



Large Format Poster Printing In the Beardsley Media Center

PowerPoint



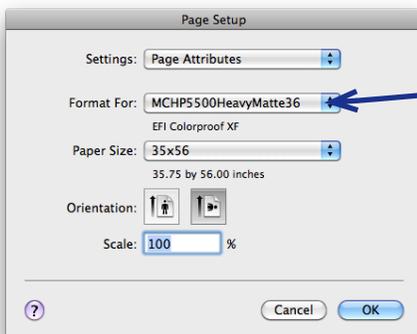
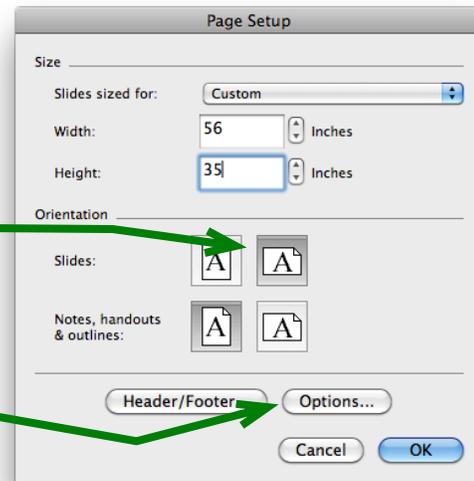
NOTE: Poster Printing is for Academic Purposes Only

1. Figure out how big your poster should be.
2. Check that the printer you'll use is on and has the right paper size loaded.
3. Set up your page dimensions.

For Example, in **PowerPoint**:
Set up your slide first using **Page Setup**

A. Choose **Landscape** and choose the page size in inches (35 or 41 inches maximum height, up to 56 inches wide).

B. Click the **Options** button.



C. Choose to **Format For** the Printer Name you'll be using.

D. For **Paper Size**, choose **Manage Custom Sizes**

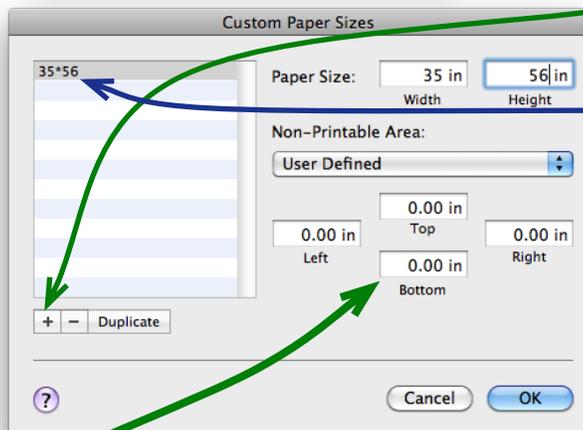
E. Click the "+" button to set up a new custom size.

F. Click on the highlighted **"Untitled"** name to edit it to identify the size you're creating (e.g. 35x56).

G. Since you'll likely be printing in Landscape mode, set the **Paper Size: Width** to be the shorter dimension (eg. 35.5) and the **Paper Size: Height** to be the longer dimension (eg. 56").

Note: the **Width** and **Height** should be switched from what you put in the **Page Setup** dialog.

H. Set the **Non-Printable Area** (i.e., the margins) to be "0" all around (the printing software already enforces a border).



4. Now you're ready to print your poster... **PLEASE PROOF READ IT!**
(If need be, print a copy on the 11x17 paper in the **MCRicohColorPCL.**)
5. Under the **File Menu**, choose "**Print**"
6. Double check that you're printing to the right printer with the right type of paper.

NOTE: The large format printer queue names are structured: MC_PrinterName_PaperType_PaperSize

For Example:

MCHP5500HeavyMatte36

Stands for:

MediaCenter_HP5500_HeavyWeightMatte_36inch-wide-paper

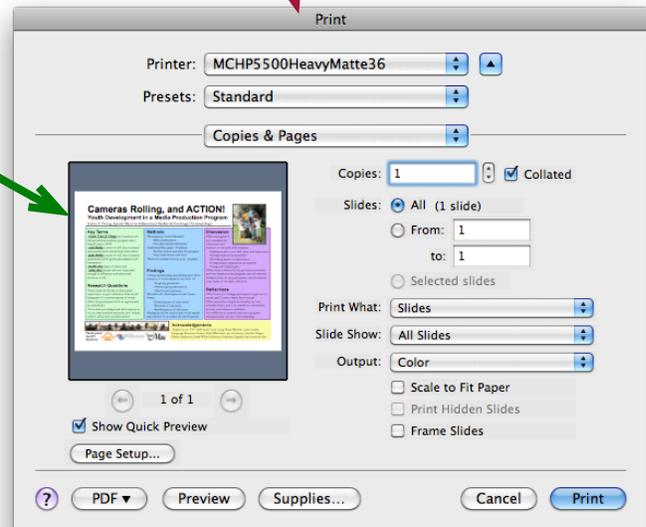
7. Your print dialog should look something like this:

8. Make sure that your poster looks right in the **Quick Preview** window on the left of this dialog box.

9. Be patient! It takes a while for the poster to be processed by the computer, then through the print server, then through the Raster Image Processor (RIP) before being sent to the printer...

10. Wait for the printer to eject the poster, don't pull it out until the printer releases it.

11. Roll up your poster, image side out. You may use a plastic tube to help roll it, but make sure you slip the tube out when done. Use a rubber band to secure the poster. If it's raining, you can *borrow* a box or a plastic bag to cover it. The ink is generally safe to touch at this point, and it will be water-proof in 24 hours. (The paper isn't, just the ink.)



If any of this is confusing, please ask for help!