

How do I prepare my poster or banner for printing?

A poster or banner can be useful for many purposes - both for presenting your research or promoting your event. However, when creating your poster or banner, there are several things you need to be aware of to achieve the best possible result. In this guide, we will go through how to prepare your poster or banner for printing.

For all print tasks, it is generally required that they be sent as PDF files to campusprint@adm.ku.dk. If the files are too large for the email system, you can send them via www.wetransfer.com to the same email address. This provides us with a temporary link from which we can download your file.

Below, we will go through some of the most basic elements in setting up your poster or banner. If you are in doubt, you are always welcome to contact us. The points can also be used as a checklist before you send your poster or banner for printing.

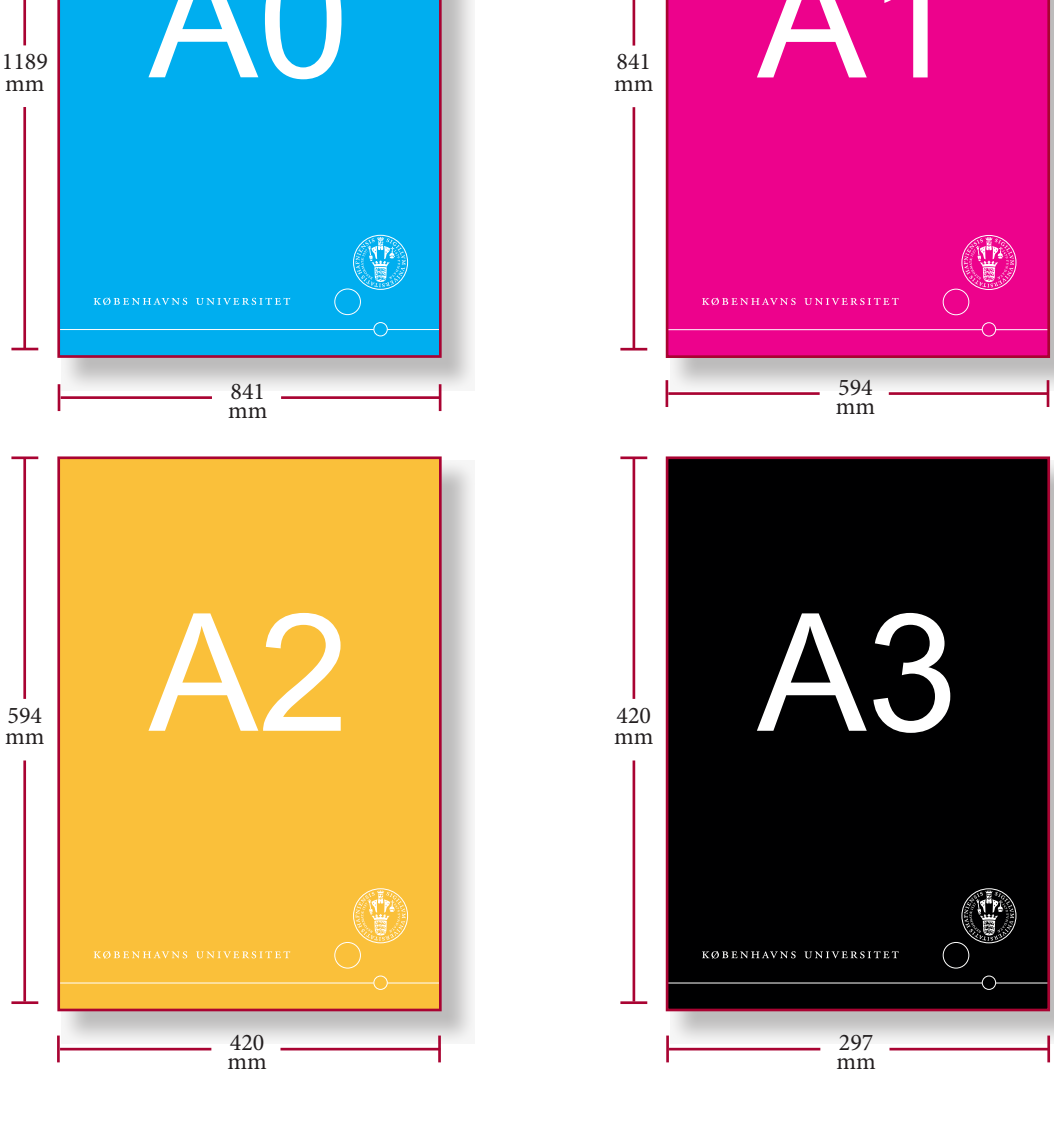
Design Guide

Whether you need to create a scientific poster to present your research or a poster to promote an event, we recommend using some of the templates available in the University of Copenhagen's design guide. You can find the link below. Here, you can find templates for both PowerPoint, Word, and Adobe InDesign. Most of the preliminary work is done, and if you need the UCPH logo on your poster, it is already in the template in the correct quality. You can also find guidelines regarding fonts, sizes, and layout.

- [UCPH Design Guide \(click to open\)](#)

Size

You can have your poster or banner made in exactly the size you want. The only limitation is that one side of your poster or banner can be a maximum of 155 cm. The other side can be up to 10 meters. If you need to make a poster, there are a number of standardized sizes that we recommend you follow, and which most templates in UCPH Design Guide are set to. You can see the standard sizes below.



Margin

We always recommend that you have a minimum of 1 cm margin all the way around when setting up your poster. Preferably more. This not only makes it look nicer but also ensures that none of the text is cut off when the poster is post-processed and trimmed to the correct size.

Bleed

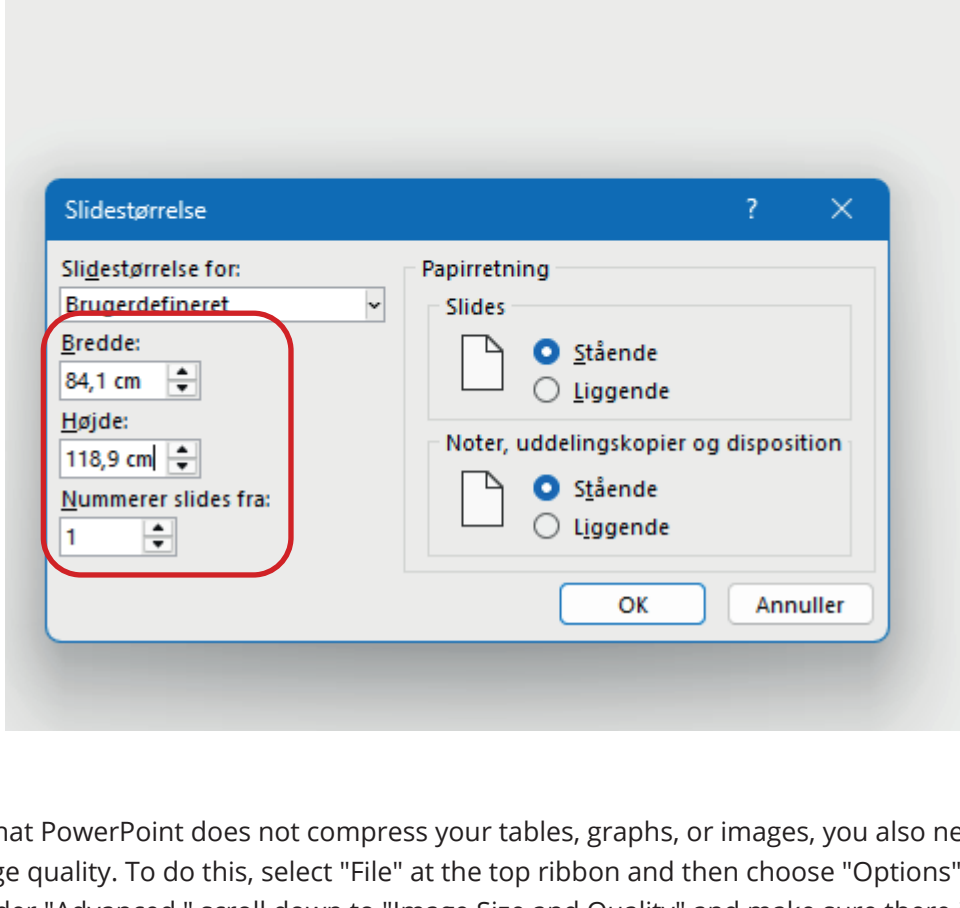
If you have color to the edge on your poster or banner, it is important that you make at least 3 mm bleed. If you do not make bleed on your poster, we will cut about 3 mm from your poster all the way around, so it is important that you have a margin to give, so your content is not cut off.

Conversion to PDF

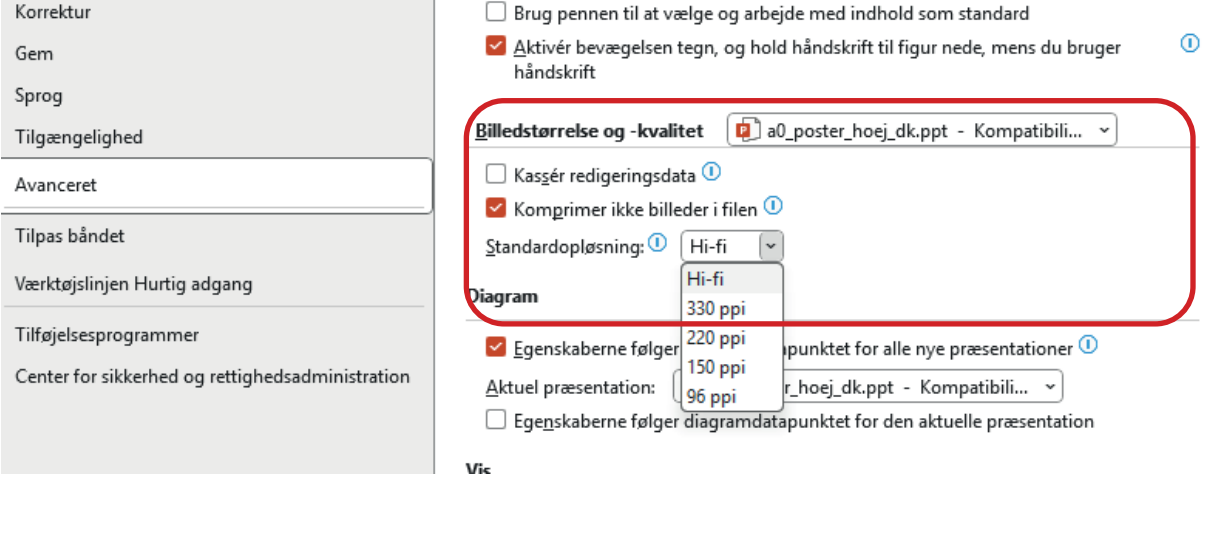
When converting your poster or banner to PDF format, there are two things you need to pay special attention to: size and quality. Below, we will show you how to save your poster or banner from both Microsoft PowerPoint and Adobe InDesign, so you are sure that all graphs, tables, or images are converted in full quality.

Power Point

First and foremost, you need to make sure that the size of your document is correct. If you use the UCPH Design Guide, the size is already set correctly according to the chosen format. To manually set the size of your document, click on the "Design" tab at the top ribbon and then select "Slide Size" on the far right. Here, you can choose "Custom Slide Size" and enter the values for the desired size. In the example below, the size is set to 84.1 cm x 118.9 cm, which corresponds to A0 size.



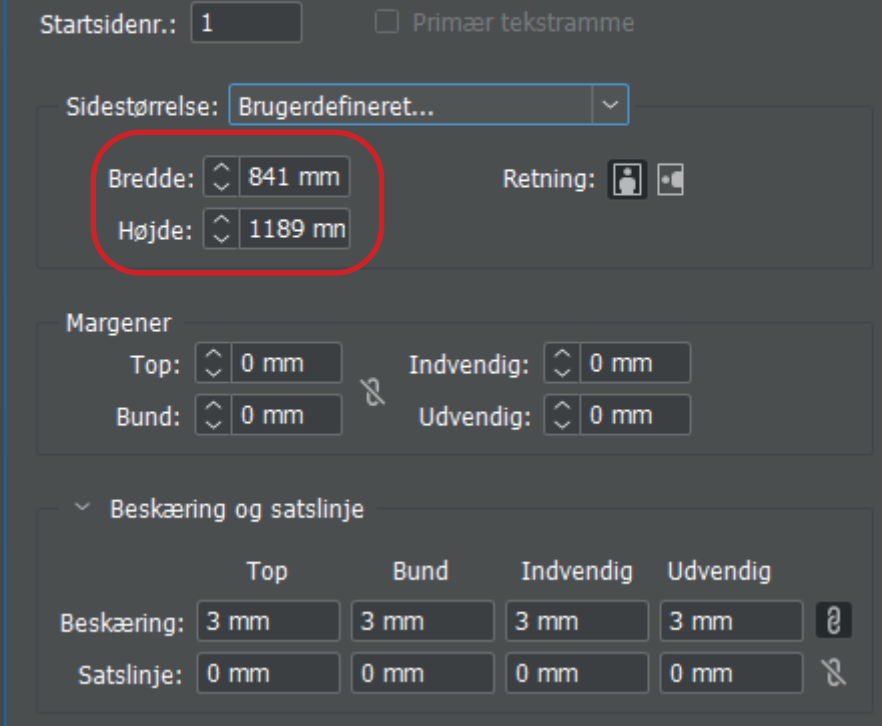
To ensure that PowerPoint does not compress your tables, graphs, or images, you also need to set the image quality. To do this, select "File" at the top ribbon and then choose "Options" at the bottom. Under "Advanced," scroll down to "Image Size and Quality" and make sure there is a checkmark under "Do not compress images in file." Additionally, choose the highest resolution in the dropdown menu under "Default resolution." In the latest versions of PowerPoint, the highest resolution is "Hi-fi."



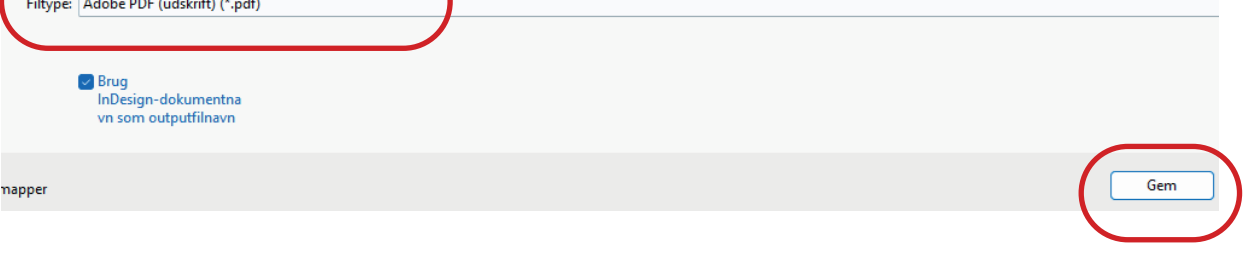
Then you can save your file in PDF format by clicking "File" on the top ribbon and then selecting "Save as Adobe PDF" on the left.

InDesign

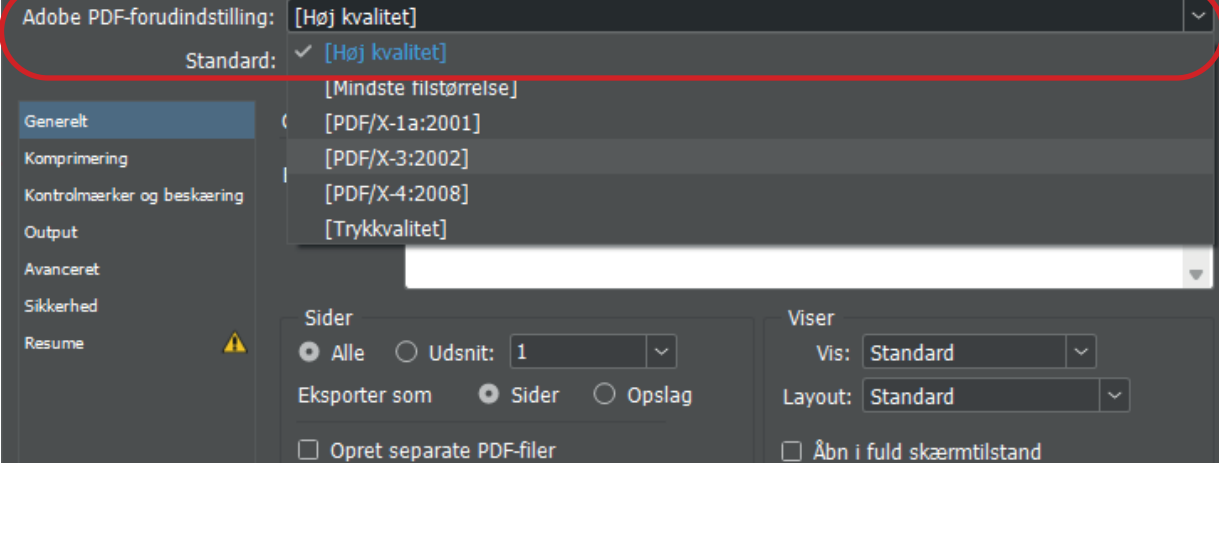
If you use the templates available in the UCPH Design Guide, the size of the document is already set to the chosen format. If you want to set or change the size, you can do this under "File" in the top ribbon and select "Document Setup" or press Ctrl+Alt+P on your keyboard. Under "Page Size," you can enter the values for your size. In the example below, it is set to 841 mm x 1189 mm, which corresponds to A0.



When saving your file in PDF format, click "File" and select "Export." Then, under "File Type," choose "Adobe PDF (Print) (*.pdf)" and then click "Save."



You will then enter the "Export Adobe PDF" menu. Here, it is important that you select "High Quality" in the dropdown menu under "Adobe PDF Preset" at the top. Then click "Export," and your file will be saved.



Materials

Once you have prepared your poster or banner for printing, simply send it to us and specify the size you want the print to be. Additionally, you should also specify the material you want to print on. Most people choose to have their poster printed on semi-gloss poster paper, but if you are traveling, you might want to choose polyester, so the material is a bit more flexible for the suitcase. You can read more about the different material options at the link below, which you can also find on our website. If you need to make a banner, we recommend printing on either vinyl or canvas material, depending on where it will hang.

- [Overview of materials \(click to open\)](#)

Post treatment of banner

If you are making a larger banner, we also offer post-processing in the form of edge reinforcement, which makes your banner more robust at the edges. We can also add eyelets to your banner so you can hang it up. Depending on the size of your banner, we will normally add eyelets either every 50 cm or every 100 cm.



Checklist

- ☐ Is the size of your document the same size as the print? If not, remember to specify the desired size, and we will adjust the document.
- ☐ Have you remembered to add a margin all the way around of at least 1 cm?
- ☐ If you have color to the edge, it is important that you have made at least 3 mm bleed. If not, we will cut 3 mm into your document.
- ☐ Are all your images, graphs, and tables saved in the best quality? Please check your PDF file and zoom in to check quality and resolution.
- ☐ Remember to specify the material your poster or banner should be printed on.
- ☐ If your banner needs post-processing with edge reinforcement and/or eyelets, remember to specify this in your order.