KU LEUVEN

Scientific Poster

printing@ICTS

Note for technophobes

Cut-and-Paste (*the analogue way – the traditional way*)

- Print separate A4's and glue it together
    - ✓ Useful at the design stage
    - ✓ Fast, simple
    - ○ Not always a success
    - ○ Emergency use only

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Where to print@ICTS?

- https://icts.kuleuven.be/sc/onderwijs/plotter
- PC-lab Gasthuisberg ALO
  Herestraat 49
  Gebouw 405-15, lokaal 03.22
  3000 Leuven
- AGORA, Room 00.E01
  E. Van Evenstraat 4
  3000 Leuven
- PC-lab Celestijnenlaan 200C
  Gebouw 493-11 Lokaal 00.02
  3001 Heverlee
- Opening hours: check website

Paper

- Prints are made on roll (36" – 91 cm width)
- Glossy paper
- 140g paper
- canvas

Paper

Glossy

- ✓ Crisp, clear and sharp images
- ✓ Richer color
- ✓ Shiny finish
- ✓ Colors remain vibrant
- ✓ Good ink absorption
- o Smudges / finger marks appear easily, cannot be cleaned easily
- o Glare forces viewing the print from selected angles

140g - matte

- ✓ Professional outlook, especially for black-and-white prints.
- ✓ Smudges and fingerprints are not easily identifiable.
- ✓ Absence of glare.
- o Photos may look grainy
- o Issues regarding texture or patterns

Paper

Format	Width (mm)	Height (mm)	140g paper	Glossy paper	Canvas
Oversize A0	900	1245	€ 25,00	€ 31,00	€ 56,00
A0	841	1189	€ 24,00	€ 30,00	€ 54,00
A1	594	841	€ 17,00	€ 21,00	€ 38,00
A2	420	594	€ 12,00	€ 15,00	€ 19,00
Non standard	900	Up to 25.000	€ 20,00 per meter	€ 25,00 per meter	€ 45,00 per meter

Borders cut DIY: free
No cardboard or plastic boxes / tubes

Accepted File type

- Poster in PDF should have the correct final dimensions
  - Check the PDF file
    - is everything on the poster?
    - typo's, etc.
  - When the PDF looks good, you can be pretty confident that the printed version will also be OK.
- No software specific files (Illustrator, AutoCad, Photoshop, etc.) – the software is not available at the ICTS print stations
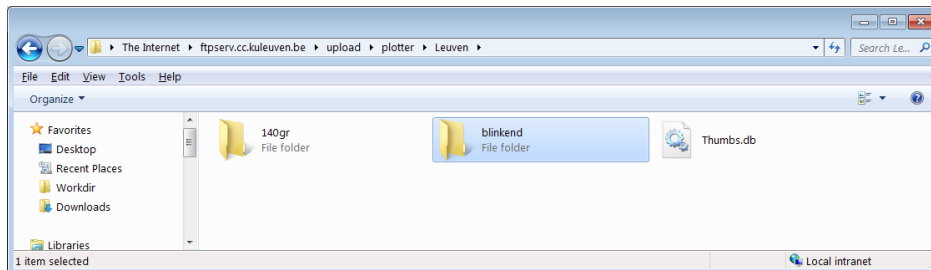- Emergency only: ppt / pptx

Procedure

1. Fill out form HP DesignJet plotter service (fill out all the information! http://icts.kuleuven.be/sc/plotter
2. Transfer the PDF file to the correct folder
   Do not put the file in 'done'

Transfer PDF file

- **using Windows Explorer**
  - Open Windows Explorer **ftp://ftpserv.cc.kuleuven.be/upload/plotter/...** .
- Open another windows explorer and select the file to transfer, drag and drop this file into the appropriate folder.
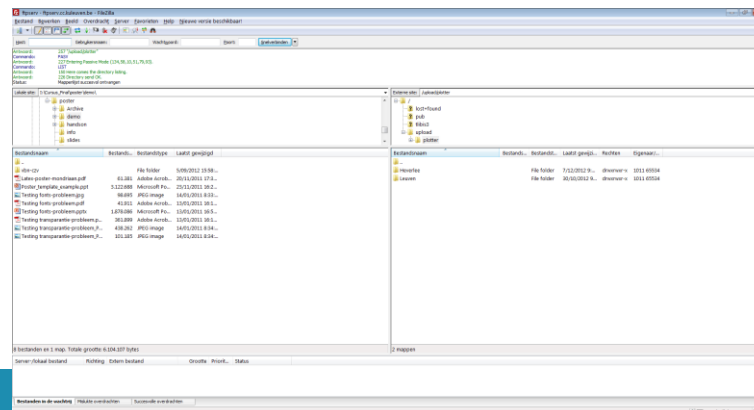

https://admin.kuleuven.be/icts/services/plotter/ftp-transfer_en.html

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Transfer PDF file

- **using Filezilla**
  ftp://ftpserv.cc.kuleuven.be/upload/plotter

Some remarks

- Not suited for large volumes (max. 10 copies)
- Delivery:
    - Mail is sent when print is finished
        - usually within 24h – when busy within 3 days
        - In case of a correct request
    - Contact in case of problems
- Sorry, no full size proofs
    - Print A4 and proof

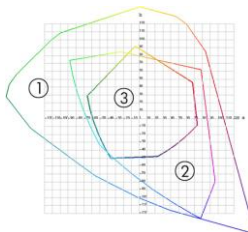KU LEUVEN

Troubleshooting

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Prevent problems

- Try to use only 1 computer to develop your poster.
- Stick with 1 software version.

Color

- The color on the computer screen is not the color that will be printed!
- Range screen > range printer

1:All colors
2:Computer monitor gamut
3:CMYK press gamut

- Red, Green, and Blue are "additive colors"
- Cyan, Magenta and Yellow are "subtractive colors".

RGB

CMYK

No color management

- HP designjet have the HP Embedded Spectrophotometer
- Consistent colors
- No additional calibration software is available, nor calibrated monitor. – we are working on it

PDF – Microsoft - saveas

- Click the **File** tab.
- Click **Save As**.
- In the **File Name** box, enter a name for the file, if you haven't already.
- In the **Save as type** list, click **PDF (*.pdf)**.
  - If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
  - Click **Standard (publishing online and printing),** since your poster requires high print quality.
- Click **Save**.