

Creating artwork for exhibitions and print

Order online: myPrint

For **posters, roll-up banners and float frames**, please place your order through **myPrint**, our online print submission service where discounts are available on our standard prices displayed on our website.

Posters **myPrint**

- When creating artwork for a poster you will need to set your document page size to the appropriate dimensions. If you require a standard 'A' size poster, set your page size to A4 or larger and we will enlarge your file accordingly.
- Place all images and logos as high quality images at 100% of final output. Do not take images or logos from websites as these are low quality screen resolution and will not print properly, and may also infringe upon copyright.

Standard and budget roll-up banners **myPrint**

- The visible size of a single standard roll-up banner is 850mm wide x 2,000mm high. However, please set your document size to 850mm x 2,040mm (actual size) to include a 40mm bleed area at the bottom of the panel.
- **Bleed:** The bottom 40mm of the banner artwork is the bleed area and this will be what will roll into the cassette. Do not add images and text in this area.
- If you wish, you can also set your document at ¼ size to 212.5mm x 510mm providing that all of the elements are vector or 300dpi.

Premium roll-up banners **myPrint**

- The visible size of a single premium roll-up banner is 850mm wide x 2,150mm high. However, please set your document size to 850mm x 2,190mm (actual size) to include a 40mm bleed area at the bottom of the panel.
- **Bleed:** The bottom 40mm of the banner artwork is the bleed area and this will roll into the cassette. Do not add images and text in this area
- If you wish, you can also set your document at ¼ size to 212.5mm x 547.5mm providing that all of the elements are vector or 300dpi.

3x3 Pop-up exhibition stands

Please note:

This product is not available through myPrint.

- When creating artwork for a 3x3 pop-up exhibition stand you will need to set your document page size to 3,365mm wide x 2,225mm high. The stand is split into five panels, and each panel is 673mm wide x 2,225mm high. However, we require the artwork as one document (3,365mm wide x 2,225mm high) and we will split it at the print stage. You can create the artwork at ¼ size (841.25mm x 556.25mm) providing that all elements are vector or 300dpi.
- When designing your exhibition stand, please consider that you will have to match images and text that cross over the cut mark when you assemble your banner. It is advisable to try to limit any image or text crossing over the various panels where possible.
- Please also note that the end panels wrap around the frame to the back so you will only see half of that panel and image.
- To download our '3x3 Pop-up Spec' PDF guide visit: www.sheffield.ac.uk/cics/printanddesign/information.

Float frames **myPrint**

- We can print from any image file type such as jpeg, tiff and PDF, but please make sure that your image is high quality or a resolution of 300dpi at 100% of final output. Anything lower than 200dpi will print poor quality. Do not take images or logos from websites as these are low quality at 72dpi and will not print properly, and may also infringe upon copyright.
- Where possible please supply your image at the correct dimensions of the frame size. Where needed, we will crop the image to fit.

For further information on other products and services provided by Print and Design Solutions please visit:
www.sheffield.ac.uk/cics/printanddesign