

Poster printing instructions



For the success of your poster printing, we do not recommend PDFs created directly from MS Office applications. Sometimes they are incompatible with our professional printers (incorrect resolution, ignored fonts, etc.); it is preferable to follow the method proposed in this manual.

In addition, we advise all people who do not have Acrobat Pro installed or who work with "exotic" software to export a flat-bitmap file in JPG or TIF.

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More information on repro.epfl.ch

Poster informations

Printing media

Here is the list of our print media and their widths. The printing formats in the Adobe PDF driver that we propose below are compatible with these printing widths.

Printing media	Rolls width			Full bleed printing
	84.1cm	91.4 cm	106.7 cm	
Standard paper – 150 g/m ²	x	x	x	yes
Satin photo paper – 200 g/m ²	x	x	x	yes
Glossy photo paper – 190 g/m ²	x	–	x	yes
PE canvas – 310 g/m ²	–	x	x	no, 12 mm margin
Foldable fabric – 175 g/m ²	–	x	–	no, 12 mm margin

Printing formats

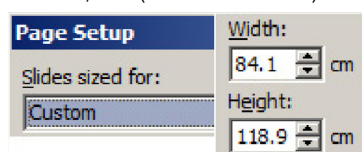
The width of our media is related to the print formats of the Adobe PDF driver. Before you start creating your poster, read the following tips, they will be useful.

Adobe PDF driver and recommended formats

✓ A0	841 × 1189 mm
A1	594 × 841 mm
A2	
A3	
A4	
ARCH E1	
ARCH E2	
ARCH E3	
Administratif	
Architectural C	
Architectural D	
Architectural E	914 × 1219 mm
B1	
B2	
B4	
B5	
C	
D	
E	
Enveloppe C5	
JIS B0	
JIS B1	
JIS B2	
JIS B3	
JIS B4	
Ledger	
Letter Oversize	
Lettre US	
Légal US	
Oversize A0	900 × 1245 mm
Oversize A1	625 × 900 mm
Oversize A2	
Screen	
Slide 7.5 × 10	
Tabloïd	
Tabloïd large	
Gérer les tailles personnalisées...	

Format

Preferably, make your poster in a normalized standard format, A0 (841 × 1189 mm) or A1 (594 × 841 mm).



Size of an A0 layout
in PowerPoint

You can also choose to work in one of the formats shown opposite; they are based on the Adobe driver and compatible with our media. For all other dimensions, it will be necessary to go through "Manage custom sizes..."
N.B.: Whatever the size of your poster, it can be (un)zoomed to fit one of our printing widths, provided that the integrated bitmap images meet a minimum resolution.

Resolution

To ensure a good print quality, the resolution of imported bitmap images (photo, in pixels) must be between 150 and 300 dpi at the actual use size (100%). This value must be adjusted according to the magnification factor (e.g., an A2 at 300 dpi can be reasonably printed in A0, its resolution being 150 dpi).

Margins

Considering that your poster can be printed "full bleed", it may be slightly trimmed at the end (cropping on all four sides). Therefore, we advise you not to place any vital objects (text, logo, etc.) within 10 mm of the edges of your creation.

Tarifs: repro.epfl.ch/price

PowerPoint, with Acrobat Pro installed

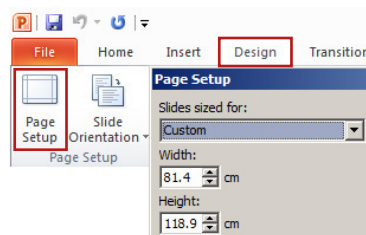
Windows



Preliminary: Check the format of your poster

Under the tab **Design > Layout**

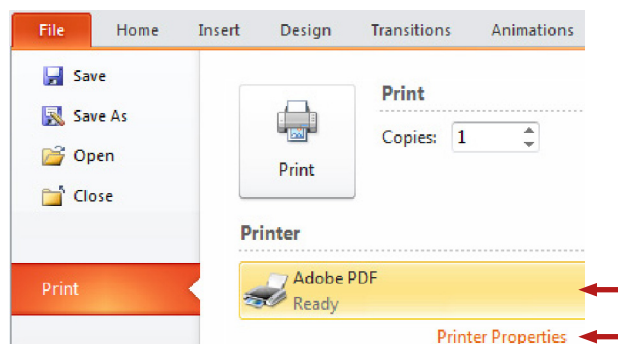
Check the format and, if needed, adapt your poster to a format compatible with our roll widths (see previous page).



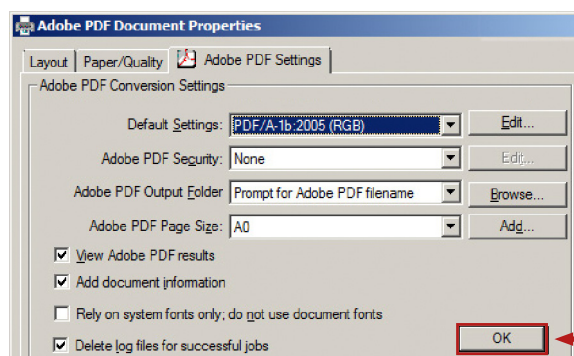
Generate your PDF

1. Start printing **File > Print**.
Select the **Adobe PDF** printer.
Click on **Printer properties**.

The "Adobe PDF properties" window opens.

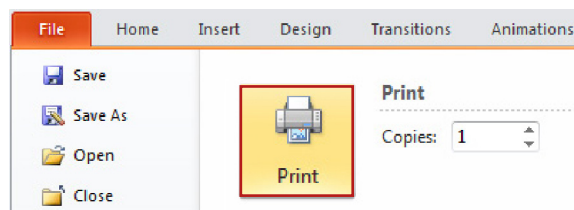


2. Select the default settings **PDF/A-1b:2005 (RVB)**.
Enter the same settings as in the screenshot opposite.
Confirm your settings with the **OK** button.



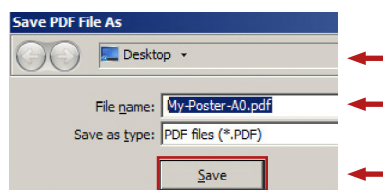
3. Back in the printing window, click on **Print**.

The "Save PDF File As" window opens.
Note: Sometimes the window opens in the background.

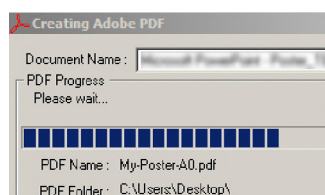


4. Select the location (here: Desktop).
Name your PDF file.
Confirm by clicking on **Save**.

The PDF generation procedure starts in the background.



5. Retrieve the PDF created on your desktop.



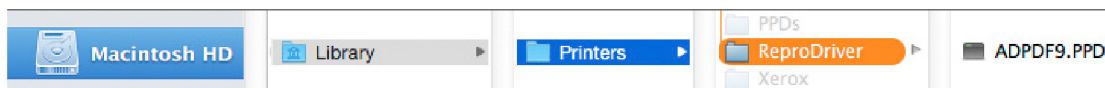
PowerPoint, with Acrobat Pro installed 1/2

Mac OS X



Preliminary: Install and configure the Adobe PDF driver

Download this [MAC-PrintPDF-Package](#) folder and unzip it on your desktop.
Move the ReproDriver folder (and its contents) to this location:

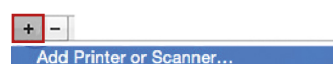


The idea is to create a virtual printer that will be used to generate your PDF files, both for digital printing (up to A3) and for your posters (A2 to A0).

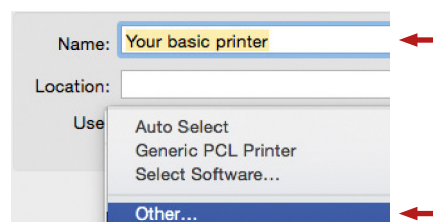
- A. In the menu **Apple > System Preferences...**
Select **Printers and Scanners**.



- B. At the bottom left of the window, click on
+ > Add Printer or Scanner...

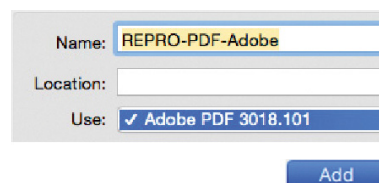


Select any of your available printers by clicking on them.
Name it **REPRO-PDF-Adobe**.



Under **Use > Other...**, select the Adobe PPD previously copied and located, as a reminder, at this location **Macintosh HD > Library > Printers > ReproDriver > ADPDF9.PPD**

Once loaded, it is called **Adobe PDF 3018.101**



Finalize the creation by clicking on **Add**.

- C. Check that it is present in your available printers (on the left) and that its type is **Adobe PDF 3018.101**.



- D. Set it as the default printer by right-clicking on it.

The new virtual printer is ready to generate PDFs from Word and PowerPoint.

The procedure is described on the next page.

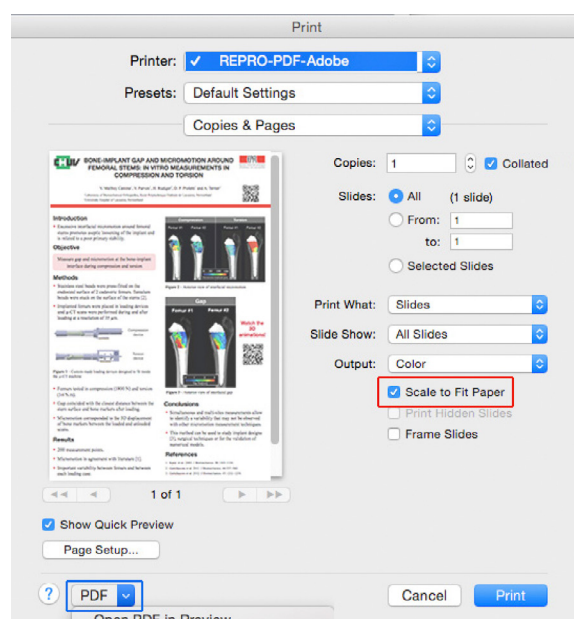
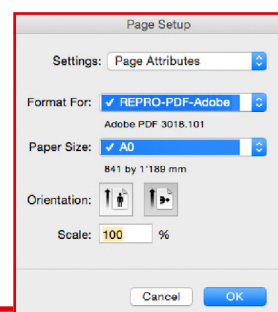
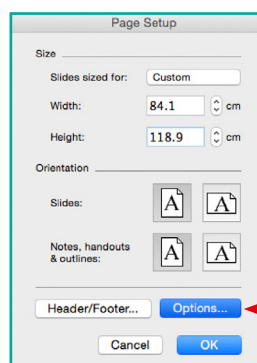
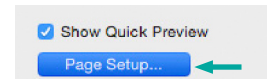
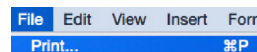
PowerPoint, with Acrobat Pro installed 2/2

Mac OS X

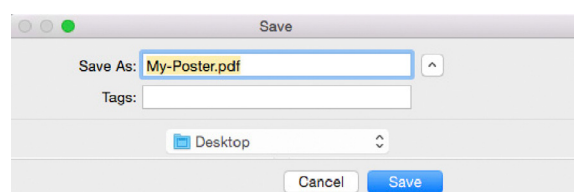
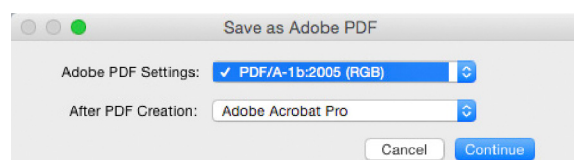


Generate your PDF

1. Start printing **File > Print**.
The "Print" window opens.
At the bottom left, click on **Page Setup...**
 2. The "Page Setup" window opens.
Click on **Options...**
 3. The second "Page Setup" opens.
Check that the format is for **REPRO-PDF-Adobe**.
Select the desired paper size (**A0** or another size to post). Check the orientation and scale.
Confirm by clicking **OK** (twice to close both windows).
 4. Back in the "Print" window,
check that "Scale to Fit Paper" is clicked.
- You can start creating the PDF by clicking on **PDF > Save as Adobe PDF**.



5. The "Save as Adobe PDF" window opens.
Select the existing setting **PDF/A-1b:2005 (RVB)**.
Confirm by clicking on **Continue**.
6. The "Save" window opens.
Name your PDF file.
Choose the destination (here: Desktop).
Confirm by clicking on **Save**.
7. Retrieve the PDF created on your desktop.



Adobe InDesign and Illustrator

Windows & Mac OS X



Preliminary: Install the PDF export preset

A. Download the Settings-CC_Digital folder.

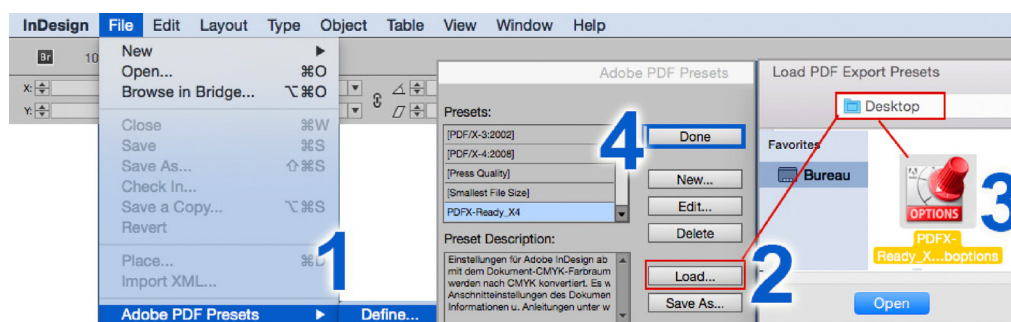
Unzip the file (PDFX-ready_X4-Digital.joboptions) on your desktop.

B. From InDesign, load the preset **File > Adobe PDF Presets > Define...**

In the "Adobe PDF Presets" window, click on **Load...**

Select the **PDFX-ready_X4-Digital.joboptions** preset you just downloaded.

To validate this additional preset, click on **Done**.



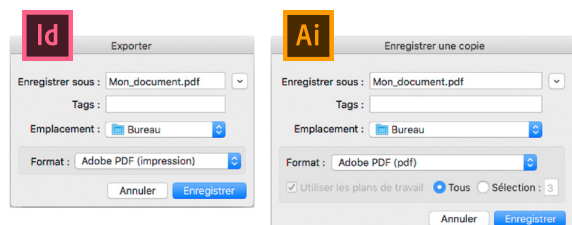
Tip: in order to achieve predictable and high quality printing results with the Creative Cloud, we encourage you to consult our specific [REPRO-DTP-Guide](#).

Generate your PDF

1. Save your work, then:

- from InDesign, **File > Export > Adobe PDF (print)**
- from Illustrator, **File > Save As... > AdobePDF**

Name your document, choose its destination, and then click on **Save**.



The "Adobe PDF" window opens.

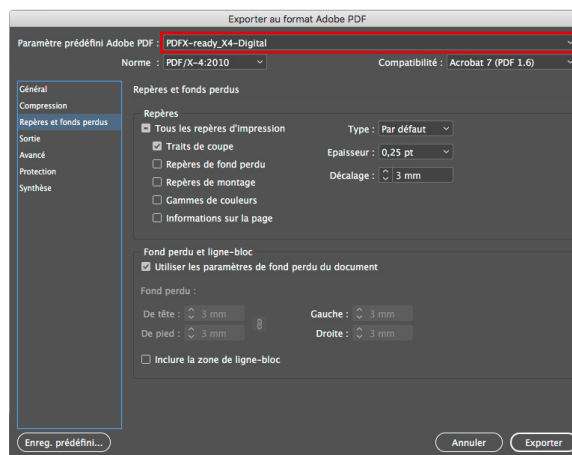
2. Select the Adobe PDF Preset

PDFX-ready_X4-Digital.

- if you have specified bleeds in your document format (here: 3 mm), they will automatically be included in the export.
- crops marks will also be added.

3. Start generating your PDF by clicking on the **Export** button; process is done in the background.

4. Retrieve your PDF at the chosen location.



LaTeX

Windows, Mac OS X & Linux



Since there are many different versions of LaTeX on different operating systems, it is complex to establish a method that is safe and applicable to all. Below we give you three solutions, the first of which is optimal, but requires Acrobat Pro.

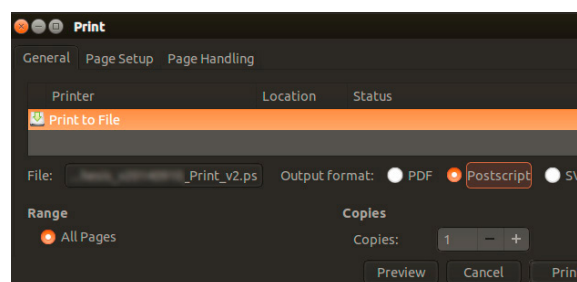
To make a poster, it is ideal to design your file on a 1:1 scale, i.e. for an A0 to 841 × 1189 mm format. The resolution of the bitmap images (photo, in pixels) imported into your document should be between 150 and 300 dpi.

Solution 1: Generate your PDF via a Postscript file and Acrobat Distiller

1. Run a **Print** command and choose the **PostScript** output.

Normally this procedure is applicable on all systems (opposite, on Linux and Mac OS X).

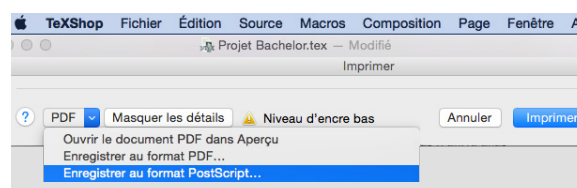
You get a PostScript file.



LaTeX on Linux: Print > PostScript

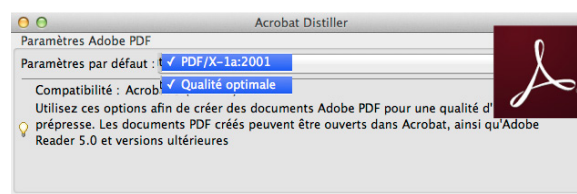
2. If you have Acrobat Pro, launch Acrobat Distiller and convert your PS file to PDF using the **PDF/X-1a:2001** setting.

If you get errors, proceed with **Press Quality** setting.



TeXShop on Mac OS X: Print > PostScript

If you do not have Acrobat Distiller, or you are on Linux, you will need to convert on the computer of a colleague who owns it, preferably on the same operating system (for Linux, prefer Mac OS X).



Acrobat Distiller: the two optimal parameters to use for conversion from PS to PDF

Solution 2: Generate your PDF directly with the LaTeX internal application

Generate your PDF directly with the LaTeX internal application

If you are unable to follow the recommended procedure above because your version of LaTeX does not allow you to export in PostScript, simply export your work to PDF.

Solution 3: Export a JPG or TIF image file at 300 dpi

You also have the option of providing us with a 300 dpi JPG or TIF image file that you can create from your PDF, according to the conversion methods proposed on the next page.

Other software or without Acrobat Pro

Windows, Mac OS X & Linux

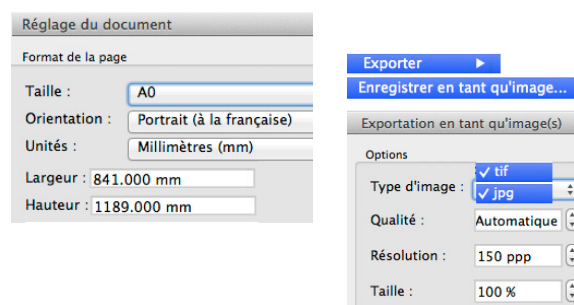


We notice that most PDFs generated with free or exotic software do not comply with Adobe PDF standards; as a result, the produced PDFs could cause errors with our RIPs and printers.

Thus, we advise you to export your work as an image file (JPG or TIF in RGB color mode) at 300 dpi at the actual printing size (100%).

To make a poster, it is best to design your file on a 1:1 scale, i.e. for an A0 format at 841 × 1189 mm. The resolution of your imported bitmap images (photo, in pixels) should be between 150 and 300 dpi.

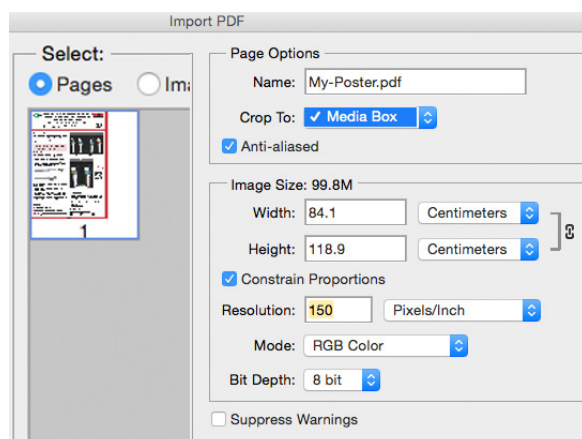
Once finished, export your document as an image via an Export or Save menu.



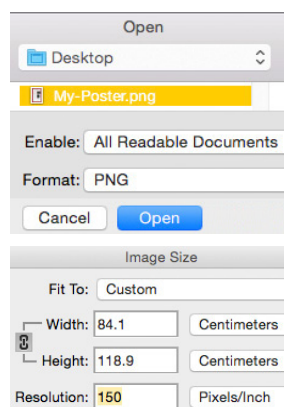
For software that cannot export directly to JPG or TIF

You can choose from your application to save or export to PNG, PDF (or another compatible format) which can then be open and convert into photo software such as Gimp or Photoshop and then finalize the saving of your poster as JPG or TIF.

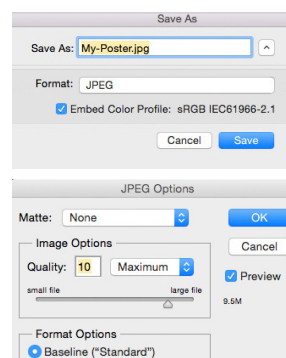
This method is also valid for users who do not have Acrobat Pro and therefore cannot follow the procedure to generate PDF files compatible with our printers.



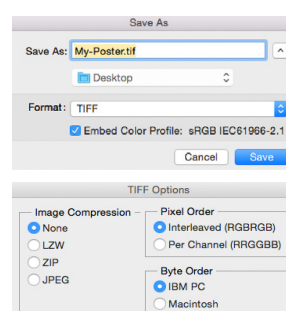
Photoshop : importing / opening a PDF file



Photoshop : opening a PNG file and checking the image size



Save As JPG



Save As TIF

These screenshots are from Photoshop, it is up to you to adapt them to the photo software of your preference.

Order a job

At Repro, the follow-up of each job is specific

1. Download the PDF of the Repro order form, fill it in and save your data (registration compatible only with Acrobat Pro. Be careful on Mac OS X the "Preview" application is incompatible).
2. Upload your PDF to our server `\\scxdata.intranet.epfl.ch\repro_public` in the **Plan** folder. If your work consists of several PDF files, create a folder.
3. Contact by email one of the Repro employees working at the welcome desk: send the order form, specifying the name of the file and its location on our server.
If your file is light (max. 15 MB), you can of course simply attach it to your email.