

## Little pocket guide



## Printing

- Before sending your file for printing always proof your work carefully.
- If you can print it half size in B&W, before sending to check for alignment and image pixilation.
- Be clear to specify the size you need and type of paper (gloss or matt).

Use a solid cardboard tube to transport your poster safely

## Digital design Little pocket guide

If you have any questions or need any help to create your perfect poster please do not hesitate to drop me an email.

Dawne

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**SOLSTICE**  
Centre for Learning and Teaching

- Avoid using more than 500-800 words
- Keep the design simple – don't be afraid of empty space
- Don't use more than two or three type fonts

Always be very careful when using images from the internet. Always ensure you obtain permission and search for those which are royalty free.

This is a link to a site that offers royalty free images but before using them please check:

<https://pixabay.com/>

## Paper sizes



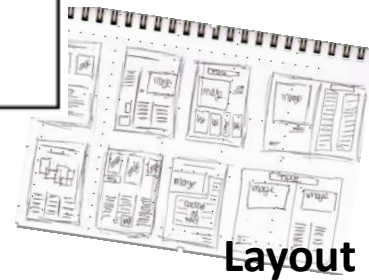
AO	841mm x 1189mm
A1	594mm x 841mm
A2	420mm x 594mm
A3	297mm x 420mm
A4	210mm x 297mm
A5	148mm x 210mm
A6	148mm x 105mm

Before you begin decide which format you need to use and sketch your layout.

Portrait



Landscape



**Layout**

<https://go.edgehill.ac.uk/display/marketing/Photography#Photo>

practice guidance:

Wherever possible use your own images, or use an Edge Hill stock image, but before you do please ensure you read and adhere to the University's photography good practice guidance:

## Top Tips!

University stock images are available at:  
<http://photos.edgehill.ac.uk/>

graphy-use