



STUDENT WORK REPROGRAPHICS LARGE FORMAT PRINTING HELP GUIDE

Large Format Printing Service

We can print full colour posters up to 1000mm wide, any length, and on a variety of different paper stocks and weights. For information on the sizes and stock choices please refer to our online service and pricing guide. Please note that all artwork must be submitted at the correct size and in PDF format.

File Size

We recommend a maximum file size of around 250MB. Any larger and it could potentially cause our printers to stall during the rendering process. If you are unsure about your file size you can right click on the file and view its properties. Save your artwork as a PDF file.

Colour Modes

It is important to understand the difference between the common colour modes. RGB involves the combination of light to mix and reproduce Red, Green and Blue on screen.

In printing a different process is used which involves mixing the inks Cyan, Magenta, Yellow, and Black (CMYK). You will often see a difference between how an image looks on screen and when printed. This is normal, so our advice is to use the CMYK colour mode for the best possible results when creating your artwork.

Image Resolution and Quality

We recommend submitting images for print with a resolution of at least 300 dpi and set to the correct size when saved as a PDF. Typically when resizing an image to be larger this will lower its resolution, or by making it smaller increase its resolution. For example if you had an image that was 300 dpi (dots per inch) and made it larger you would be spreading those dots over a larger area making the image quality appear poor.

We would recommend acquiring your images at the highest possible resolution before resizing it to fit the dimensions of your artwork. A website image will be optimised for speed so will often be a size of 72 dpi or less, which is not suitable for printing.

We recommend that you preview your PDF at 100% magnification in Adobe Reader or Preview (Mac). This will reveal and areas of pixilation that will be visible on the printout.

Margins

The finished print job will be supplied uncut (unless a cut is requested as part of the job) with a margin on all sides. In order to make cropping the work easier you may wish to add a thin border line or printer's marks. This is important if your work is on a white background

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Special Instructions

Please ensure that you provide Reprographics with clear instructions on how you would like your job to be printed, including the number of prints and stock required. Please also ensure that the correct artwork is correctly named when providing us with your media (DVD, CD, USB).

Copyright

When completing our job requisition form please note that we will require a signature to confirm that you fully declare and understand that your artwork complies with the Copyright Design and Patents Act 1988. If for any reason your artwork breaches our Copyright Licensing Agreement we will not be able to print it.

Check Your Work

It is always good practice to check your artwork one last time before you save it and send it to print. Ensure everything is correct including your spelling, layout and margins. Reprographics will not be responsible for any artwork having to be reprinted if the artwork was submitted incorrectly.. Additional costs will be incurred for reprinted jobs.

Job Turnaround

We typically turn all jobs around within a 48 hour period. However, it is good practice to allow us 3 working days especially for large A0 prints. Reprographics will always be busy and therefore we will not be able to print your job while you wait.

Additional Extras

We also offer a trimming facility and postal tubes for a small additional cost. Custom size prints are also available and are charged at a price equal to the next standard size up.

Payment Options

You can pay using a debit or credit card, via the online shop or by using your TUSC. Alternatively you can pay by cash at the Cash Office and bring the receipt to the Reprographics reception window.



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Step by Step Guide to Submitting a Large Format Print Job

Step 1

Bring your PDF(s) to Reprographics

To avoid any delays it is important to ensure that your artworks is sized correctly

Step 2

Reprographics will copy your PDF(s)

In most cases our customers prefer to take their portable storage devices with them, with this in mind Reprographics will make a copy to ensure you are able to do so

Step 3

Artwork Preview

Reprographics will preview your PDF(s) at 100% magnification. This will reveal any areas of pixelation that you may have not considered

Step 4

Complete a Job Ticket

We will require a Job Ticket for your request. Please carefully select the options you require and sign the ticket

Step 5

Costs are Calculated, and Payment is Made

The job ticket list the price for each type/size of print and allows you to fill in a quantity. A member of the Reprographics team will calculate the cost and take payment from you

Step 6

Final Checks and Collection

Your job is now in the print queue. Please return to the Reprographics room to collect your completed print job as instructed

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