

Poster Printing Guide

Troubleshooting

Banding

If block colours print out in strips or "bands", ensure Paper/Quality is set to "Quality" within the print properties menu. If the problem persists, there may be a problem with the printheads and you should contact IS Helpline.

Scaling Problems

If prints are too small or too big, ensure the correct paper size is selected and "fit" is enabled in the print options.

Missing elements

Missing elements usually indicate that layers in your file have been interpreted wrongly by the printer. This can be resolved by opening your file in photoshop, flattening the image and re-exporting as a PDF before printing.

Colours dont appear on paper as they did on screen

Opening your iage in photoshop and converting colour mode from RGB to CMYK may resolve this issue, though designing your content in CMYK is recommended to ensure colours are printed correctly.

Printer out of paper

During staffed hours (M-F, 9-5), please let the uCreate team know if a poster printer runs out of paper (you'll find us in the Makerspace in room 1.12 on the first floor of the Main Library). Please contact IS Helpline if paper runs out outside of these times and we'll work to get them refilled as quickly as possible.,

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Quick Tips

Library poster printers can print from any software with a "print" option, though converting your document to a PDF prior to printing is recommended for the best results.

Please do not attempt to print directly from an email attachment.

Image files such as JPEGs or TIFFs should be opened in an appropriate software before attempting to print.

We recommend you design your material in the page size you wish to print (A0, A1, A2)

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

Workflow

1) Select the printer you wish to use from the print dialogue

For Glossy **uCreate-Poster-Glossy...**

For Plain **uCreate-Poster-Plain...**

2) Adjust Printing Preferences

Paper/Quality: Select document size here (A0, A1 or A2). Here you can also adjust the Print Quality.

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

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

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