

Poster printing

Local Printing

Posters with a maximum width of 85 cm (A0 paper width) can now be printed here at the Observatory. The best way to do this is to create a PDF file from your layout program. Powerpoint is not very good at converting A4 to A0 size, so either create your poster at custom size 84x120cm or at standard A4 size. In the latter case use special settings for PDF conversion (2400 dpi, no compression) to prepare a scalable PDF file.



The poster printer is not directly accessible physically nor logically through the network, and the computer on which it is connected, is not available to users. Contact us at posters@strw.leidenuniv.nl.

Outside printing

Posters with a maximum size of A0 (84.1cm x 118.9cm) can be printed at the Sterrewacht. This service operates at a first-come-first-serve basis provided there is enough material and manpower available. It is not guaranteed that Sterrewacht IT-personnel is present at all hours of the day. Therefore you need to make an appointment to have your poster printed.

Please send an email to posters@strw.leidenuniv.nl to request a poster print appointment. In your email, include your preferred printing date and time, the AFAS cost center, and —if applicable— the project code (start with V or VM). We will then schedule the closest available suitable time.

To print posters with a maximum width of 1.50 m please contact the UFB, Grafische producties, Stationsplein 240. Make an appointment by contacting Bram Simons*, phone (527) 2609.

Instructions

The most practical way is to bring your poster material in person, so you can confirm that the interpretation of your information on the computer connected to the printer is correct. If not you have the opportunity to modify the information on the spot.

It is possible that the fonts used are not all available on the print computer. Notably the mathematical formulae may have special fonts that are likely not included in your file. Therefore, it is advised to use the PDF format, with all fonts included, to prepare your poster for printing. It is possible to print directly from PowerPoint, but experience shows that this is not always without problems. We do not

support other formats.

We advise you to make an appointment well, a few days, in advance to the time you need is.

Provide: through mail, online file transfer, or on a usb stick; layout for A0 or custom.

Handling

On site we will fill-in a request form on which we record your budget number. When paid internally within the university, no VAT will be charged.

Poster tubes are available at a cost (but supply may be limited); bringing your own poster tube is recommended.

Remarks

Posters of A4-size can be printed at the Sylvius Laboratorium.

- Contact: D. Passchier
- Phone: (527) 6004
- Email: reprosyl@lumc.nl

Costs:

- Poster A0 50 Euro
- Poster A1 45 Euro
- Poster A2 40 Euro
- Other sizes 50 Euro

Working hours:

- Monday 08.30-17.00
- Tuesday 08.30-17.00
- Wednesday 08.30-17.00
- Thursday 08.30-17.00
- Friday 08.30-17.00
- Daily lunchtime: 12.30-13.30

From:

<https://helpdesk.strw.leidenuniv.nl/wiki/> - Computer Documentation Wiki

Permanent link:

https://helpdesk.strw.leidenuniv.nl/wiki/doku.php?id=poster_printing

Last update: **2026/01/13 14:16**



