Poster Printing Guide

A guide to ensuring the best results and a minimum of problems…

Phone: (03) 834 45780
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WHERE TO FIND US:
Medical Building, Level 2, Ground Floor, Just off the foyer (E201).
Opening Hours: 9:30am-1pm 2pm-5pm Mon-Fri

Posters can be picked up after hours from the wooden box outside our door. The building is open from 7am to 7pm.

SUPPORTED SOFTWARE

Macintosh	**Windows**
InDesign CC	InDesign CC
Illustrator CC	Illustrator CC
Photoshop CC	Photoshop CC
PowerPoint 2017	Powerpoint (2013)
	CorelDraw 13

We support any file brought in the above software. We also handle and prefer Adobe Acrobat (PDF) files, this allows you to use any software you wish.

Note: Ensure when outputting a PDF that you select 'Save As' or 'Export'.

DO NOT 'Print As PDF' as it can result in downscaling and poor print quality.

Set Properties ⇒ Default settings, select "Standard" or "high quality" job options. If set to "web" or "smallest file size" images will be re-sampled to below optimal print quality.

PAGE DIMENSIONS

The maximum width for a Laminated poster is 100cm with no limit on the length. The maximum width for polyester fabric and polypropylene posters is 111.8cm with no limit on the length. This means that the short side of your poster should not exceed 100cm or 111.8cm depending on which poster material you choose.

It is best to set up your desired page size in the software you are using, rather than relying on software to scale the page when printing. If you cannot set the required page size due to software limitations, set the page size proportional to the required final size (correct ratio) and it will be scaled when printing. Be sure to let us know the required size of the page.
Illustrator, PageMaker PowerPoint: File⇒Document Setup or Page Setup, then set custom page size.
CorelDraw: Layout Menu⇒Page Layout.

HOW TO SUBMIT A PRINT JOB

- E-mail: anatomy-poster@unimelb.edu.au
  Include contact information such as phone number, department or institution, computer OS used (Mac or Windows).
- If too large to email and you can't physically get to us, you can share your file with us via dropbox,a free file sharing service, or
- Web linking. Place your file onto your website, email us the address and we can download the file
- USB stick. Come and visit us and submit your poster for print in person.

PRICES

MATERIAL POSTERS - Material posters are printed onto polyester fabric which can be folded and carried within a bag. They are not weatherproof but can be unfolded and displayed easily.
A1 - 594 x 841mm   -$60 ex. GST
A0 - 841 x 1189mm -$100 ex. GST
1.1mx1.2m-$110 ex. GST
Over 1200mm long, add $15 + GST for every 200mm.

POLYPROPYLENE POSTERS – These have a matt paper front and plastic back making them more durable than a paper poster.
A2- 420 x 594mm   - $60 inc. lamination. Ex GST
A1- 594 x 841mm   - $60 inc. lamination. Ex GST
A0- 841 x 1189mm - $100 inc. lamination. Ex GST
Up to 100 x 120cm - $100 inc. lamination. Ex GST
Over 1200mm long, add $15 + GST for every 200mm.

ADHESIVE BACKED POSTER(Polyester Fabric)- Printed on PhotoTex, a reusable and repositionable adhesive backed polyester fabric material. Will not mark or damage surfaces.
A1 - 594 x 841mm   -$60 ex. GST
A0 - 841 x 1189mm -$100 ex. GST
1.1mx1.2m-$110 ex. GST
Over 1200mm long, add $15 + GST for every 200mm.

PAPER POSTERS - Our paper posters are printed on heavy paper then laminated. These are very durable and will travel well rolled up.
A2- 420 x 594mm   - $60 inc. lamination. Ex GST
A1- 594 x 841mm   - $60 inc. lamination. Ex GST
A0- 841 x 1189mm - $100 inc. lamination. Ex GST
Up to 100 x 120cm - $100 inc. lamination. Ex GST
Over 1200mm long, add $15 + GST for every 200mm.

SEMIGLOSS PAPER POSTER – These are similar to a poster you would buy from a newsagents.
A2- 420 x 594mm   - $60 inc. lamination. Ex GST
A1- 594 x 841mm   - $60 inc. lamination. Ex GST
A0- 841 x 1189mm - $100 inc. lamination. Ex GST
Up to 100 x 120cm - $100 inc. lamination. Ex GST
Over 1200mm long, add $15 + GST for every 200mm.

A4 COLOUR LASER PRINTS
A4 laser prints 50c per side

IMAGE FILES

Image files can be placed into your document. **Cut and paste should be avoided**, instead using:
Illustrator, PageMaker, File → Place
PowerPoint: Insert – Picture → From file
CorelDraw: File → Import

Files should be inserted as TIFF or JPG. Not all programs support PSD (Photoshop). PNG files in PowerPoint will sometimes print with a thin grey line on 2 edges, even though this does not display on screen.

The resolution should be 300dpi at the desired final printing size.
If you copy and paste images from web pages, the quality will be poor.

University users, Print quality University logos can be downloaded from –
https://staff.unimelb.edu.au/marketing-communications/brand-advertising-sponsorship/download-university-logos

External users, check with your institution to obtain print quality logos.

POSTER PRODUCTION PROGRAMS - STRENGTHS & WEAKNESSES.

PowerPoint
*We take all care but no responsibility for any problems encountered printing from PowerPoint. A high percentage of all files supplied to us will print correctly. The most popular choice of programs, due to being widely available, is also the weakest. Do not be discouraged to use it, but be aware that if you try and do too much with PowerPoint, it may not print successfully due to limitations listed below. If you are place images and graphs in the manner suggested above, you should not have any problems with the final printout.

- The biggest issue we face with PowerPoint is the substitution of fonts. We may not have the same font as you do, and it will substitute fonts without letting us know. This can shift parts of the entire poster.

- Limited colour management ability means the output colours may not always match what you see on the screen.

- Page size limitations of 142cm.

- See above notes on placing graphs, these are all potential problems in PowerPoint.

- As PowerPoint is primarily a presentation software package, it 'softens' the appearance of any low resolution image used. The final printout will not look soft, it will be pixelated. Zoom in on any suspect image to 100-200%. If the image looks very soft, it will print pixelated.

CorelDraw

- Stable program with few problems. Use the CMYK colour rollup to minimise colour differences when printing. Be aware of the final file size, especially when using a background bitmap image on a large page size (1.2m+). If the total file size gets over 50-60Mb, reliability may suffer.
- Equations created in word and placed into Corel will not print correctly. Neither will Corel covert the file into anything more 'user friendly' for printing. Unless there is a way to convert the object from work into a WMF or JPG, do not use word equations.
- Pasting symbols in from other software can cause non-printing issues. We advise creating the symbols from within Corel Draw.

Adobe Illustrator

Stable program with few problems. If using Illustrator on Windows, change fonts to outlines by selecting the text then type → create outlines.

If you are placing images into your poster, remember that Illustrator does not place the image in to the file but links back to the original image file. Subsequently, if you copy your completed poster onto another disk for printing, the links are broken and the images can't print. The best option for illustrator is to Save as→PDF.

Adobe InDesign

Very good and versatile software.
If you are placing images into your poster, remember that InDesign does not place the image in to the file but links back to the original image file. Subsequently, if you copy your completed poster onto another disk for printing, the links are broken and the images can't print. When transferring the file to us, use File → Package. This will create a new folder with the file, fonts and all linked files contained within. Alternatively, Save as→PDF.

Adobe Photoshop

Adobe Photoshop is fine to use for poster creation, however, the poster must be created at the correct size from the very beginning. Photoshop is pixel based editing software and posters made in Photoshop do not respond well to changes in size if the file is too small - the result of enlargement being a pixelated poster. InDesign and Illustrator are vector based editing software and respond very well to changes in size.