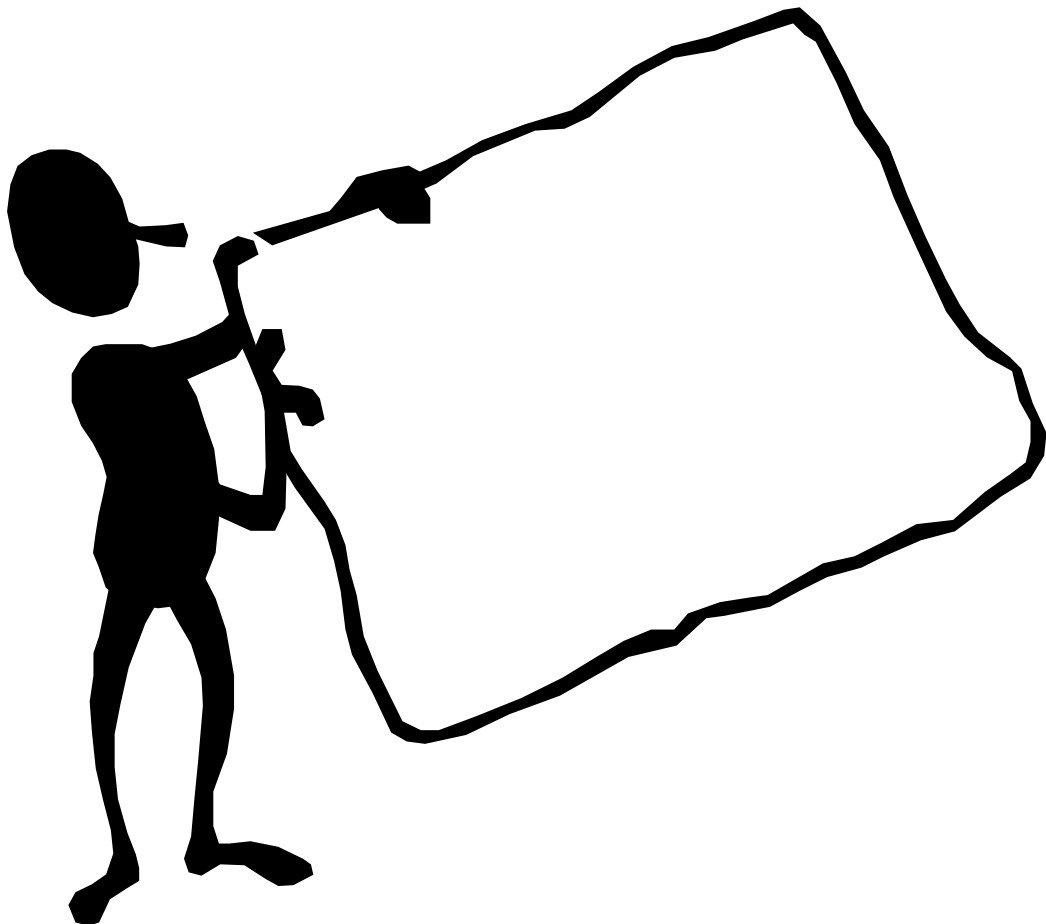


## Printing to the A0 printer

This Guide covers sending prints to the A0 printer from the Windows based Networked PC service



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### **Conventions:**

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

## Contents

<b>1</b>	<b>Which Package is best for you?</b> .....	<b>1</b>
<b>2</b>	<b>Important Poster Design Tips (Please Read)</b> .....	<b>1</b>
<b>3</b>	<b>General Paper Sizes</b> .....	<b>2</b>
3.1	Getting Your Sizes Right .....	2
<b>4</b>	<b>Specific Package Information</b> .....	<b>3</b>
4.1	PowerPoint 2007 .....	3
4.2	PowerPoint 2010 .....	5
4.3	Publisher 2007 .....	6
4.4	Publisher 2010 .....	7
4.5	Adobe Reader 9 .....	8
4.6	Microsoft Word .....	8
4.7	CorelDraw and Adobe Illustrator .....	8
<b>5</b>	<b>Sending jobs from UNIX</b> .....	<b>8</b>
<b>6</b>	<b>Confirming your print</b> .....	<b>8</b>
<b>7</b>	<b>Printing costs</b> .....	<b>9</b>
<b>8</b>	<b>Useful Tips and Problems</b> .....	<b>9</b>
8.1	Microsoft PowerPoint.....	9
8.2	Common Problems.....	10



## 1 Which Package is best for you?

Not all the packages available on Windows are suitable for producing a poster. **PowerPoint** (2010 is the version available on the Network PC Service machines) is the most recommended for its ease of use but **Publisher** is another suitable choice. Specific instructions about these packages are given later in the document. If you wish to use a specialist graphics package such as **PaintShop Pro** or **PhotoShop** we would advise that you create images within the graphics package and insert them on a blank canvas in PowerPoint setup to the correct size as listed in this document. We recommend that you **do not** use **Word, CorelDraw, Xfig or LaTeX**. Currently we **do not support** any other packages apart from the ones listed below:

- PowerPoint
- Publisher
- Adobe Acrobat

An alternative is to convert your file to a **PDF**, this option offers the greatest flexibility for poster production, then follow the instructions later in this guide for printing.

## 2 Important Poster Design Tips (Please Read)

- Make sure the paper sizes are set correctly in your chosen application before the work is created. To select the appropriate size in PowerPoint 2010 select the **Design ribbon** then chose **Page Setup**. The location of the page size settings in other applications will vary, it is usual in either **File | Page Setup** or **File | Print Setup**.
- For the best results, we recommend that you use a standard paper size such as **ISO A0**. However the plotter will print any job size that will fit on its 91.4 cm wide rolls.
- Print jobs using sizes **A3** or smaller should be done on other printers.
- More users have problems with A1 and A2 sized posters than A0, especially if they do not size the document correctly from the start.
- When composing your poster, remember to allow for some space around the edge of the poster for margins. (Usually 18 mm in length and 27.20 mm in width).
- If printing to A1 or A2, it is cheaper to rotate the print so that it will print across the page. To rotate, follow the instructions below for the package you are using and once the printer **Operators room – A0 colour plotter** has been selected, click **Properties** button, then **Advanced**, Select **Document Options | Printer features** and set **Rotate** to **True**.
- If you have already produced your poster at some other size, **some** applications provide a **Scale to fit paper** option in the **File | Print** dialogue box which will rescale the poster to the size you choose. **However**, please note that this method can cause problems with your printout and is not advised. If you do have problems with your preview you should start again with the correct page size and rebuild your poster.

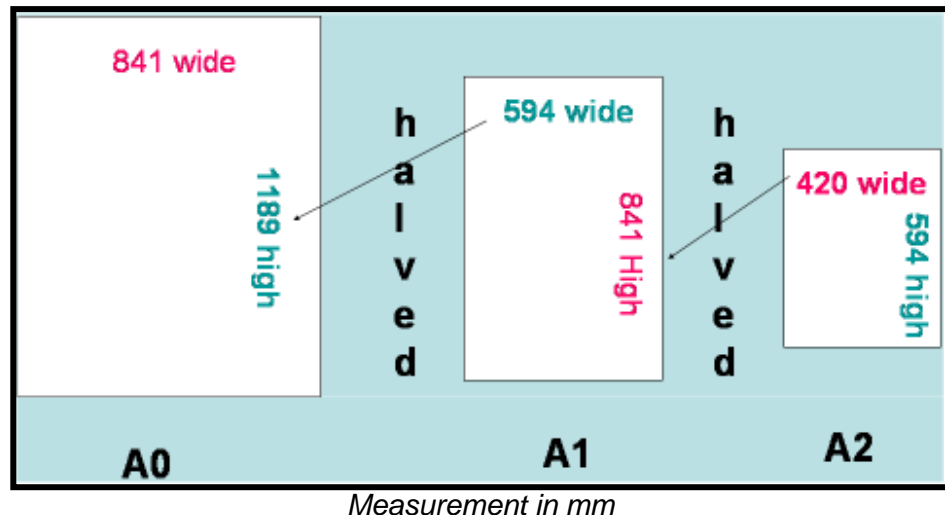
- If you are including images, keep the file sizes as small as possible, the most preferred file format for images is .jpg. If your poster file size becomes very large, the A0 printer will have difficulties producing your output.
- Avoid directly pasting screen grab images. Import the image into an editing program such as Paintshop Pro or Paint.net, resize the image then save it as a .jpg format and import it into your poster.
- After the poster has been sent to the printer, an A3 draft copy is produced first. If your poster looks as intended and approval is given (see Section 6) the poster will be printed. (Draft copies can be picked up from the Operators room CM131).
- The poster can be printed on either **Heavyweight coated paper** at **£5.00** per metre or **High-gloss paper** at a cost of **£10.00** per metre (photo quality).
- An A0 printout can take **1 ½ hours** to print in full. Beware that print queues will increase this time dramatically so **5 working days** is advised for submission of the print job at peak times.
- Please make sure you cancel unwanted print jobs with the operators before sending new print jobs.
- Please send your job well ahead of any deadlines. The A0 printer queue is often quite long. CIS takes no responsible for printing to deadlines.

### 3 General Paper Sizes

	Metric size in cm	Inches
<b>A0</b>	84.1 x 118.9	33.11 x 46.81
<b>A1</b>	59.4 x 84.1	23.39 x 33.11
<b>A2</b>	42 x 59.4	16.54 x 23.39

#### 3.1 Getting Your Sizes Right

Most users have problems producing posters if they do not select their page size before they create the document. All **ISO** paper sizes have a useful property which should make document creation easier. Each sheet when divided into two produces halves which are the same proportion as the original. For example, a sheet of A0 halved produces two pieces of A1 and so on.

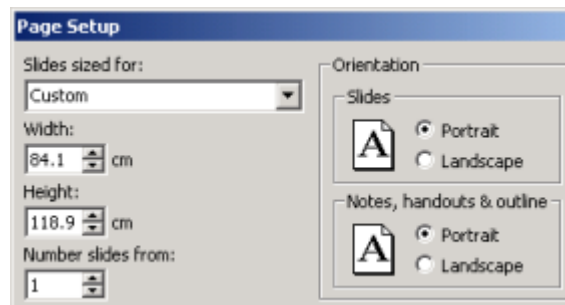


## 4 Specific Package Information

### 4.1 PowerPoint 2007

Before you create your poster you **must** set the page sizes first. This is important. **If you alter the sizes after you have placed text or images on the slide, you will have problems with your document. Do not use gradient colour schemes on your poster as they do not print correctly.**

- 1 Choose **File | Page Setup**. Click the **Slides sized for** drop down menu arrow and select **Custom**, enter the correct height and width of the required output. See table (section 3) for sizes.

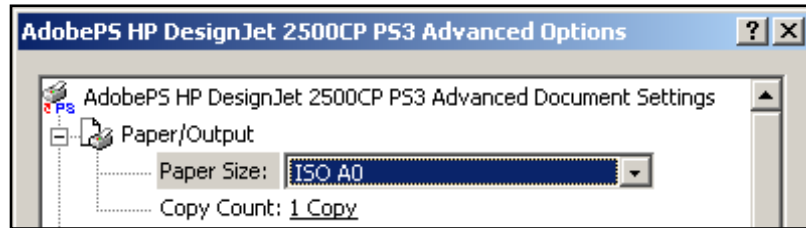


- 2 Select the orientation of the document and then press **OK**.
- 3 Create the PowerPoint presentation document. It is advisable not to use a detailed or complicated background design or colour. Choose a plain coloured background for the best results. This is available in **Format | Background**.

**Note: It is important that images are inserted into PowerPoint correctly and not by a copy and paste method.**

- 4 To print, select **File | Print** and select the **Operators room – A0 colour plotter** printer.
- 5 Select the **Scale to fit paper**. With this option ticked you do not have to consider leaving space for margins.
- 6 Check the **Print range** options and **Number of copies** box.

- 7 Click the **Properties** button and within the new dialogue box click on the **Advanced** button. Set **Paper Size** to **ISO A0**, **ISO A1** or **ISO A2**. Click **Ok**.



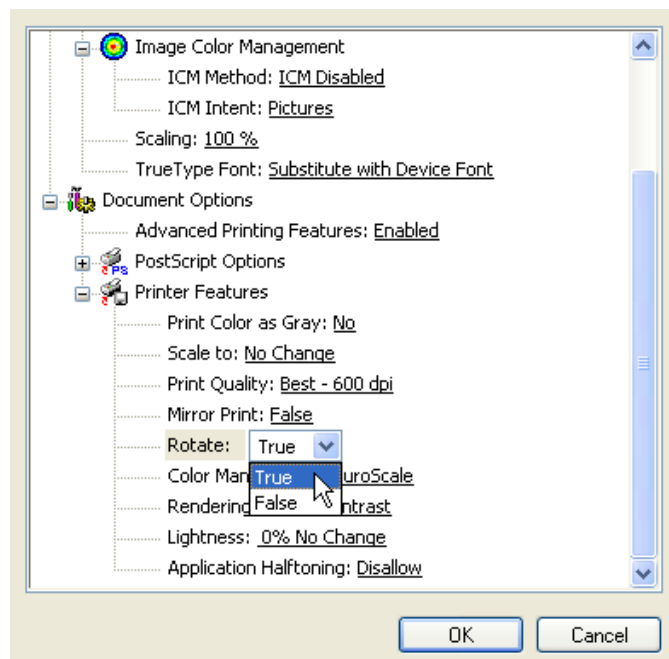
- 8 For **A0** output only – check the Orientation, close the dialog box by clicking **OK** and then print.

### Printing A1 and A2

There may be problems printing from these sizes if you do not select your sizes or rotate your poster correctly.

To alter the rotation:

- 1 Follow the steps above until step 7.
- 2 After setting the paper size, scroll to **Printer Features**.
- 3 Click the option **False** next to **Rotate** and change it to **True**.



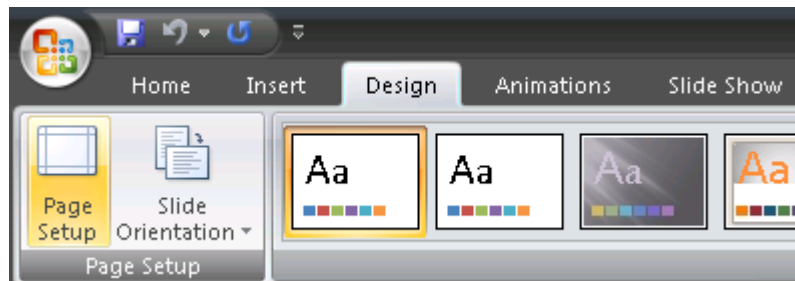
### Sizes and Rotation Options

Size	Orientation	Width	Height	Printer Features
A2	Portrait	42	59.4	Rotate - True
A2	Landscape	59.4	42	Rotate - True
A1	Portrait	59.4	84.1	Rotate - True
A1	Landscape	84.1	59.4	Rotate - True
A0	Portrait	84.1	118.9	Rotate - False
A0	Landscape	118.9	84.1	Rotate - False

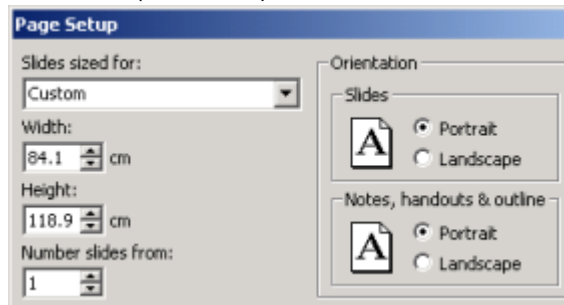
#### 4.2 PowerPoint 2010

Before you create your poster you **must** set the page sizes first. This is important. If you alter the sizes after you have placed text or images on the slide, you will have problems with your document. Do not use gradient colour schemes on your poster as they do not print correctly.

- 1 Choose **Design | Page Setup** from the office ribbon.

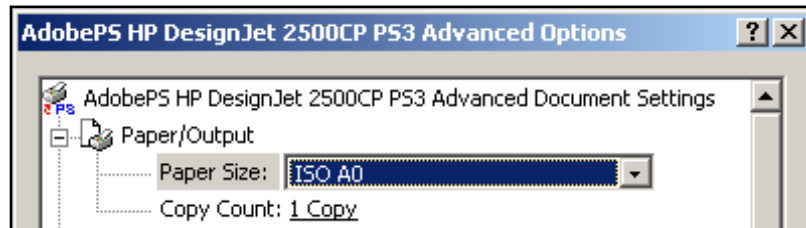


- 2 Click the **Slides sized for** drop down menu arrow and select **Custom**, enter the correct height and width of the required output. See table (section 3) for sizes.



- 3 Select the orientation of the document and then press **OK**.

- 4 To print, select **File | Print** and select the **Operators room – A0 colour plotter** printer.
- 5 Select the **Scale to fit paper**. With this option ticked you do not have to consider leaving space for margins.
- 6 Check the **Print range** options and **Number of copies** box.
- 7 Click the **Properties** button and within the new dialogue box click on the **Advanced** button. Set **Paper Size** to **ISO A0, ISO A1** or **ISO A2**. Click **Ok**.

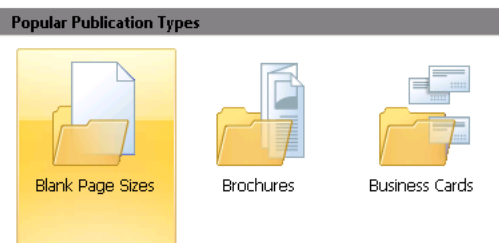


- 8 For **A0** output only – check the Orientation, close the dialog box by clicking **OK** and then print. For **A1** and **A2** output; see the PowerPoint 2010 instructions in section 4.1 these are the same steps.

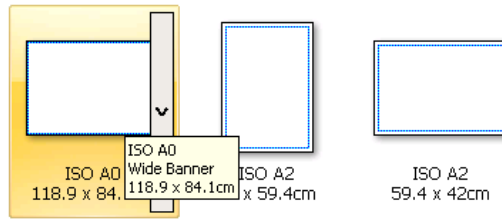
### 4.3 Publisher 2007

The instructions below are for setting the correct paper size and printer. If you do not select the correct printer before creating your document you will have problem printing.

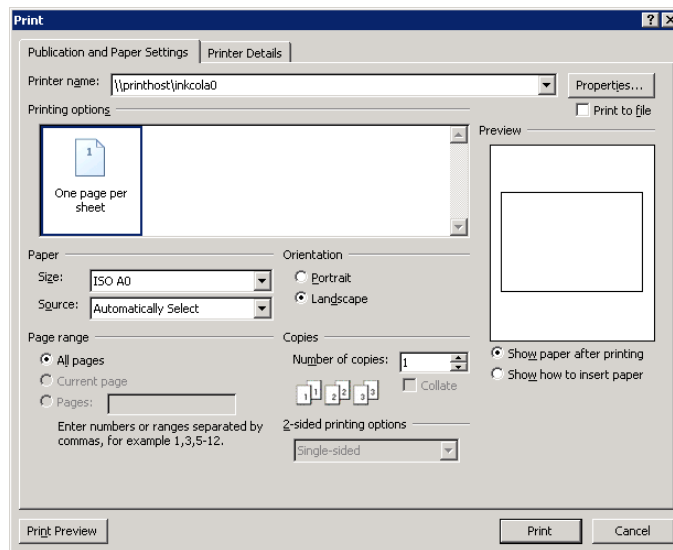
- 1 From the Getting Started screen that is shown when Publisher is opened Select **Blank Page Sizes**



- 1 Scroll down to the **Posters** section and select the relevant size (A0, A1 or A2) then press create.



- 2 Create the Publisher Document.  
NOTE: When creating your work in Publisher make sure all objects fall within the blue dotted rectangle shown on the publication.
- 3 To print: Select **File | Print** and change the printer to and change the paper size before clicking **Print**.



- 4 For A2 or A1 documents, check the rotation is set to true.

#### 4.4 Publisher 2010

The instructions below are for setting the correct paper size and printer. **If you do not select the correct printer before creating your document you will have problems printing.**

- 5 Select **File | Print** and then select the **Printer** tab.
- 6 Select the printer **Operators room – A0 colour plotter** from the **Printer Name** menu.
- 7 In **Settings** Select the Paper Size from **A0, A1, or A2**.
- 8 Choose the orientation of the poster and click **OK**.

From this point follow the steps outlined in **Printing A1 and A2 – Page 4**

#### 4.5 Adobe Reader X

- 1 Select the **print** icon from the toolbar (top left hand side of the box) and select the printer **Operators room – A0 colour plotter**
- 2 Click on the **properties** button, then the **advanced** button
- 3 Select your required **Document Size**, for example **ISO A0**. (You might need to select the **more...** option to access further sizes)
- 4 Check the orientation and press **OK** to return to the main document page.
- 5 Adjust the page scaling, for example **Fit to printable area** to optimise the page coverage, and **OK**.

#### 4.6 Microsoft Word

Do not use Word to produce posters, as there are restrictions on the size of the poster you can produce. This means that it is extremely difficult to print anything bigger than A3.

#### 4.7 CorelDraw and Adobe Illustrator

There are problems with printing posters directly from CorelDraw and Illustrator. It may also not be possible to export the file in a different format in order to send the print job from a supported application.

### 5 Sending jobs from UNIX

Whilst it is possible to send postscript jobs direct from Unix via the command:

```
lp -d inkcola0 <filename>
```

printing to the A0 plotter using this method is **not supported**.

### 6 Confirming your print

Please note: **You can only send print jobs to the A0 plotter from rooms CM131, CM001 and CM003.**

Once you have submitted your print job an A3 preview will be printed and can be collected from room CM133, CIS Operators.

It is your responsibility to check this draft copy before confirming the printout is acceptable. This gives a preview of what the completed plot will look like although colours may vary. If you are satisfied with it, hand it back to the operators and confirm your required paper type. You will need to inform the operators if you require high-gloss photo quality paper or heavy weight coated paper. Examples of both can be found in the Operators room CM133.

If you are not satisfied with the A3 preview, please let the operators know so they can cancel your job.

If you do not accept and return the preview to the operators within 2 working days your print job will be deleted from the queue.

It takes approximately 1½ hours to print an A0 poster, although if there are already jobs in the queue these have to be finished first. Final plotter

printouts can be collected from the operators. Please check you have adequate printing credits for your output.

**Any excess paper can be trimmed using the guillotine available next to the monochrome printer in room 131.**

## 7 Printing costs

Paper type	Cost per metre	Printer Credits
Heavyweight paper	£5.00	125
High-gloss photo paper	£10.00	250

An **A0** printout at 120 cm in length would cost £6.00 on heavyweight coated paper.

*(1.2 metres x £5.00 equals £6.00, which is equal to 150 printer credits)*

An A0 printout at 120 cm in length would cost £12.00 on high-gloss photo paper.

*(1.2 metres x £10.00 equals £12.00, which is equal to 300 printer credits)*

An Oversize A0 at 124cm in length would cost £6.20 on heavyweight coated paper.

*(1.24 metres x £5.00 equals £6.20, which is equal to 155 printer credits)*

An Oversize A0 at 124cm in length would cost £12.40 on high-gloss photo paper.

*(1.24 metres x £10.00 equals £12.40, which is equal to 310 printer credits.)*

## 8 Useful Tips and Problems

### 8.1 Microsoft PowerPoint

**Common problems with sending print jobs from PowerPoint are:**

- various objects on the poster not printing
- the background or colours printing differently
- the edge of the poster not printing
- the poster design is not filling the whole A0 sheet

**Possible solutions are:**

- Remove any detailed backgrounds
- Remove any images that have been pasted into the poster
- Look for any objects created in other packages (e.g. Excel charts)
- Do not insert animated gifs
- Reduce the number of images in the poster
- Check that the fit to page option is selected
- Do not use gradients on coloured backgrounds
- Ensure the page sizes are set before creating the document

## 8.2 Common Problems

On the poster preview, the top and bottom margins are different sizes.

### **Solution:**

- Use A0 oversize instead. It will centralise the poster.
- Trim your poster.

My fonts will not print correctly.

### **Solution:**

- Ensure that you either create your poster on a CIS machine or use standard fonts. Non standard fonts will be rejected by the printer

The poster does not fit the output.

### **Solution:**

- 1) In PowerPoint select all of your on screen elements (CTRL+A)
- 2) Right click your objects and select **Copy**
- 3) Open a *new* PowerPoint document
- 4) Set the correct paper sizes.
- 5) Right click your page and select the **Paste Options** function from the drop down menu

Select **Print**, and follow the steps outlined in **Printing A1 and A2** – Page 4.