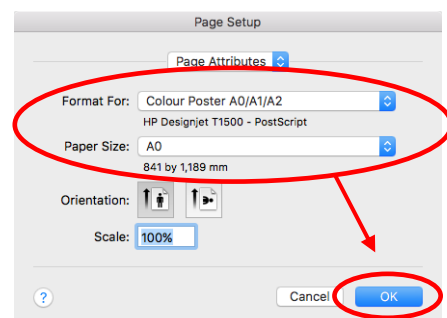
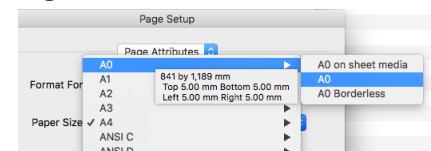


Fig. 3



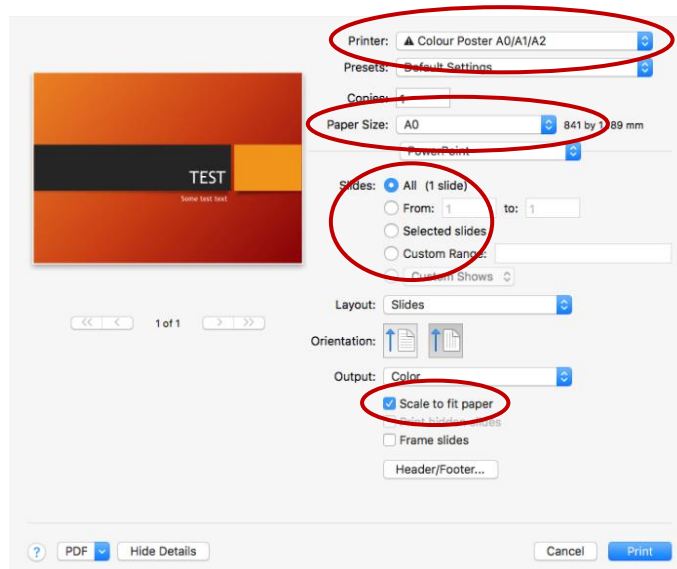
Section B: Printing, releasing and collecting your A2, A1 or A0 poster.

Sending your poster to the printer:

1. 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)

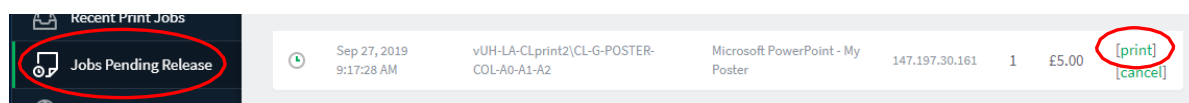
If you would like a copy of this document in a different format, please contact the Helpdesk on +44 (0)1707 284678 or ext. 4678 or email helpdesk@herts.ac.uk

2. Select **File > Print** at the top left of the screen and then **Show Details** at the bottom of the subsequent window.
3. Select:
Printer: Colour Poster A0/A1/A2
Paper Size: A2, A1 or A0
Slides: If you have many slides, select the one(s) you wish to print and not **All**.
Scale to fit paper
4. If the preview looks OK, click **Print**. You **MUST** now release your file to print within fifteen minutes.



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



- 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.