

Use of Psychology Poster Printer Facilities

Poster printer facilities are located in Room N7/2A of the Stewart Building. We have a 2 PC's, each connected to a poster printer, as well as a paper cutter for trimming the excess borders of the posters after printing. Microsoft Office (PowerPoint 2010), Adobe Illustrator, and Adobe Professional are currently available for the PC's.

Poster printing is available to Psychology faculty, Graduate students, Postdoctoral fellows, and RAs (those printing for faculty members). Undergraduate students should ask a Psychology grad student to print for them. Grad students must be present in the room during the printing process for undergraduate students.

The charge for printing is \$20 per poster, payable in cash (no checks) to Morris Eichler (Room W8/9), or charged to a faculty grant with faculty supervisor permission.

Please record all printing information requested and charges in the log book next to the printer.

****Instructions for the HP DesignJet T1300 printer are below starting from Page 4****

Instructions for the HP DesignJet 800ps printer

Printing from PowerPoint

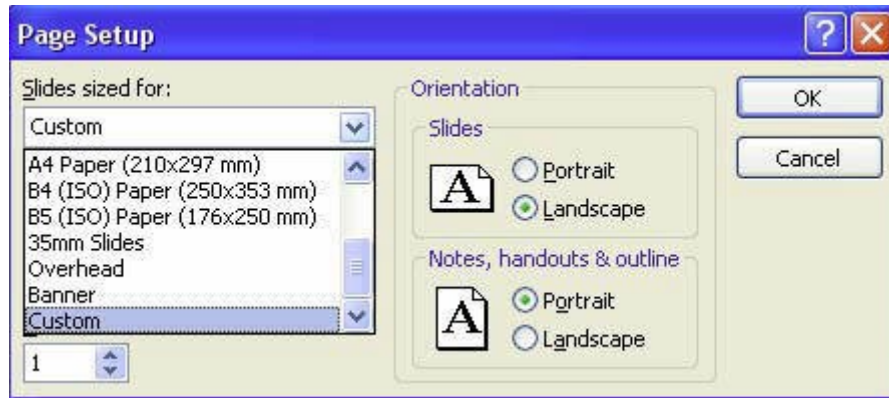
For faster printing copy the file to the desktop before starting print job.
Poster will dry for 2 minutes after printing before being released.

Step 1: Preparation

- 1) Open File to Print
- 2) Check or indicate poster size: Click on the "Design" tab at the top of the screen, then click the "Page Setup" icon on the far left within the tab options.



A Page Setup screen will appear. In the "**Slides sized for**" option, choose **Custom**.



Enter the actual size of the poster for the height and width required. Maximum size for PowerPoint cannot exceed 56" x 42" inches including margins.

Click O.K.

Step 2: Select Paper Size

Click on File > Print then select "Printer Properties" underneath "HP DesignJet 800ps 42" PS3"

Select/Click on "Advanced" dialog box (near bottom right side)

Beside "Paper Size" Select Postscript Custom Page Size

Set Desired Paper size width and height

*Width and height are reversed (opposite to poster size in Page Setup).

Click O.K. (3 times to return to Print Preview/Print page.)

Click O.K.

Click O.K.

If Preview is O.K. Select print (icon on top left side of page).

Poster is then sent to Printer #1

Printing from Adobe Illustrator

For faster printing copy the file to the desktop before starting print job.

Step 1: Preparation

1. Open File to Print
2. Go to File > Document Setup
 - Check Poster Size and orientation
 - Click OK
 - Depending on orientation selected, one of the poster sides cannot exceed 40.5 inches

Step 2: Select Paper Size

1. Go to File > Print
 2. Click on Setup
 3. Under Paper Options,
 - Select "Custom"
 4. Set desired Paper size Width and Height
 - Set both width and height to approx. 1.5 inches larger than poster size. (to allow for 3/4" borders)
- Click O.K.

Step 3: Printing

1. In Printing Preferences check orientation you want (Landscape or Portrait). Click OK.
 2. In Print Box click "Print"
 3. Check poster for fit and orientation in Print Preview box (bottom left). Click "Print".
Icon of printer should briefly appear on top left of screen to indicate poster file has been spooled to printer.
- Printing of poster should take anywhere from 5 to 20 minutes.

Instructions for the HP T1300 printer

Printing from Adobe (PDF) Directly From Printer

Printing directly from the HP T1300 printer is possible for Adobe (PDF) files if poster and paper size are correctly preset in your Adobe file.

- Insert USB key into front right panel on poster printer.
- On the touch panel window, select the USB Drive icon.
- Select the file you wished to print, and press start.
- File will process and then print.

Printing from PowerPoint

For faster printing -copy the file to be printed to the desktop before starting print job. Poster will dry for 2 minutes after printing before it is released.

Step 1: Preparation

1) Open File to Print

2) Check or indicate poster size: Click on the "Design" tab at the top of the screen, then click the "Slide Size" icon on the right side within the tab options, and click on "Custom Slide Size" at the bottom of the menu.

A Page Setup screen will appear. In the "**Slides sized for**" option, choose **Custom**.

- Then enter the actual size of the poster for the height and width required. Maximum size for PowerPoint poster should not exceed 56" (height) x 44"(width) including margin borders.
- Click O.K.
- Continue to **Step 2** if paper size needs to be set.
- If paper size is already set up then go ahead and print

Click on **File>Print**

- Check preview on right side for orientation and accuracy.
- Click on the Print icon near the top of screen to send poster to HP Designjet T1300ps PS3 printer.

Step 2: Select Paper size

-Click on File > Print

-Select Printer Properties underneath Printer name of HP T1300ps PS3 printer.

See Fig.3

Fig.3

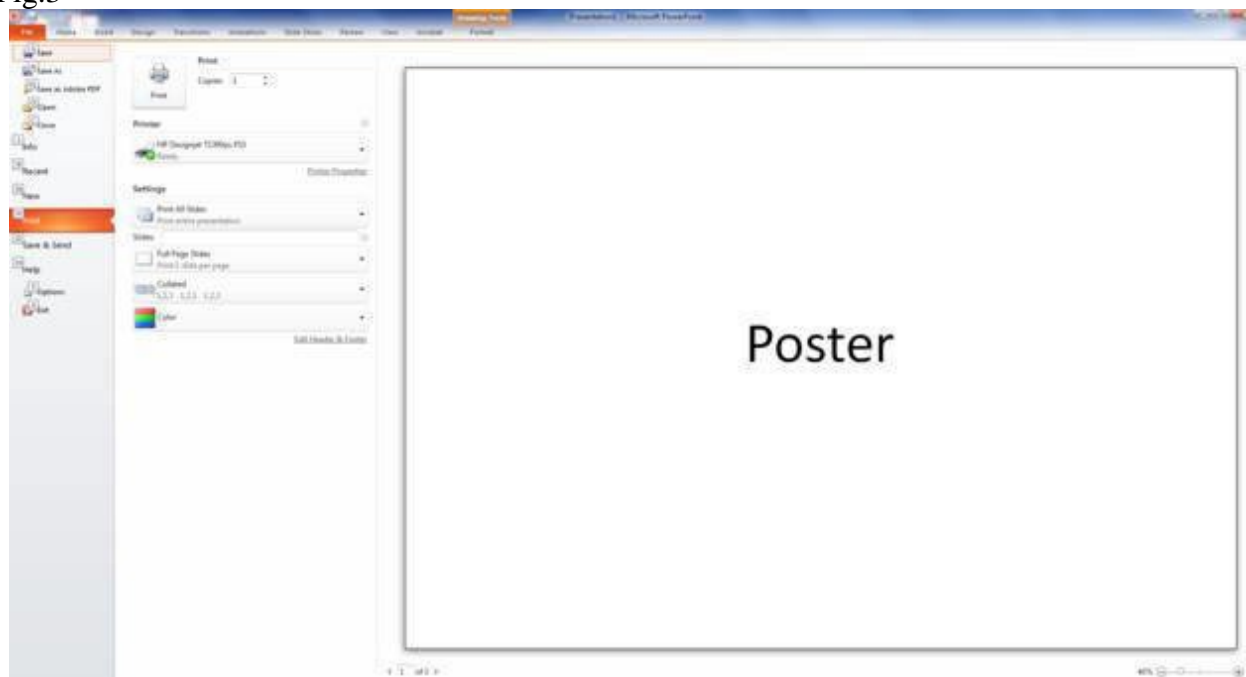
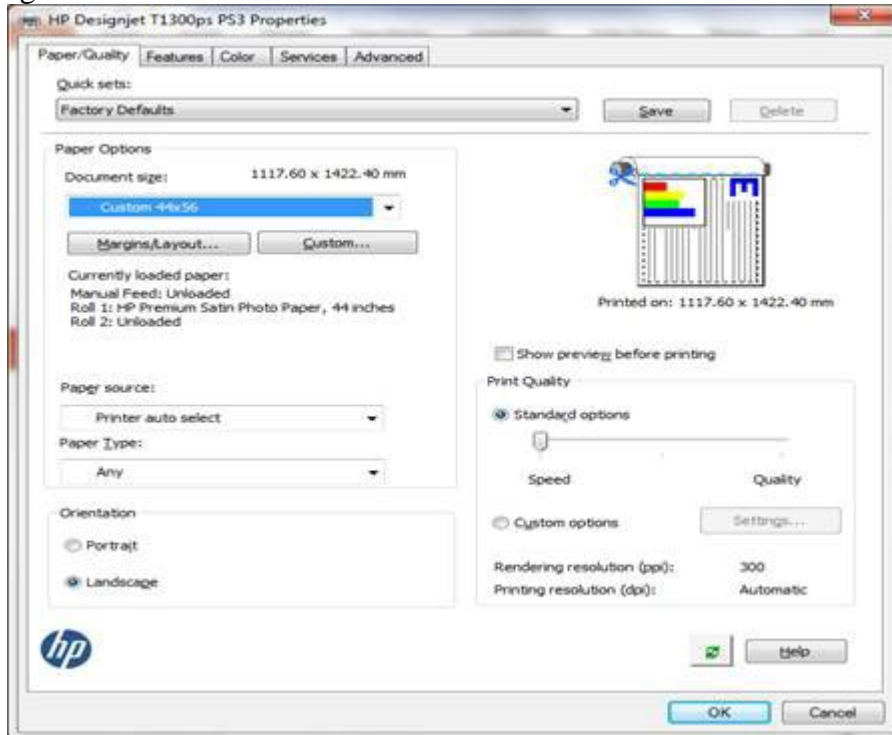


Fig.4



To Create a Measurement Setting for Paper Size

- Select **Custom** dialog box - Fig.4 above
- Set both width and height to approx. 1.5 inches larger than poster size.
(if no borders were set for the poster size, this will set a 3/4" border on each side).
Maximum paper size is 44"x 56".
*Width and Height Dimensions are reversed (opposite to settings in Page setup).
- Type in a name (ex. Custom 2) for measurement setting in the Name box.
- Click "**Save**" then **OK**.
- Click **OK** at the bottom of the Properties screen
- Check poster orientation and accuracy on screen
- Click on the **Print** icon near the top of screen to send poster to HP DesignJet T1300 printer.
- Poster is then sent to the printer.

Processing and printing of poster should take anywhere from 5 to 15 minutes.

**For problems with printing contact:
Morris #8243 or Ernest #7439**