

# ALD 2016 Ireland

16<sup>th</sup> International Conference on Atomic Layer Deposition | 24 -27 July 2016, Dublin

## POSTER FORMATTING GUIDELINES FOR ALD2016

Printed posters should be A0 in size (841mm wide by 1189mm high) and portrait in orientation.

Printers normally prefer posters to be sent to them in **Adobe PDF (portrait) format**. We will not be responsible for proofing the document, so please be sure the PDF document that you create is satisfactory before sending it to print. PLEASE PROOFREAD YOUR DOCUMENT CAREFULLY.

As the color mapping of computer monitors varies between manufacturers and models, there may be some variation between the displayed colors and those of the print output. This is in part due to the incomplete overlap between the possible color palettes of an RGB- based monitor and a printer using cyan, magenta, yellow, and black inks. As a result, there may be some perceptible variation in the colors of your poster compared to what you saw on your monitor that is simply unavoidable.

Although many people use Microsoft PowerPoint for creating poster sized prints, the PowerPoint software has some serious limitations that affect the quality of the output. The instructions that follow are designed to assure a final print quality as close to the digital original as possible. We highly recommend using Adobe Illustrator or Adobe InDesign (or a similar publishing application) to create your posters. If you have access to these specialty applications, we will assume that you know how to use them effectively. If you use these applications, however, please be sure to adhere to the provided formatting parameters.

All images/logos should be 300dpi and sized accordingly.

Keep all text/logos/critical data at least 10mm from the edge of the page

**Software Requirements:** You must have a PC or Macintosh equipped with:

- 1) Microsoft PowerPoint 2002 or later (Office XP or Office 2003 for Macintosh) or another suitable graphics application,
- 2) Adobe Acrobat Professional v. 6.0.2 or later with Adobe Acrobat Distiller v.6.0.1 or later.

**Output Document size:** Posters will have a finished printed dimension of 1188mm tall x 841mm wide. (A0 Portrait)

The procedure that we will describe is one that will allow you to optimally convert your PowerPoint document to Adobe PDF.

**Please follow these instructions exactly:**

**Creating your Poster in Microsoft PowerPoint:**

1. From the **Page Setup** menu, select "**Custom**" under the "**Slides sized for..**" pull-down menu.
2. **Enter the dimensions of 841mm (84.1cm) for the width and 1188mm (118.8cm) for the height.**
3. Layout your poster as desired.

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## Converting your Poster to Adobe PDF

### PC Users:

1. From the PowerPoint menu, Select **File:Print**
2. In the Print dialog box, change the **Printer Name** field to Adobe PDF
3. In the same dialog box, select the **"Scale to fit paper"** checkbox near the bottom center
4. Click on the **Properties** button to configure the layout and paper sizes. A dialog box entitled **Adobe PDF Document Properties** should appear.
5. Click on the **Adobe PDF settings** Tab
6. In the 'Adobe pdf page' size drop down menu, select A0.
7. In the region entitled **"Adobe PDF conversion Settings"** or **"Default Settings"**, select **"Press Quality"**
8. Click on the Layout tab and click on the button Labeled **"Advanced"**
9. In the **Print Quality** pull-down menu, change setting to **"300 dpi"**.
10. Press the **OK** button again to leave the Advanced Options window.
11. Press the **OK** button to close the window.
12. Confirm that the PDF settings window shows the correct paper size and not the default **"letter"** and that the quality is set to **"Press Quality"**.
13. Press the **OK** button in the main **Print** dialog box and select a location to save your PDF file.

### Macintosh Users:

1. From the PowerPoint menu, Select **File:Page Setup**
2. Select a **"Custom"** size and enter the dimensions of **841mm (84.1cm) for the width and 1188mm (118.8cm) for the height..** Select the correct orientation (in this case it is the portrait format)
3. Click on the **Options** button
4. Select **Format for: Adobe PDF 7.0 or Adobe PDF 8.0** (depending on your version)
5. Look at the list of specified page sizes and select A0.
10. Press **OK**.
11. If you get an error about the page size exceeding the printable area, press **OK**.
12. Select **File: Print** from the Powerpoint menu.
13. Select the printer **"Adobe PDF 7.0"** or **"Adobe PDF 8.0"**
14. Click on the arrow to expand the print menu
15. Check **Scale to Fit Paper**
16. Check **"Show quick preview"** to make sure your poster looks correct.
17. Select **PDF options** in the drop-down menu that defaults to **"Copies and Pages"**
18. Select **"Press Quality"** for Adobe PDF settings
19. Select **Acrobat** for **After PDF creation**. This will open your poster automatically in Adobe Acrobat so that you can be sure it looks correct after conversion
20. Select **Printer Features** to view the resolution options.
21. Change the **Print Quality** setting to 300 dpi using the pull-down menu. PowerPoint often has problems converting documents with large dimensions at a high resolution.
22. Press **Print** and select a location to save your PDF file.

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**Poster printing:**

ALD 2016 are not providing a poster print service and it will be the responsibility of the authors to provide their posters. Please find below the contact details of a printing company located close to the Convention Centre:

Snap IFSC  
Unit 1, National College of Ireland  
IFSC  
Dublin 1  
Telephone: 01 6720199  
Fax: 01 6720149  
Email: [ifsc@snap.ie](mailto:ifsc@snap.ie)  
Website: [www.snapifsc.ie](http://www.snapifsc.ie)