

# Printing/Designing Posters with Medical Illustration Team

We are available to support you in designing and printing, or just printing your poster. Below there are two lists of all the information you might need before reaching out to us.

## Design & Print

We also have powerpoint templates so why not ask us for one of these to get started.

STEP  
1

### Get your content ready

Please ensure your content is ready to go, you have proof read and ensured all figures are correct.

STEP  
2

### Send step one in an email and including the following:

- **Internal cost code (for payment)**  
Starting with a letter followed by 6 numbers. (See your dept manager for this code). Allow 3 hours for design (cost £35ph).
- **Deadline**  
Allow 7-10 day for design & printing
- **Size & Orientation Requirements**

STEP  
3

### We will design & send you proof

Please check this through and let us know of any errors or amends. If amends are made we will send a second proof.

STEP  
4

### We will print

We can print on HP Matte Paper or Fabric which can be folded and ironed on lightly for use for travelling.

## Just Printing

STEP  
1

### Is your poster print ready?

Once you are happy with the design please send us either a PowerPoint file or PDF.

STEP  
2

### Send step one in an email and including the following:

- **Internal cost code (for payment)**  
Starting with a letter followed by 6 numbers. (See your dept manager for this code)
- **Deadline**  
Allow 3-5 day for printing
- **Size & Orientation Requirements**

STEP  
3

### We will print

We can print on HP Matte Paper or Fabric which can be folded and ironed on lightly for use for travelling.

### Handy tips

You might want to design yourself - here are some handy tips to make sure your poster is clear and best quality:

Based on A0 poster:

**Font sizes:** Titles - 80+, Body - 40+, References - 24+

**Graphs & Figures:** Keep high quality originals

**Photos & Scans:** Keep high quality originals

**Layout:** Use sections/columns with titles



## Contact Info

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