

# uCreate Multimedia

## Poster Printing

### *Where can I print from?*

*Library poster printers can print from any computer on the 1st floor of the Main Library.*

### *How much does it cost?*

*Prices are dependant on size and paper type.*

<b>Size</b>	<b>Plain</b>	<b>Glossy</b>
A2	£3.00	£5.00
A1	£5.00	£10.00
A0	£8.00	£20.00

*Please note poster printing credit is deducted from your charged account, posters cannot be printed from your free quota.*

### *Tips for preparing your file*

*1) Design your material in the correct page size - If you are unsure of the final print size, it's always better to design at a larger size and scale down.*

*2) Convert your document to PDF before printing - this will result in the best quality print.*

*3) Dont print from email attachment - downloading your file first will improve results.*

### *Printing Workflow*

**1) Open your file (not on a laptop) and select "Print"**

**2) Select the printer you wish to use from the print dialogue**

For Glossy use **"uCreate-Poster-Glossy..."**

For Plain use **"uCreate-Poster-Plain..."**

**2) Adjust Printing Preferences**

**Paper/Quality:** Select your document size and adjust printing quality here.

**Layout/Output:** Select **"fit to.."** in resizing options and ensure **"AutoRotate"** is enabled.

**3) Click Print:** This will send your poster to the printer.

Please note, files can take several minutes to transfer to the printer.

**4) Release the Poster:** Swipe the card reader to the right of the relevant poster printer, highlight your file and select "print" to release the project.

### *Having Problems?*

The uCreate team are on hand to provide support in the Main Library Makerspace (room 1.12 on the first floor, 0131 651 3809) on weekdays. Please contact IS helpline on evenings and weekends.