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- x E-mail: L P D J L Q J-poster V@unimelb.edu.au
Include contact information V X F K D V S K R Q X P E H department R U L Q V W L W X W L R Q,
computer OS used (Mac or Windows).
- x 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
- x Web linking. Place your file onto your website, email us the address and we can
download the file
- x 8 6 % V W & R R H D Q G X V D Q W X E P L W U S R V W S H U L Q R W H L Q V R Q

PRICES

A1 - 594 x 84 mm -\$ 0 ex. GST
A0 - 84 x 118 mm R U [-\$1 0 ex. GST
1 Pmx1 Pm-\$1 0 ex. GST
Over 1200mm long, add \$ + 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 convert the file into anything more 'user friendly' for printing. Unless there is a way to convert the object from word 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.