

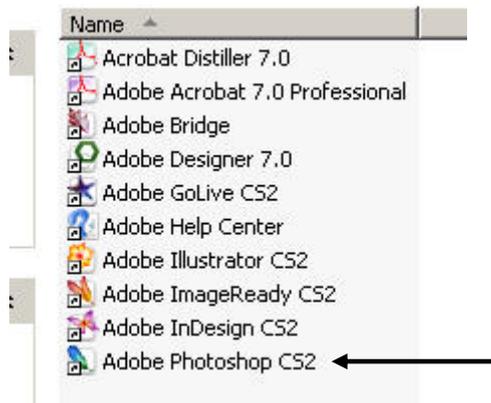
Printing a Poster in Adobe Photoshop

This document outlines how to print to the large format printer (plotter) from within Adobe Photoshop. Typical file types for this could include .psd, .jpg, .tif, .gif and .png files. This document applies only to posters where at least one dimension is less than 36”.

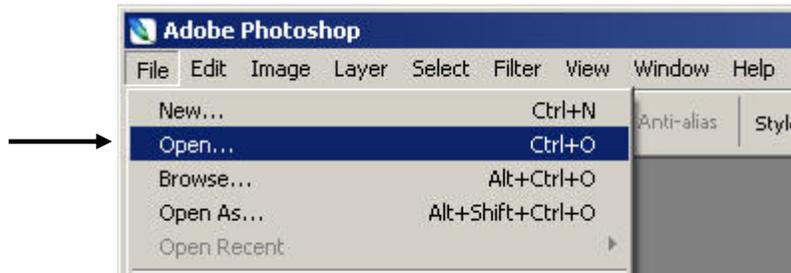
1. Double-click the “Adobe CS2” icon on the desktop



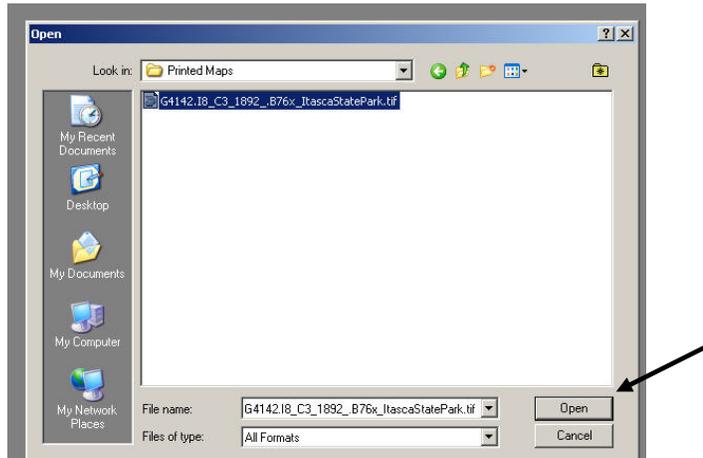
2. Double-click the “Adobe Photoshop CS2” icon



3. Click “File” and then click “Open”



4. Navigate to the folder containing the file to be printed, click the file and then click “Open”



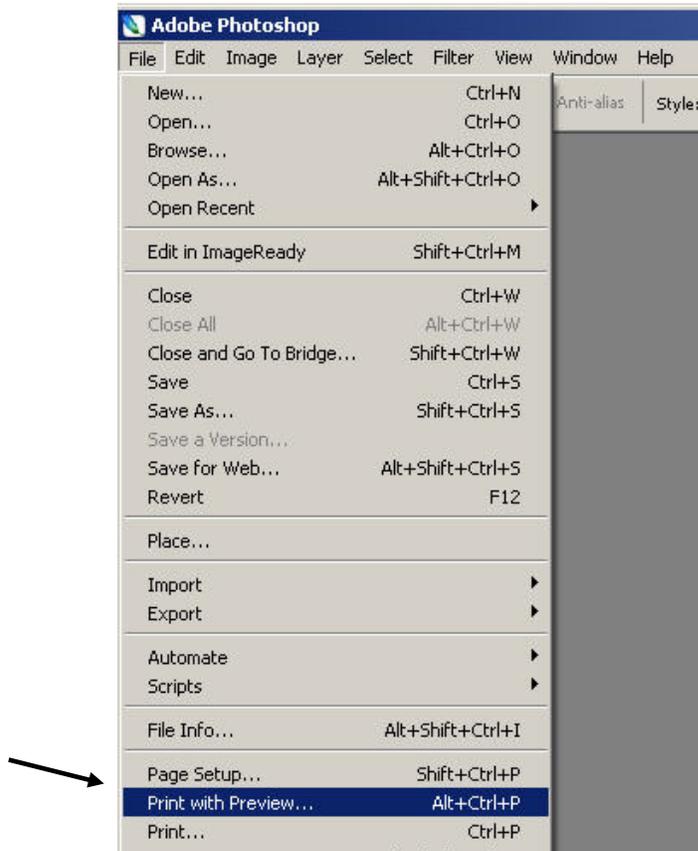
5. Check the size of the image – if the image file is over 50 MB and the resolution (DPI) is higher than 150, you may want to reduce the resolution to 150.

Please Note: If you are unsure of how to do this, please see the “Checking the Image Size & Reducing DPI” section at the end of this guide.

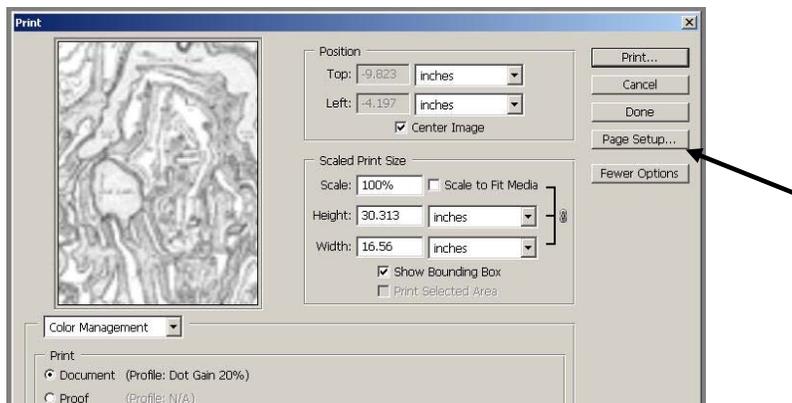
6. Check over the image file to make sure it is ready to print

Please Note: You will need to know the dimensions of your image in order to print it – if you are not sure of the dimensions of your image, please see the “Checking the Dimensions of Your Image” section at the end of this guide.

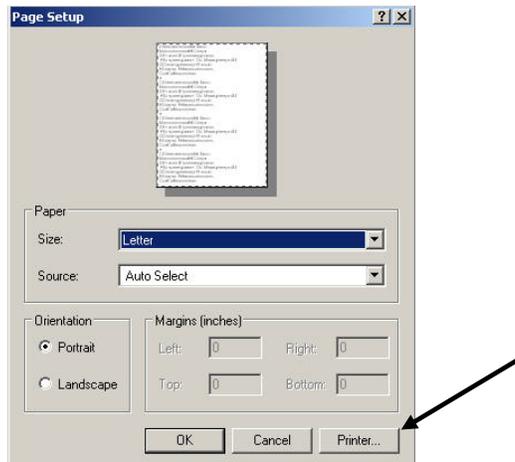
7. When the image is ready to print, click “File” and then click “Print with Preview”



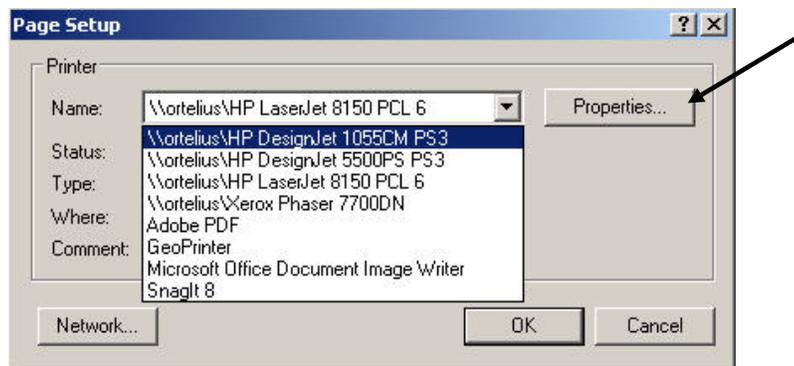
8. Click the “Page Setup” button on the right side of the **Print** window



9. Click the “Printer” button on the lower-right side of the **Page Setup** window

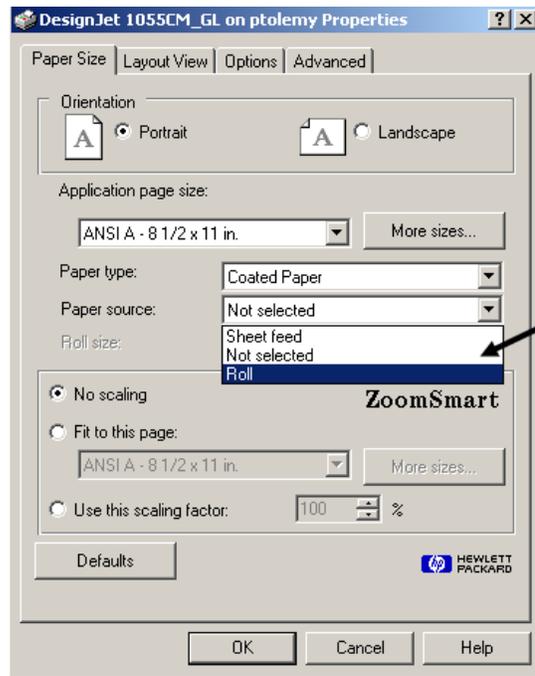


10. In the “Name:” drop down menu, select the “HP DesignJet 1055CM PS3” from the menu and then click the “Properties” button

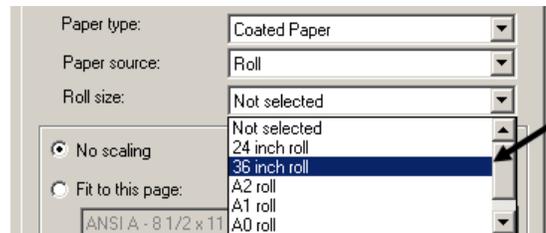


Please Note: At least one dimension of your poster must be less than 36” in order to use the HP DesignJet 1055CM PS3. If both dimensions of your poster are larger than 36” please see a Borchert Map Library staff member for assistance.

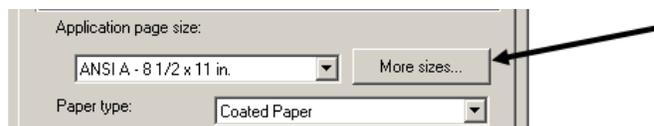
11. In the “Paper Source:” drop down menu, select “Roll”



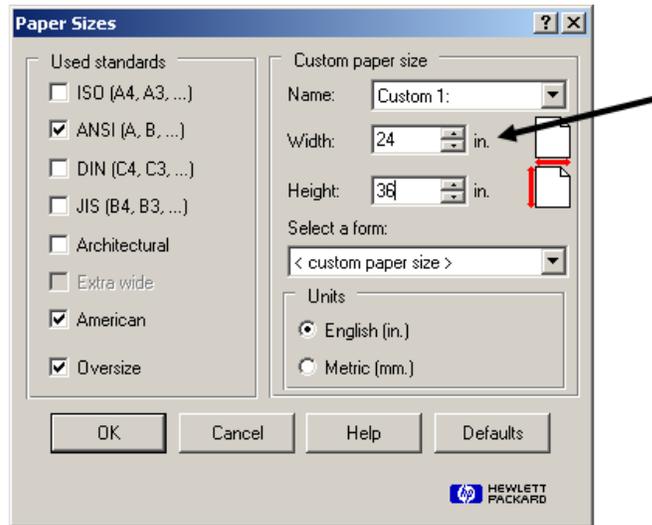
12. In the “Roll Size” drop down menu, select “36 inch roll”



13. Click on the “More sizes” button under “Application page size”

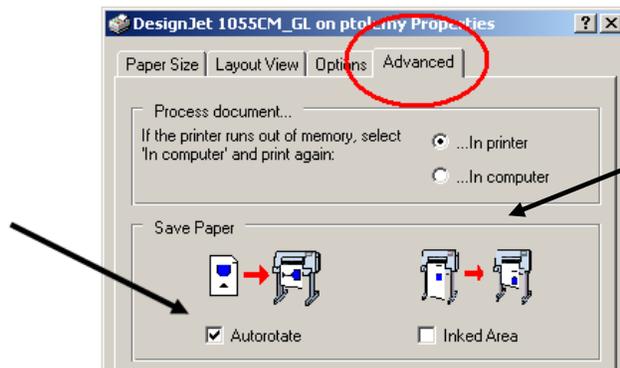


14. Enter the dimensions of the poster in the “Width” and “Height” boxes.

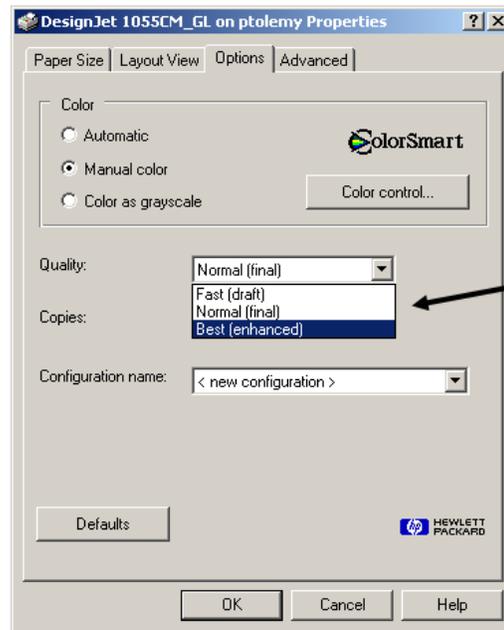


15. Once you are finished in the **Page Sizes** window, click the “OK” button

Please Note: If the longest dimension of your poster is less than the width of the plotter paper (36”), please click on the “Advanced” tab in the Printer Properties dialog, and click on the check box for “Autorotate” before continuing.

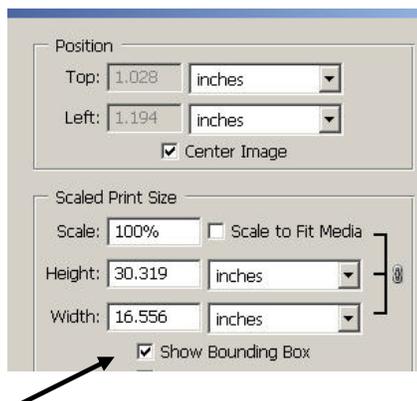


16. Click on the “Options” tab in the Printer Properties dialog. Under the “Quality” dropdown menu, select “Best (enhanced)”

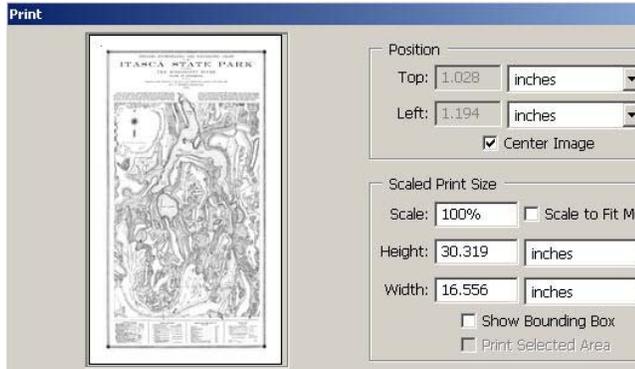


17. Click the “OK” buttons until you get back to the **Print** window

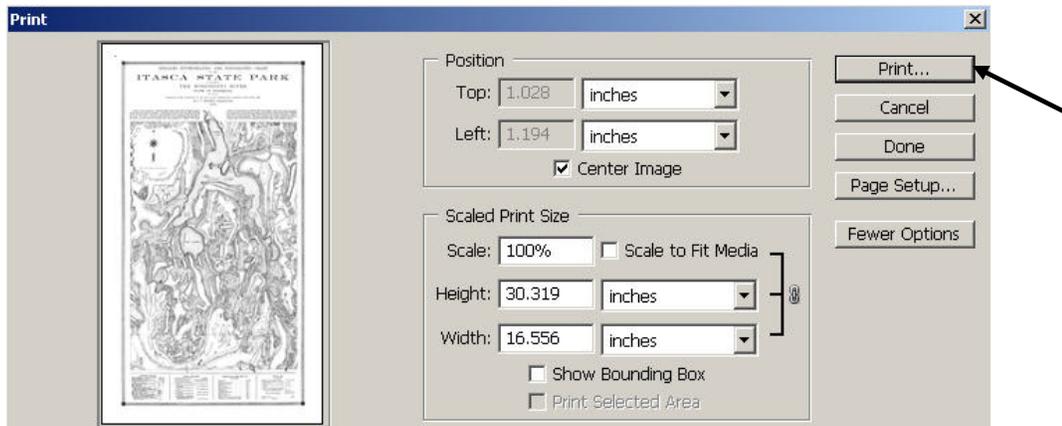
18. Back in the **Print** window, uncheck the box to the left of “Show Bounding Box”



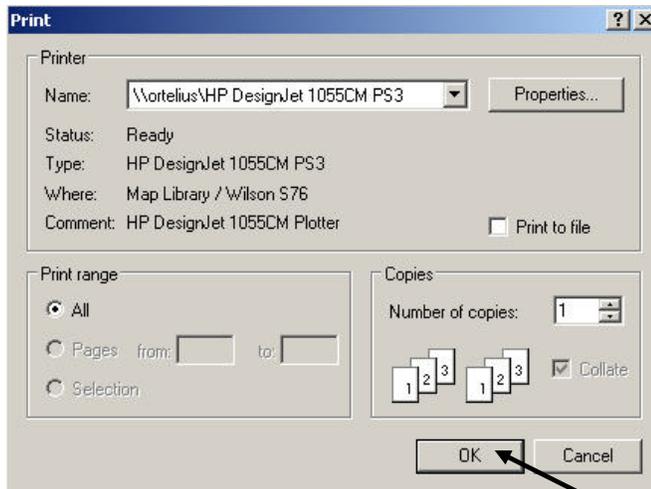
19. The poster should now preview properly on the left side of the **Print** window



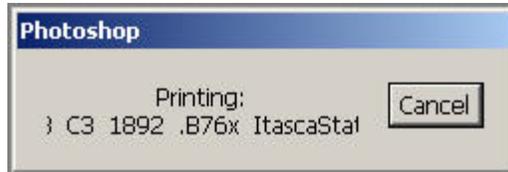
20. Click the “Print...” button



21. Click the “OK” button to print the poster



22. Once the small **Photoshop** window disappears, check the display on the HP 1055 Plotter to make sure it says “Receiving...”



23. The poster will print once the file has been fully received by the plotter

24. Once your image has printed, please see a Borchert Map Library staff member for a payment slip. The Wilson Library Copy Center accepts cash, checks or University Budget Numbers (CUFS #s) as payment. Once you have paid, the Copy Center will stamp your payment slip. Simply show the stamped slip to a Borchert Map Library staff member and you may take your printed image.

For your convenience, cardboard tubes are available in 18” and 36” lengths.

Checking Image Size & Reducing DPI

DPI (dots per inch) is also called ‘Resolution’ and is a measure of how detailed an image file is. The more dots per inch, the larger an image can be “blown-up” without appearing pixelated. However, our plotter can only print up to 150 dpi, which means that if your image has a higher dpi (300, e.g.), it will be printed at 150 dpi, but will take at least twice as long to send to the printer.

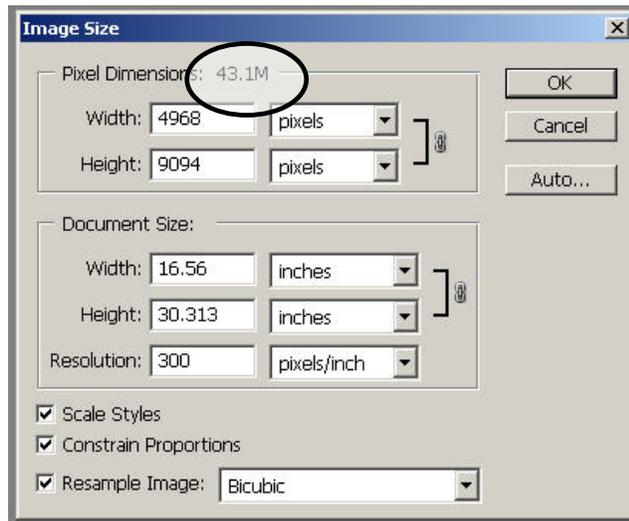
Please Note: If your image is stored on writable media (flash drive, Netfiles, etc. NOT CD/DVD), you may want to copy your image file to the desktop before making these changes in order to preserve the original image.

To check the size of your image and the DPI, please follow these steps:

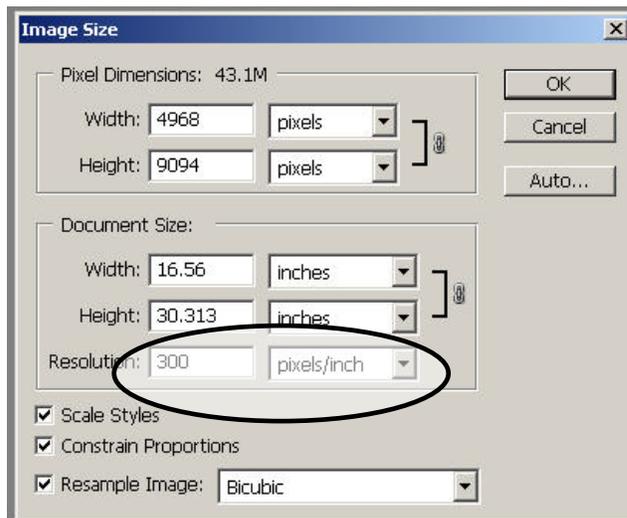
- i. In the **Image** menu, select “Image Size...”



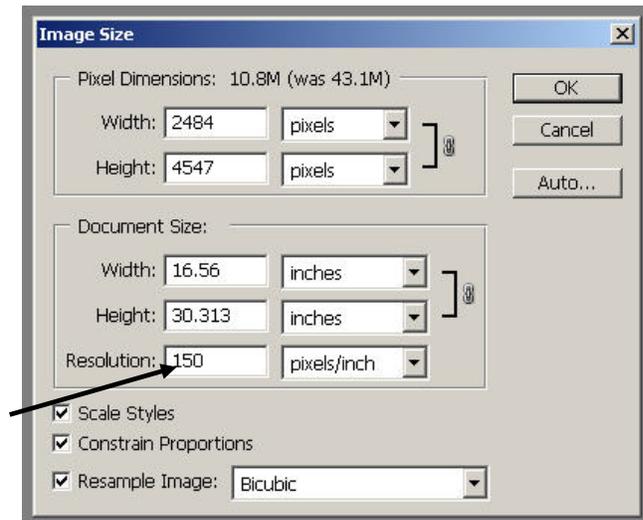
- ii. The image size will be listed next to “Pixel Dimensions:” at the top of the **Image Size** window



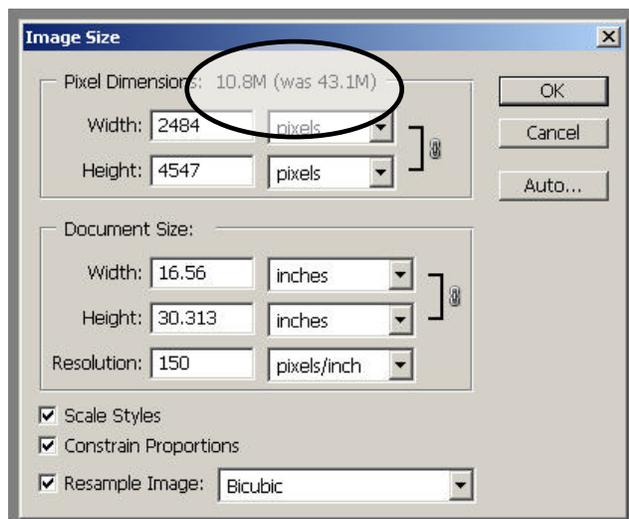
- iii. If your image size is larger than 30M and does have a DPI higher than 150, we highly recommend reducing the DPI before printing. To reduce the DPI, please follow these steps:
 - a. The current DPI settings for your image will be listed in the “Resolution:” box (as pixels/inch)



- b. Change the resolution to 150 and click the “OK” button



- iv. You can see now that the image size is greatly reduced

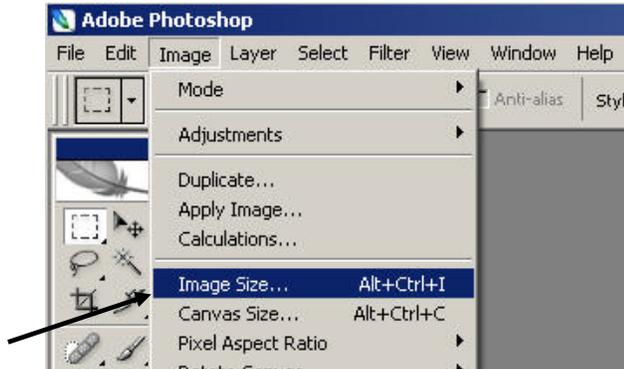


- v. Click “OK” to accept the changes to your image
vi. Proceed with step #6 above

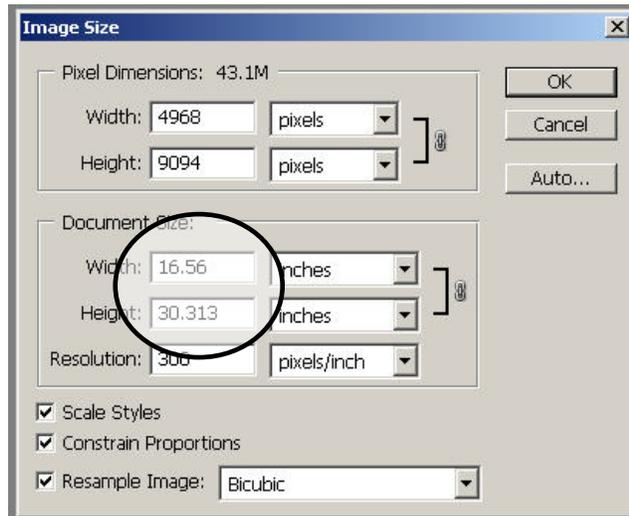
Checking the Dimensions of Your Image

To check the dimensions of your image, please follow these steps:

- i. In the **Image** menu, select “Image Size...”



- ii. The image dimensions will be displayed in the **Image Size** window under “Document Size:”



- iii. Note the “Width” and “Height” and then click the “OK” button
- iv. Proceed with step #7 above