

How to Print a Poster

Normally, you print materials using the LU Print *Web Print* system: <https://print.lancaster.ac.uk/>

However, this system only allows you to print documents A4 and double-sided. The guide explains how you can print something A3, colour, and single-sided.

Step 1: log-on to a University computer

This is the only way to bypass the *Web Print* system, by using a computer in the Library or a computer lab.

You will still need to use the LU Print platform to check or add print credit. Individual posters cost:

- A4, colour: £0.13
- A3, colour: £0.19

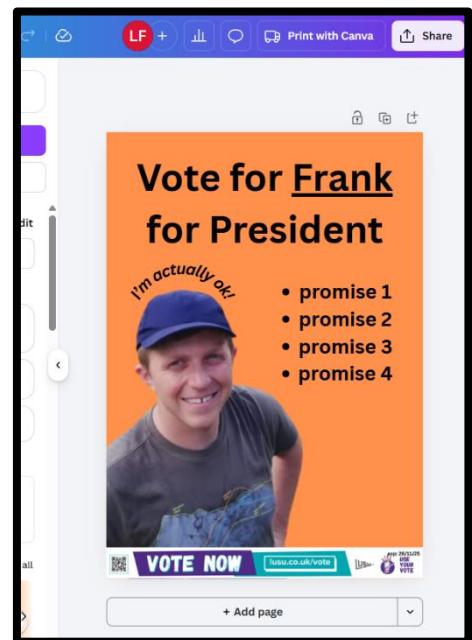
Step 2: create your design

Your posters should include:

- a photo of you (we advise that it matches the one you submitted in your nomination),
- key reasons why someone should vote for you (e.g. pledges from your manifesto),
- a clean, distinctive and eye-catching design or colour-scheme.

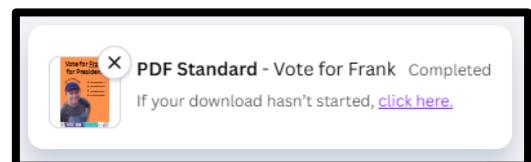
You must include the elections poster slip at the bottom of your posters. Download it [here](#).

Canva is a great and easy-to-use tool for making posters. Make sure you design them as A4 or A3 so they are the right size when printed.



Step 3: download as .pdf

This is the easiest file type to print.



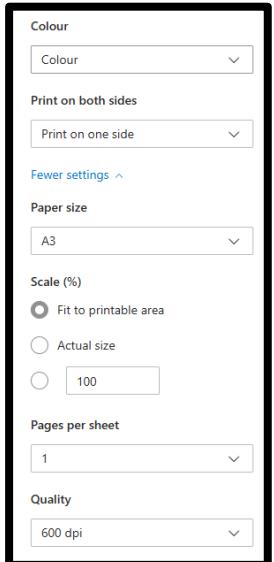
Step 4: ctrl+P

Open the pdf, then click the printer icon or Ctrl+P. This will open the basic printer options.

To make sure you check the options:

- **Printer:** make sure you select the colour option
- **Copies:** always do a test run of 1 copy first before doing a large run of posters
- **Print on both sides:** select *Print on one side*
- **More settings:** select here to make sure you are printing it the right size

Make sure all the setting are ok and click **Print!**



Step 5: get your poster

- a. Find a printer on campus. There are lots all over campus (unfortunately not marked on MazeMap) including in the library.
- b. Scan your ID card – this will log you into your account.
- c. Click **Release**
- d. Select all the items you'd like to print
- e. Click the big green button (this might look a little different).
- f. Collect your beautiful creation from the printer!

If it worked, then print a large number of posters with the same settings.

If something went wrong, check the print settings and try again with a single poster.

