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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
    - o Not always a success
    - o Emergency use only

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Where to print@ICTS?

- https://icts.kuleuven.be/sc/onderwijs/plotter
- Gasthuisberg ALO
  Herestraat 49
  Gebouw 405-15, lokaal 03.22
  3000 Leuven
- AGORA, Room 00.E01
  E. Van Evenstraat 4, 3000 Leuven
- ICTS Klantencentrum
  de Croylaan 52B (basement)
  Room 91.14, 3001 Heverlee
- Opening hours: https://admin.kuleuven.be/icts/services/plotter/index.html

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Paper

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

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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

http://blog.printpapa.com/2009/10/what-kind-of-paper-to-use-gloss-or-matte-finish/

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Paper

Format	Width (mm)	Height (mm)	140g paper	Glossy paper
Oversize A0	900	1245	€ 25,00 per poster	€ 31,30 per poster
A0	841	1189	€ 24,00 per poster	€ 30,00 per poster
A1	594	841	€ 16,80 per poster	€ 21,00 per poster
A2	420	594	€ 12,00 per poster	€ 15,00 per poster
Non standard	900	Up to 25.000	€ 20,00 per meter	€ 25,00 per meter

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

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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
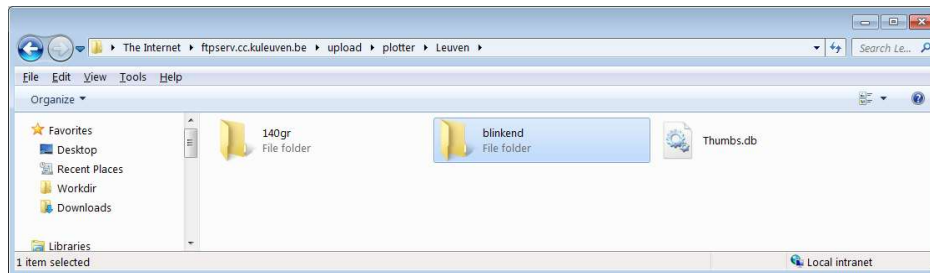- Emergency only: ppt / pptx

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.
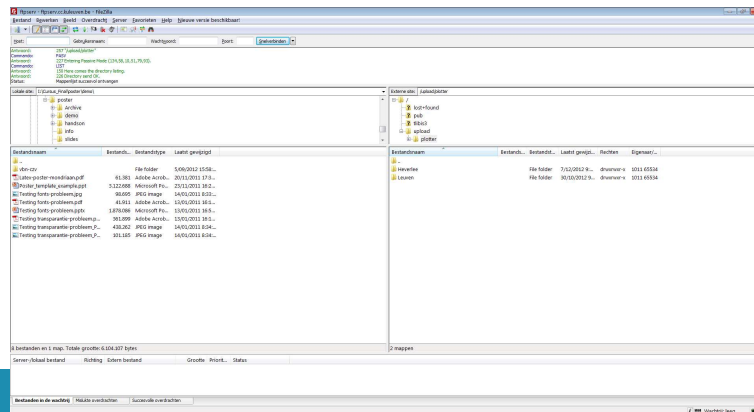

https://admin.kuleuven.be/icts/services/plotter/ftp-transfer_en.html

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Transfer PDF file

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

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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

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Troubleshooting

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Prevent problems

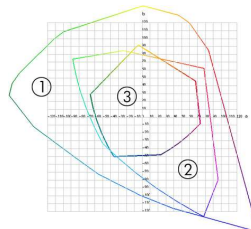- Try to use only 1 computer to develop your poster.
- Stick with 1 software version.

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**.