

In POWERPOINT : a couple of hints for your poster :

Attention : VERY IMPORTANT !

BEFORE YOU START, you need to define the page setup for large-framed, see below:

If you forget this step, your document will be deformed (text superimposition etc.)

Once the following coordinates in red entered, PowerPoint will create a working rectangle. You can place your objects up to the edges if you wish.

This will not prevent you from test-printing with your A4 printer.

Please not that our ink rollers are slightly larger than the European A0 format (36 inches).

This is not a problem if you have an imposed format of 80 cm. You just need to enter this information in Powerpoint.

However, we will have to calculate the margins and adjust the settings to match your criteria. The difference is so small and almost unnoticeable, so please be sure that it's really necessary.

- File
- Page setup
- Custom

Normal poster:	Poster for metallic frame (use these values only if necessary !)
■ Width : 90.44 cm	■ Width : 88.7 cm
■ Height : 120.92 cm	■ Height : 116.2 cm
■ Portrait	■ Portrait

Note : You can make your poster without worrying about the margins. You can therefore place elements right on the edges. The available space corresponds to print area. The printer automatically adds a 5 mm margin on both left and right-hand sides as well as a 5 mm margin at the top and at the bottom of the poster.

Guidelines for beginners :

When reading a newspaper, you always have text organized in columns. This is because it's easier to read an article when the lines contain few characters. The paragraph you are reading now is a bad example! Its length should be reduced by a third at least.

To make your poster readable, start by making a grid : mentally divide your page into 3 columns for example. Then divide the space in 3 or 4 horizontal areas. You have now sectors in which you can emphasize the different steps of your work. The rest is personal. Be yourself, express yourself. A quick look to the posters hanging in the corridors can give you a start.

Mac an PC :

Mac users should make a PDF file rather than bringing a Powerpoint file which will then be transferred to a PC. This will avoid the usual problems (layout, polices etc.). In general, an A4 PDF file can be enlarged without any loss of resolution.

Fotoshop / Illustrator :

Avoid using these programs! Fotoshop is not at all adequate. With Illustrator you must create a pdf. But it is easier to use PowerPoint that is developed especially for posters or presentations.

Colours :

A coloured background uses a lot of ink and requires a long computation time for the printing. You can instead highlight important zones with pale colours:

You can create a coloured rectangle which will be place behind any images or text :

- Click on the **rectangle** in the bottom bar and draw a rectangle
- Double click on the rectangle
- **Colours and lines**, choose the **colour**
- Tick **TRANSPARENCY (move cursor on 80 %)**
- To send your rectangle to the back :
- Right-click on the rectangle
- Choose **Order**

Colours can be different from the screen. This is due to 2 opposed technologies. On the screen, the technic is “additive” as white is the sum of red, green and blue. For the printer, no colour is used for white (substractive technic).

Pictures :

Don't import high resolution pictures because the resolution of the large format printer is only 600 dpi. In case of high resolution pictures, the computation time for printing will increase strongly. There will be finally no difference.

Equations from Word :

- In Word : Click on the equation
- In Word : Edit, Copy
- In PowerPoint : Edit, **Paste special**
- In PowerPoint : **Image**

Attention : This method sometimes creates alignment problems. This depends on the placement of the equation regarding the other elements of your document. Furthermore, your file can be fine on a A4 printer but not with others. To avoid this problem, follow this procedure :

$$\sqrt{\frac{\sum_{12} \chi \varepsilon \cdot \alpha_1^{wer}}{\int_0^{\infty} xxxxxx_{34}}}$$

Method to transfer equations in POWERPOINT :

- In Word : Click on the equation
- In Word : Edit, Copy
- In Paintshop Pro : Edit, Copy, as a new image

To avoid loss of resolution, enlarge the image 3 times or more.

In Paintshop Pro : Width in pixels : Multiply by 3 the given value
In Paintshop Pro : Click in the Height in Pixels which will modify automatically

In Paintshop Pro : File, Save as : xxxxxx . TIF

In PowerPoint : Insert, Image, from file...

Note : The image will contain the equation in black with a white background.

Texts and other constructions:

In general, you should introduce texts and other objects (arrows, lines) directly from PowerPoint. Importing text from Word looks fine but will be truncated during the printing. Stay as much as you can in Powerpoint except for molecule drawings and graphs etc.

When importing graphs from Excel, keep in mind to enlarge the graph to the maximum before clicking on copy. You will have a better resolution.

If you use different polices than the usual ones, you will have to create a PDF as we don't necessarily have the same as you do. If you are not sure you can bring both Powerpoint and PDF files with you.

Documents from Scientist :

- Under Scientist : Export under **.DSF**
 - Launch Designer an Import file .DSF
 - Under Designer : Make the desired corrections then :
 - Export as **.WMF**
- The .WMF file can be included in a Word document or others. However if you want to re-use an object to insert in your poster, proceed as follows :
- **Click on the .WMF** image that you have opened but not with Powerpoint !
 - Depuis PowerPoint : **Paste special**
 - **Image**

Documents from Winnmr :

For figures from Winnmr, proceed as mentioned above for Scientist.

Technical Informations (lesser importance) :

Under Windows Printer properties :

- Paper Format :
- . Portrait
- Other formats...
- Custom : 897 x 1196 mm
- . Fit to page
- Custom : 897 x 1196 mm

Note : The values define the paper zone along the length. The paper will be automatically cut after 1196mm length. The image will be centered in respect to the left and right edges. 897mm corresponds to the desired width for a poster to be framed. As the 36 inch roller is larger than the frame, the following has to be cut:

$$915 \text{ mm} - 897 \text{ mm} = 18 \text{ mm} / 2 = 9 \text{ mm on both sides}$$

(36 » paper) print area
 + 5 mm margins
 (left and right)

To frame the poster :

Cut to 9mm band on both right and left sides.
The length is ok (119.6 mm)

- A5 : 148 x 210 mm
- A4 : 210 x 297 mm

■ A3 :	297 x 420	mm
■ A2 :	420 x 594	mm
■ A1 :	594 x 840	mm
■ A0 :	840 x 1118	mm

Aluminium Frame size for posters :

Width	89.7 cm	897 mm
Height	119.6 cm	1196 mm

Standard or minimal margins of the HP DesignJet Z5400 printer :

- left :	5 mm	
- right :	5 mm	
- top :	5 mm	(17 in Lausanne)
- bottom :	5 mm	(17 in Lausanne)

36 inch roller format:

36 » = 91.44 cm length =	914.4 mm
Total paper length :	30 m or 25 m depending of the paper
Posters per roller :	30000 / 1309.2 = 23 posters or 25000 / 1309.2 = 19 posters

Conventions of utilization, modality :

- The large format printer is property of the Institute of Chemistry.
- The service is available to other institutes, without engagements and as long as it doesn't disturb priority work.
- When teams have a serie of posters to print, we recommend you to start as soon as possible. This will leave you time to check your poster. A poster printed twice may delay other people posters and costs more. Last minute posters cannot be guaranted in time.
- In case of absence, holiday or illness of the responsables, breakdown, delay, please contact my colleagues of workshops or Jennifer Luyet.