

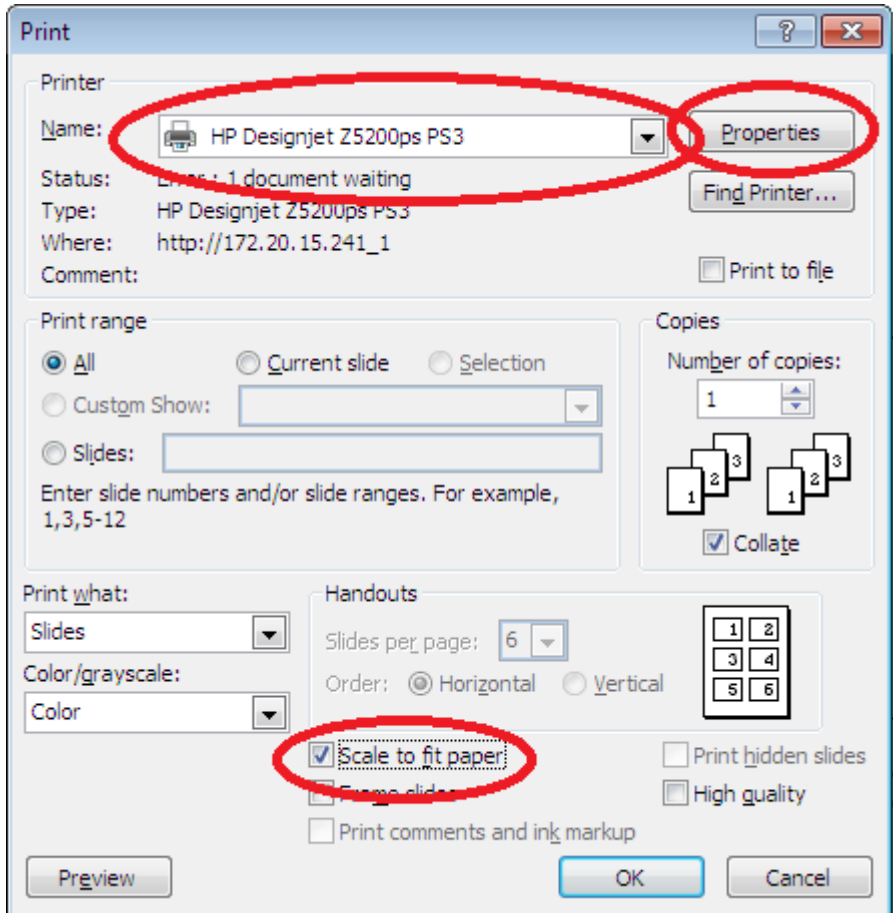
Printing Posters in the ICL (room 323)

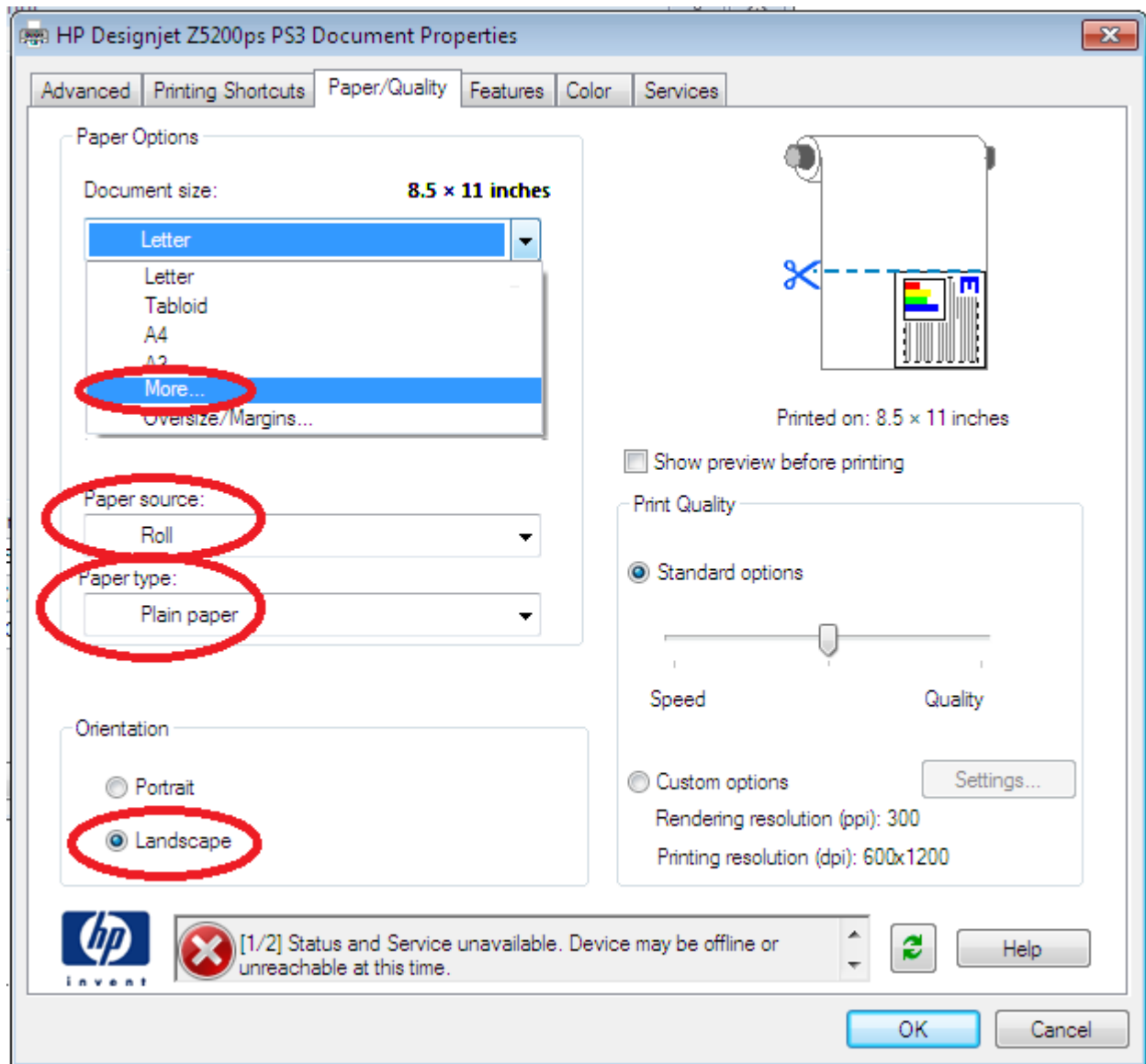
- ✓ Do not use solid or textured backgrounds. Color images, graphs, and text boxes help to make a great poster, but backgrounds waste resources and are against our policy.
- ✓ Check image sizes before inserting into your poster. Use programs like paint or photoshop to reduce images sizes. Large file 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, so poster size is 36" by X.
- ✓ Plan ahead! Printing a poster at the last minute can be stressful.
- ✓ Computer on the left of each row can print to the poster printer.

Screens in Powerpoint:

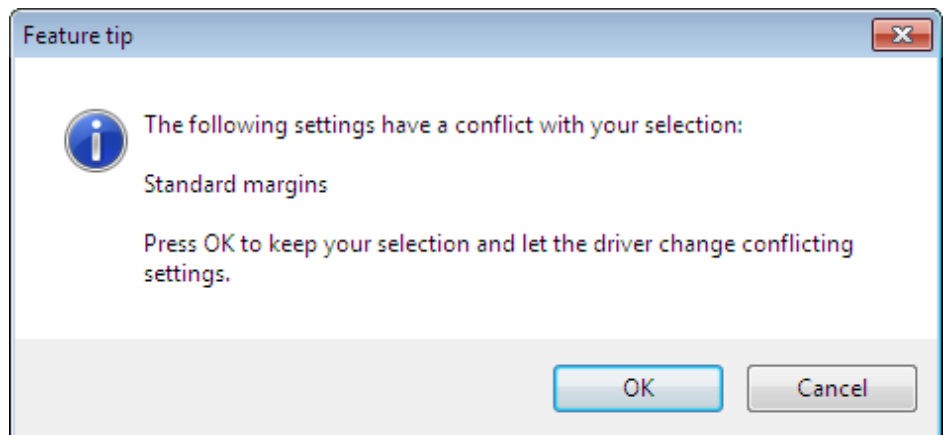
Print:

- Choose the Designjet
- Check "Scale to fit paper"
- Click "Properties"
- On next screen, choose "Roll", "Plain Paper"
- Click "OK" to a pop up warning message
- Choose "Landscape" (or "Portrait") as needed.
- Click "More" and scroll to bottom of list for custom sizes





Pop up warning message



Custom sizes at bottom of list (from clicking “more” under “paper options”)

