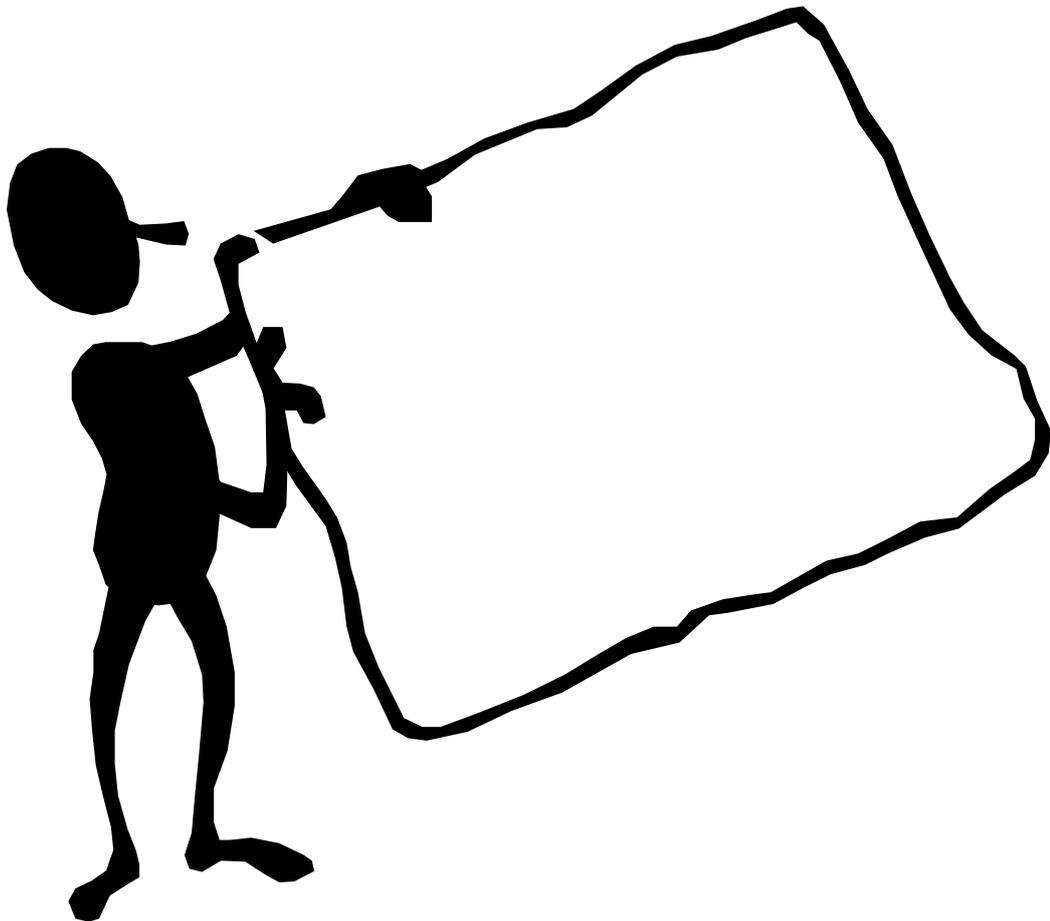# Printing to the A0 printer

This guide covers sending prints to the A0 printer from the Windows based Durham University Desktop Environment Computers

Document code: **Guide 141**
Title: **Printing to the A0 printer**
Version: **2.3**
Date: **August 2016**
Produced by: **Durham University Computing & Information Service**

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

1   Which Package is best for you?

Not all the packages available on Windows are suitable for producing a poster. **PowerPoint** (2016 is the version available on the Durham University Desk Environment 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 or Xfig**. Currently we **do not support** any other packages apart from the ones listed below:

- PowerPoint
- Publisher
- Adobe Acrobat

An alternative to the non-supported packages is to convert your file to a PDF then follow the instructions later in this guide for printing. This option offers the greatest flexibility for poster production.

If you are producing a poster in **LaTeX** we strongly advise that you convert to a **PDF** this will achieve the best print results.

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 2016 select the **Design ribbon** then chose **Page Setup**. The location of the page size settings in other applications will vary, it is usually 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 **DU-Plotter-Matt or DU-Plotter-Glossy** 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. Keep the file size as small as possible without compromising the quality of the image'
- 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.
- 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 Service Desk 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
A0	84.1 x 118.9	33.11 x 46.81
A1	59.4 x 84.1	23.39 x 33.11
A2	42 x 59.4	16.54 x 23.39

4   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.

Measurement in mm
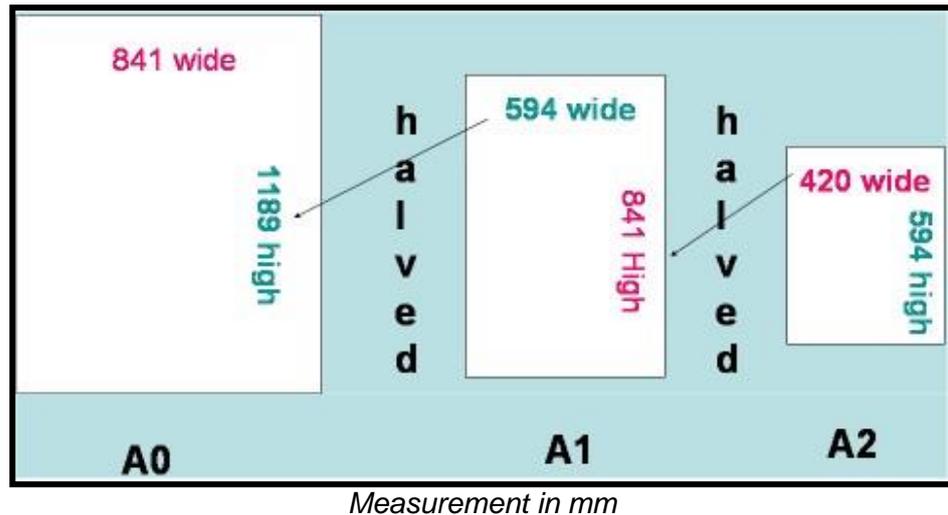
5   Specific Package Information

5.1   PowerPoint

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 the **Design** tab on the ribbon then click on **Slide Size option** then select the **Custom Slide Size**. 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.
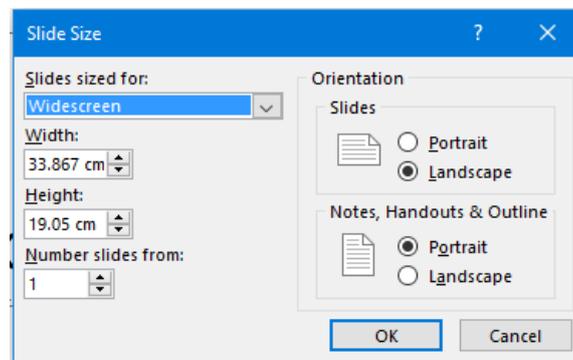

2   Select the orientation of the document and then press **OK**.

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 by right clicking on the empty slide and selecting the **format background** option.
    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 either **du-plotter-glossy** or **du-plotter-matt.**

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 **Printer Properties** button and within the new dialo box click on the **Paper/Quality** tab. Set **Document Size** to **ISO A0, ISO A1** or **ISO A2**. Click **OK**.
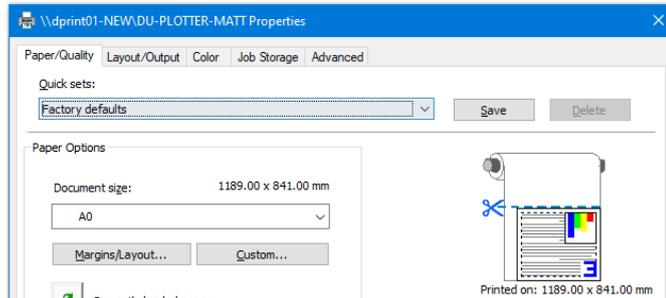

8   For **A0** output only – check the orientation, close the dialog box by clicking **OK** and then print.

5.1.1   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, Click Layout/Output.

3   Ensure the **Orientation** is correct.
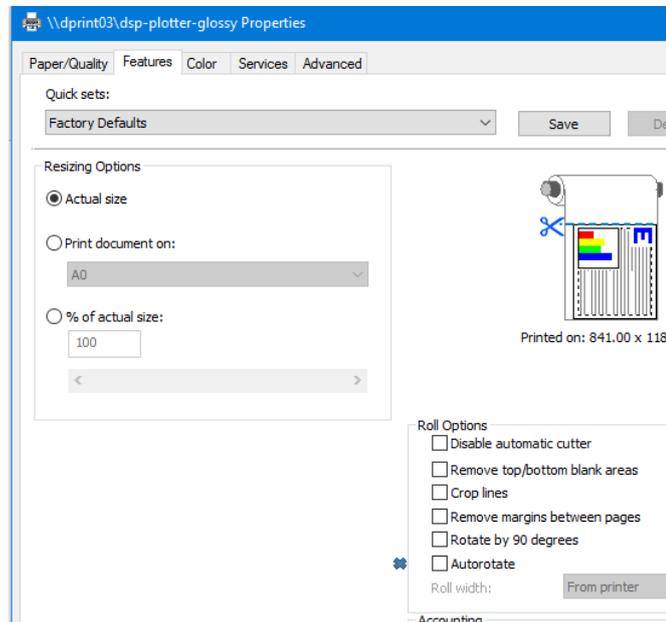

Sizes and Rotation Options

| 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

5.2 Publisher

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.

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


Blank A4 (Portrait)   Blank A4 (Landscape)   More Blank Page Sizes
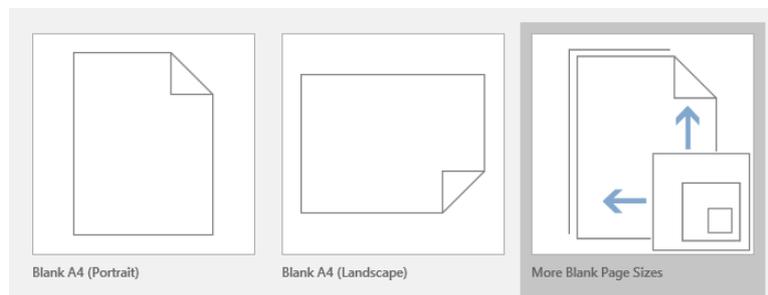
2. Scroll down and click on the **Posters** folder and select the relevant size (A0, A1 or A2) then press create.

ISO A0
84.1 x 118.9cm

ISO A0
118.9 x 84.1cm
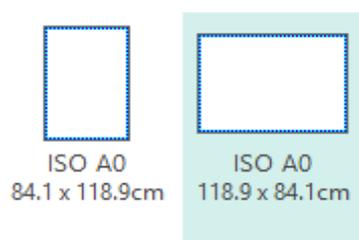
3. Create the Publisher Document.

   NOTE: When creating your work in Publisher make sure all objects fall within the blue dotted rectangle shown on the publication.

4. To print: Select **File | Print** and change the printer to **du-plotter-glossy** or **du-plotter-matt** then click on **printer properties** and change the paper size on the **Paper/Quality** tab before clicking **Print**.

5. For A2 or A1 documents, check the rotation is set to true by selecting the **features** tab and ensuring the **autorotate** option is set to **true**.
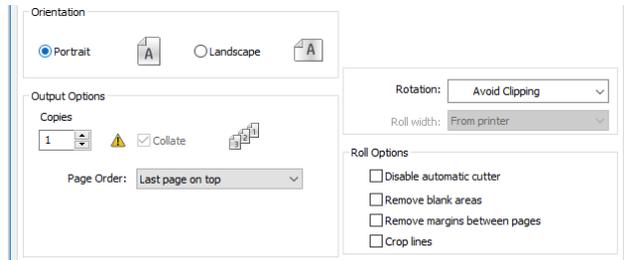
From this point follow the steps outlined in 5.1.1 Printing A1 and A2 – Page 4

5.3 Adobe Reader

1 Select the **print** icon from the toolbar (top left hand side of the box) and select the printer **du-plotter-glossy** or **du-plotter-matt**

2 Click on the **properties** 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**.

5.4 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.

5.5 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.

6 Confirming your print

Please note: Before proceeding please check the poster for spelling and formatting errors.
Also please make sure you have purchased enough printer credits prior to sending the job to print.

To confirm you wish to go ahead with printing your job you will need to attend the IT Service Desk in person at the Bill Bryson Library.

The Printing service is available between 9:00 until 17:00 Monday till Friday

Please note we will need the following information from you when confirming your job with us: Your username, the filename of the job you have printed, the printer you have sent it to, and the size of your job.

Any excess paper can be trimmed using the guillotine available opposite the IT Service Desk within the Bill Bryson library

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

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 on your page and under P**aste Options** select "Use destination theme"

Select Print, and follow the steps outlined in 5.1.1 Printing A1 and A2 – Page 4.