

## **Use of Psychology Poster Printer Facilities**

Poster printer facilities are located in Room 483, 2001 McGill College. We have one Windows PC connected to a poster printer, as well as a paper cutter for trimming the excess borders of the posters after printing. Microsoft Office, Adobe Illustrator, and Adobe Professional are currently available on the computer.

Poster printing is available to Psychology faculty, Graduate students, Postdoctoral fellows, and RAs (those printing for faculty members).

The charge for printing is \$30 per poster, payable in cash (no checks) to Morris Eichler (Room 773), 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 PC or printer.

### **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 choose 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 far right within the tab options.



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

- Then enter the actual size of the poster for the height and width required. Maximum size for PowerPoint poster should not exceed 56" (width) x 42" (height) including margin borders using landscape orientation.
- 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 printer.

Step 2: Select Paper size

**-Click on File > Print**

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

See Fig.3

Fig.3

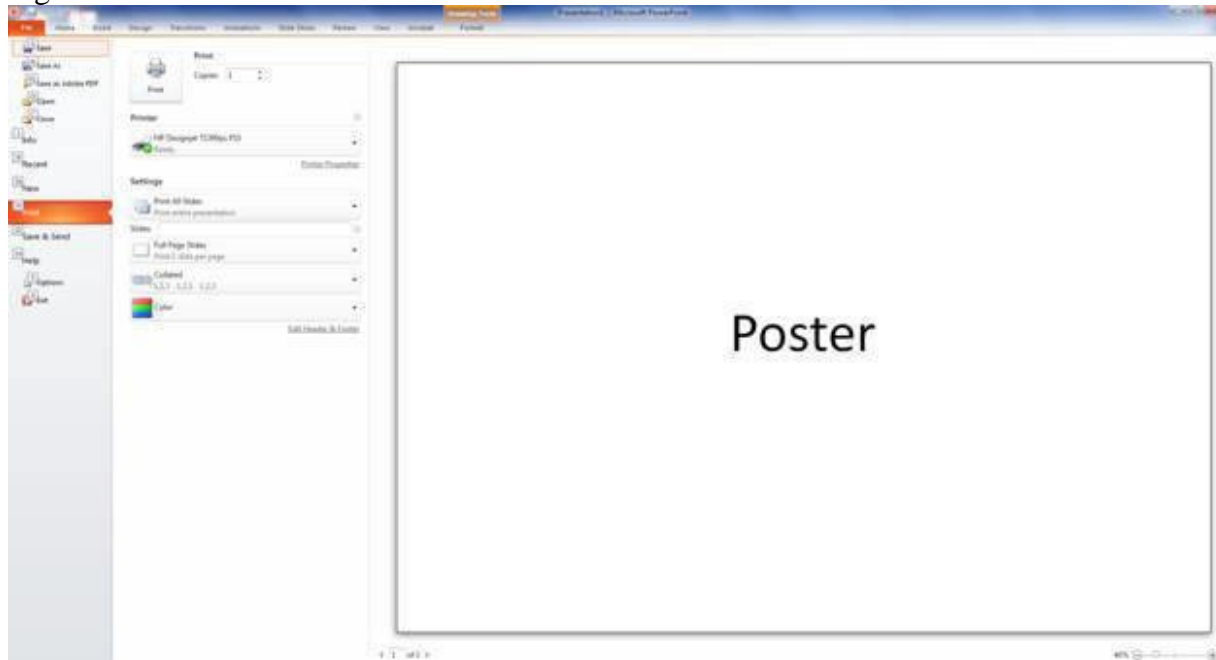
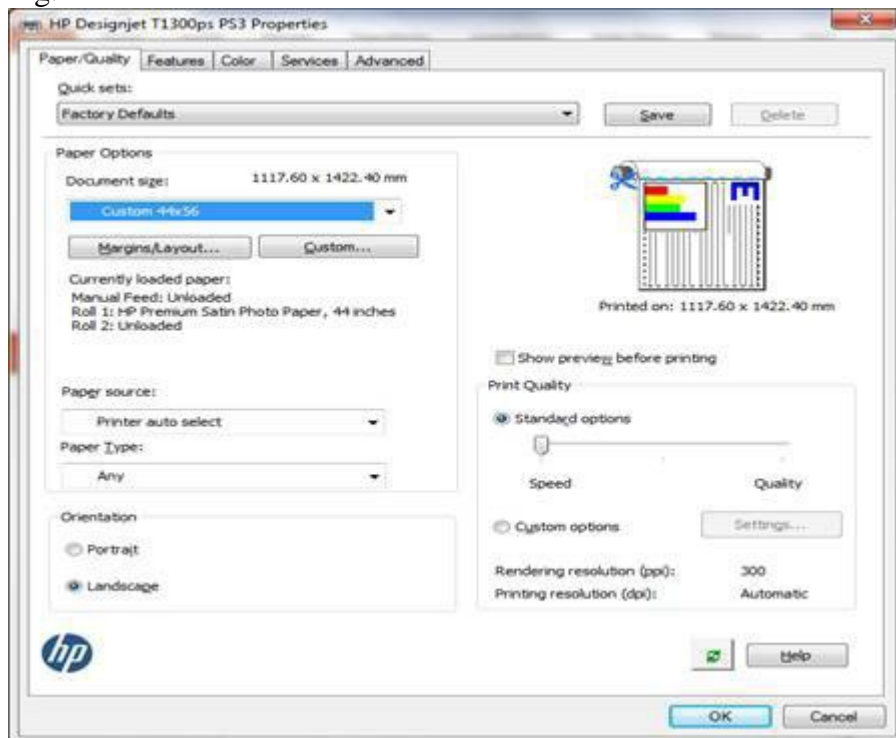


Fig.4



### 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 border was created in poster creation, this will set a 3/4" border on each side).  
Maximum paper size is 42"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 10 to 15 minutes.

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