

## ~ LARGE FORMAT PRINTING TIPS ~

Printing and Design Services has two different size format printers:

- 24" – size can be set to 24" wide but will have a small white border around the image when printing – can be laminated
- 36" – size can be set to 36" wide but will have a small white border around the image when printing – can be laminated

Files in the following programs can be enlarged proportionately from 8.5" x 11":

- Acrobat
- PowerPoint
- Publisher
- Word

If you already have files formatted for large format printing (high resolution, large size), they can be printed from the following programs:

- Acrobat
- Illustrator
- Photoshop
- PowerPoint

Colors may vary when printing from the large format printers. Blue is especially prone to printing with a large amount of magenta in it. Therefore we recommend using the following codes for dark blue: RGB 0- 86-172 or CMYK 95-73-0-0.

## Creating posters using PowerPoint:

- Using sizing listed above
- Maximum PowerPoint length is 56" – for larger length posters, cut your required dimensions in ½ and we will double them to print, for example (desired size = 36 x 72, set up page as 18 x 36 and we print at 200%)
- You can also search online for free PowerPoint templates to download, being sure to keep the maximum dimensions in mind

### *Two ways to input data:*

- Insert text box and type in information – you can right mouse click on the box to adjust the box size or format the text box to allow for the wrap feature

*Or*

- Copy and paste information from another program by selecting desired data, copy and use the “paste special” feature to put into PowerPoint.
- The data can then be moved/resized to fit
- Use the zoom feature (100%) to determine font size

## Printing

- Print time varies depending on ink color, usage and size. Please allow 30 min to 1 hour for set up and print during normal times (2 hours during high demand times)

## Laminating

- Up to 38" wide
- Poster must dry before being laminated – at least 30 minutes, preferably 2 hours