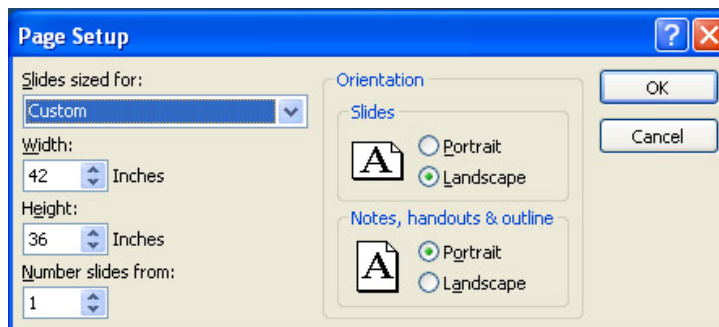


### Printing Posters in the ICL (room 323)

- ✓ Do not use solid or textured backgrounds. Color images, graphs, and text boxes help to make a great poster, but backgrounds waste resources and are against our policy.
- ✓ Check image sizes before inserting into your poster. Use programs like paint or photoshop to reduce images sizes. Large file size may affect your ability to print.
- ✓ Leave a 1 inch margin around your content because there is a non-printable area near the edge of the paper.
- ✓ Paper is on a 36 inch roll. A common poster size is 36 by 42 inches.
- ✓ You can either set your document size to the poster size before assembling your content, or you can scale your existing document to fit (see below). Also check the “autorotate” box if your poster size is 36 by 42.
- ✓ Avoid overlapping text boxes and imbedded objects. Overlapping text boxes can cause text to print differently than displayed on the screen.
- ✓ Plan ahead! Printing a poster at the last minute can be stressful.
- ✓ Computers on the left of each row in the ICL can print to the poster printer. See screens below in Microsoft Powerpoint:

#### File → Page Setup

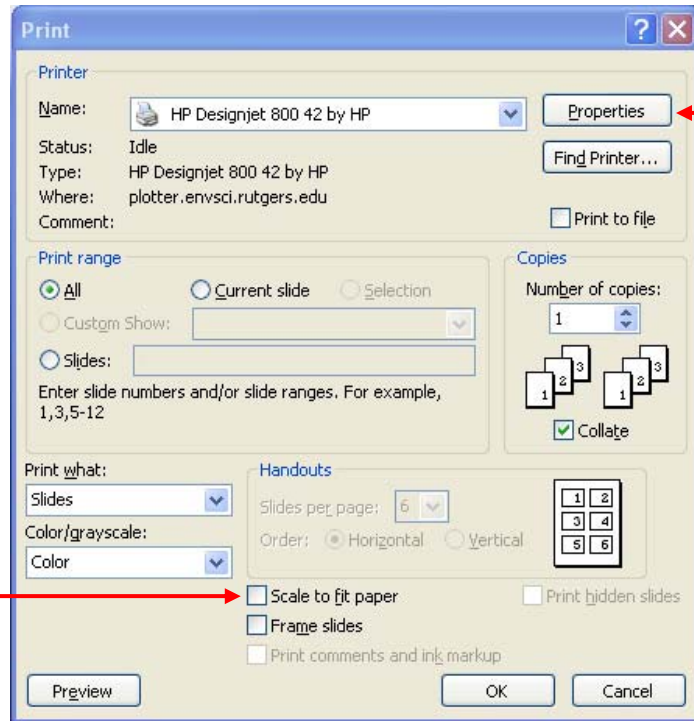
Either choose page size to match poster size, or scale to fit (on next screen)



File → Print

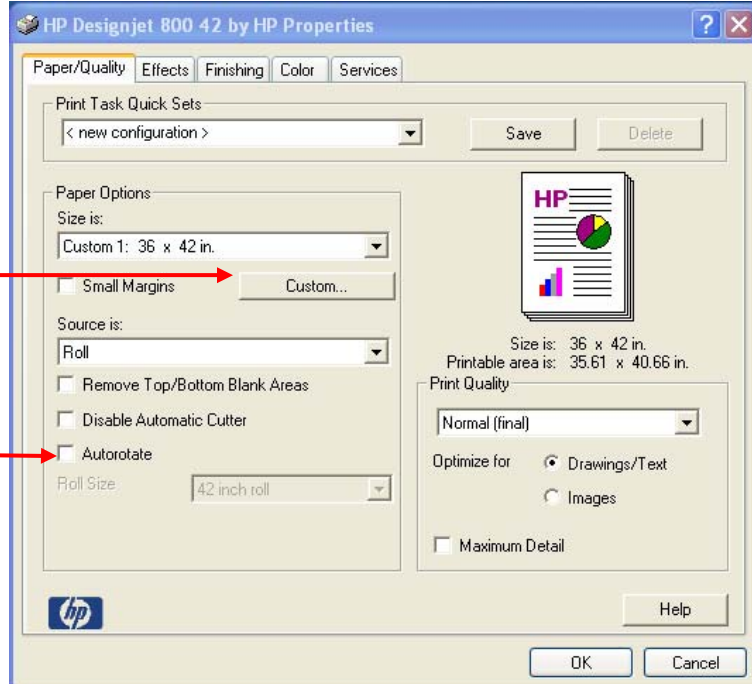
Choose designjet and Click Properties for next screen

Scale to fit if necessary, e.g., your page setup is different from poster size.



File → Print → Properties

Paper source is "roll" and click custom to specify poster size.



File → Print → Properties

Check the "Autorotate" box if your poster size is 36 by 42. This may not be needed for other poster sizes