Ocean and Earth Science
Illustration and Graphic Services

Tel: x 26448
Room: NOCS/164/07
Email: kld@noc.soton.ac.uk
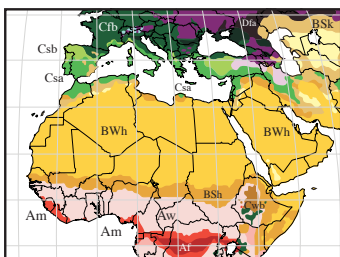
Graphics/Illustration	Printing/Laminating	Technical Advice	Audio/Visual	Website Support

The Ocean and Earth Science in-house Drawing Office provides illustrative/graphic and web support services. These are available to all OES staff and postgraduate students. In addition, an advisory service is offered to all staff and students at NOCS on all aspects of illustrative/graphic procedures and publication formats.

A copy-stand is available to staff and students wishing to photograph specimens. There are a range of cameras which can be borrowed through a loan system.
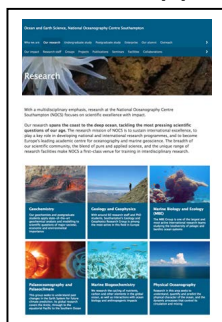
Graphics/Illustration

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Technical Advice

Audio/Visual

Website Support

Staff contact

The following pages give more information on each of the services above

Room 164/07, Ocean and Earth Science, National Oceanography Centre Southampton

Graphics / Illustration

A wide range of professional graphic and illustrative services includes:

- Colour and b/w illustrations as electronic files to publication standard for books, research papers, journals and reports
- Colour and b/w illustrations, diagrams and maps for teaching presentations
- Layout and production of posters for conferences and scientific meetings
- Production of PowerPoint slide presentations
- Production of business cards in small quantities: multiples of 10 up to 100
- A scanning service is also provided for documents/photographs and negatives

Printing/Laminating

A networked colour A4/A3 laser printer (OKI C830) is available to all staff and research students. Charges for printing onto 100gsm paper as follows:

1-20 40p each (A4)	1-20 65p d/s (A4)
21-50 30p each (A4)	21-50 50p d/s (A4)
50+ 25p each (A4)	50+ 45p d/s (A4)
A3 full colour 30p s/s	A3 full colour 50p d/s

Business cards

The printing of business cards for OES staff and students is available in small quantities: 10 up to 100
Charges: 50p per sheet of 10

Assistance is available for printing large format posters, please ask in the office.

A laminating service is offered for any size of paper up to A3. Current charge up to A4 = 2p, A3 = 4p.

Technical Advice

Technical advice is available to all staff and students of the National Oceanography Centre Southampton. Please get in contact on any related query to the following:

- University branding guidelines
- Publishing formats
- Quotations for commercial printing / University Print Tiger
- Large format encapsulation and mounting
- Artwork for poster displays
- Maps and diagrams

In addition, guidance on any of the following software:

- Adobe Photoshop CS5
- Adobe InDesign CS6
- Adobe Illustrator CS6

Audio / Visual

A selection of audio visual teaching equipment is available for loan and must be booked preferably well in advance of the date required. Equipment is only to be used in NOCS unless individual insurance arrangements have been made.

A booking calendar is available to view in **SharePoint** > **OES Home**. To make a booking for any of the equipment listed please get in touch via email stating dates, times and locations for the equipment to be used.

Website Support

In-house support is available for the University OES web pages. Key areas that are supported include:

- Profiles (staff and PGR students)
- Research groups
- Research projects
- Alumni profiles
- News, Events

Please get in touch for help with any of the above. In addition, for advice regarding images for inclusion on any OES web pages.

Staff Contact

Kate Davis - senior graphic illustrator

Email: kld@noc.soton.ac.uk
Tel: ext. 26448
Location: NOCS/164/07 (Drawing Office)

Address:
Ocean and Earth Science
National Oceanography Centre Southampton
University of Southampton, Waterfront Campus
European Way, Southampton SO14 3ZH

Kate Davis

Profile: http://www.southampton.ac.uk/oes/about/staff/kld1.page

Useful Downloads

Undergraduate student ID photo sheets
OES Stationery templates
OES PowerPoint template
OES business card template
University logos
Poster session slides

} **SharePoint**>**Libraries**>**Graphic Services**