

Order of poster printing on Plotter HP Latex 315

Input file	Media			Cropping (cut)		pcs	Dimensions of the poster
	Textile	Poster paper	Photo paper	Without margins	White margins		
CorelDRAWm X7 Graphics suite and lower							
TIFF							
Adobe Illustrator CS2-CS6 (*.ai / *.eps)							
Adobe Acrobat							
PowerPoint							

Date:

Ordered by (name and surname):

Phone:

Group / Department:

Will be covered from "VEJ" (not from the grant money):

Approves (name& signature of the group/dept. head):

Material	Brand	coverage < 50%	coverage > 50%	cut
Poster Paper	Craftecazon Metro Expo (200 g/m ²)	270 CZK/m ²	540 CZK/m ²	50 CZK
Photo Paper	HP Professional SATIN Photo paper (275 g/m ²)	330 CZK/m ²	600 CZK/m ²	50 CZK
Textil	Printex Softimage Lightbox	570 CZK/m ²	850 CZK/m ²	50 CZK

In total: m² CZK

Bring or send the document to be printed two days ahead (on a flashdisk or a CD, or save it in a public network folder). Maximal width of the printed poster is 1370 mm, maximal length should not exceed 1500 mm. The borders are at least 10 mm on each side. We recommend creating A0 format posters 841 × 1189 mm. Prints can be cut on the Dahle 558 cutter (width max. 1300 mm). Do not create huge files with complex bitmap fills or transparent objects. Posters cannot be scaled or rotated. Always bring an A4 preprint of the poster. Deliver all sources to the ITS / Reprography Office (Building A – SW wing, 2nd floor, office A.2.10b) to Jakub Šimon (☎ 417) or contact Viktorie Chládková (☎ 232 002 434) during his absence.

FAQ

The most frequent problem - characters in Czech or Greek alphabet: Use standard Windows fonts or use translation into curves. In CorelDraw use Ctrl+Q, in Adobe Illustrator Ctrl+Shift+O. All text frames must be successively selected and processed.

Program versions: If you have very new versions of graphic program, check the current version used by IT staff for printing. Sometimes, compatibility problems may arise. Higher versions usually allow savings in previous version formats.

Inserting photos: To achieve high quality prints of photographs, one does not necessarily need to insert extremely high resolution pictures. Reduce the size to required value and insert pictures in 300 dpi resolution. Big files cause bigger problems; vector graphics over 25 MB cannot be printed. On the other side, pictures under 96 dpi will be rough. In AI: menu Document setup – Printing & Export (Ctrl+Alt+P) set resolution to 300 dpi.

Colors: Use CMYK color model and colors from palette Pantone. Color transitions must have at least 256 steps otherwise interfering strips are visible. However, in the MS Office (MS Powerpoint) programs, the CMYK model is not available.

Poster layout templates: Poster templates are available in the IOCB visual identity template set.

Media: Standard posters are best on a standard poster semigloss paper (about 200 g/m²). Textile materials can be transported folded in a suitcase.