

How-to: CECCO Union Proud Posters

This electronic package includes a number of print files prepared to make the printing process as simple as possible. There are many ways to print these posters, both from your own high-quality printer and from professional print services.

For each poster colour option and size, this package also includes both .AI (Adobe Illustrator) files and .PDF files. For 95% of professional print shops, the .AI file will be the best option for printing, as it allows a printer to make small adjustments if necessary.

Please note: these files are print-ready. You do not need to edit these files in any way.

In this package, you have files for both 11x17 and 8.5x11 prints. Here are just a few ways to make use of these posters on your sites:

11x17 Posters

- Staff Rooms
- Lunch Rooms
- Washrooms
- Trailers
- Office

8.5x11 Prints

- Safety Meeting Handouts
- Paycheque Stuffers
- Bulletin Boards

Printing Instructions

For Local/Independent Print Shops

If you are using a local print shop, you should be able to send the .AI files as an email attachment to the printer and advise how many copies you would like printed. The printer will be able to recommend a paper stock for posters. Please keep in mind the posters will be most effective and eye-catching when printed on **high-quality, glossy poster paper**. If for any reason the printer would prefer a .PDF file, you have the attached .PDF file to send.

For Printing at Staples

If you have a Staples in your region, Staples Copy & Print is an accessible and affordable printing option. Through this link, you will be able to access Staples' printing portal. Both Same Day and Complete Solution options will work, though same day is not available at all locations.

Instructions for Staples Copy & Print:

- Drag the .AI files into the portal when prompted, then press create
- Ensure that the portal has correctly assessed the size of the files
 - 11 inches by 17 inches and/or 8.5 inches by 11 inches
- Ensure you select the appropriate colour profile for printing the files you are providing.
- Select the paper stock (we recommend **Glossy** or **Cardstock**)
- Select the quantity for each poster or sell sheet
- Proceed to add to cart and check out.