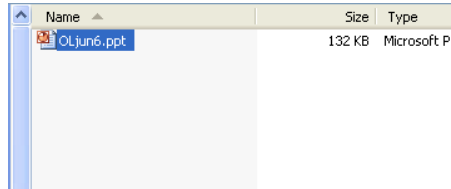# Printing a Poster in Microsoft PowerPoint

This document outlines how to print to the large format printer (plotter) from within Microsoft PowerPoint. This document applies only to posters where at least one dimension is less than 36".

1. Navigate to the folder containing the file to be printed and double-click the file

2. The file should open in Microsoft PowerPoint
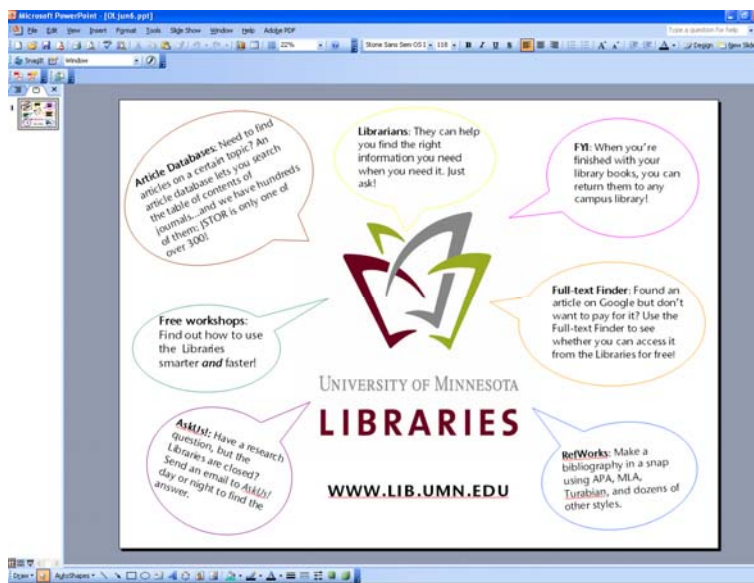
3. Check over the poster to make sure it is ready to print

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

4. When the poster is ready to print, click "File" and then click "Print…"
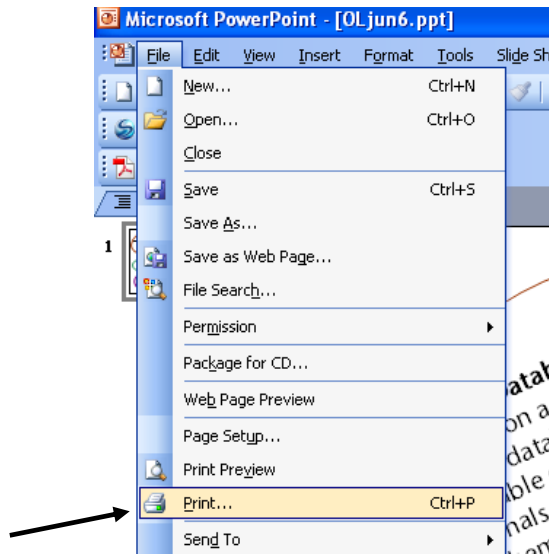
5. In the "Name:" drop down menu, select the "HP DesignJet 1055CM PS3" from the menu and then click the "Properties" button
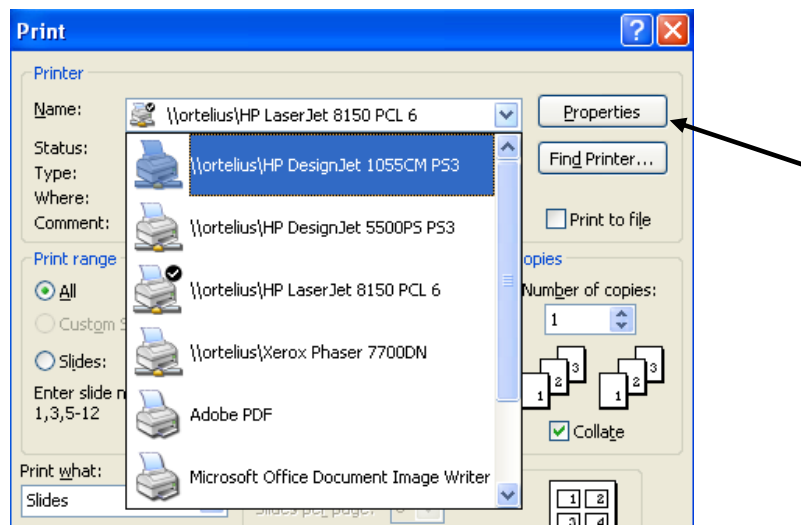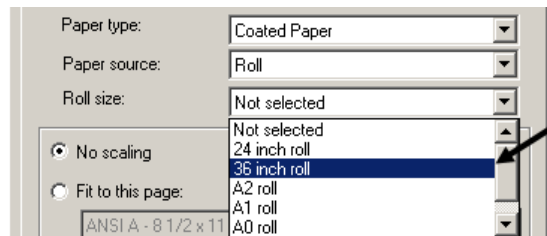

Please Note: *At least one dimension of your poster must be less than 36" in order to use the HP DesignJet 1055CM PS3. If both dimensions of your poster are larger than 36" please see a Borchert Map Library staff member for assistance.*
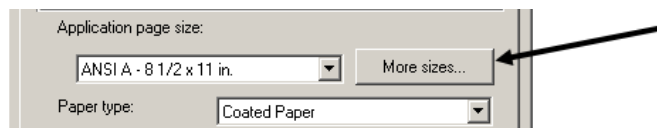
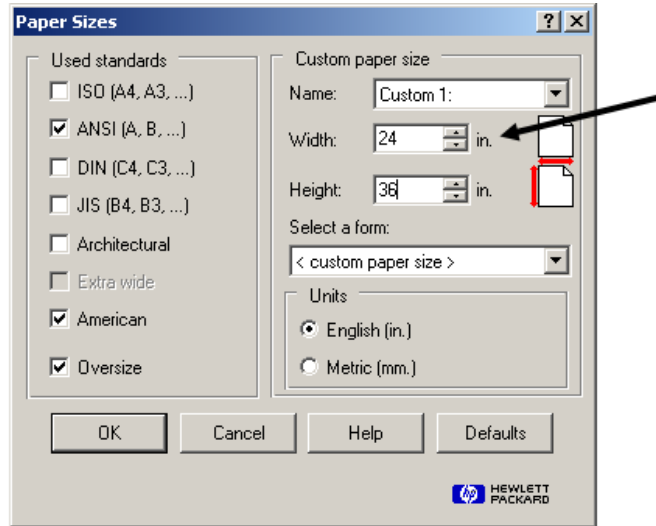6. In the "Paper Source:" drop down menu, select "Roll"
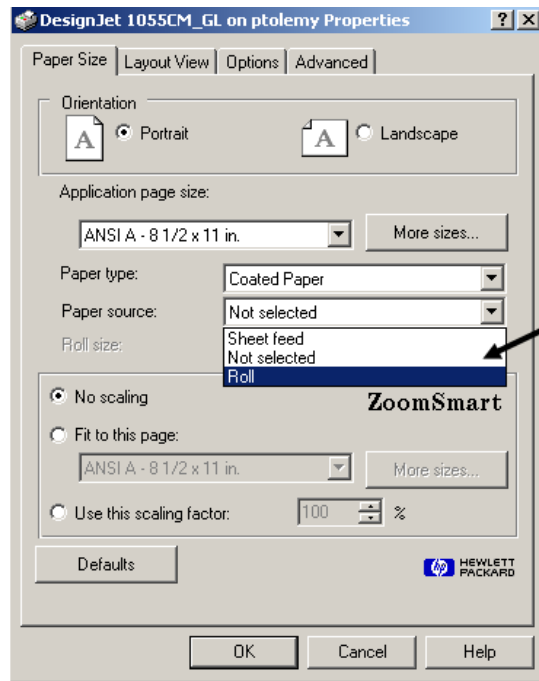
7. In the "Roll Size" drop down menu, select "36 inch roll"

8. Click on the "More sizes" button under "application page size"

9. Enter the dimensions of the poster in the "Width" and "Height" boxes

10. 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.*
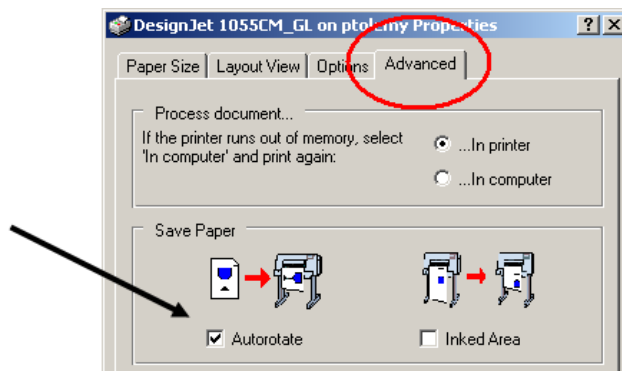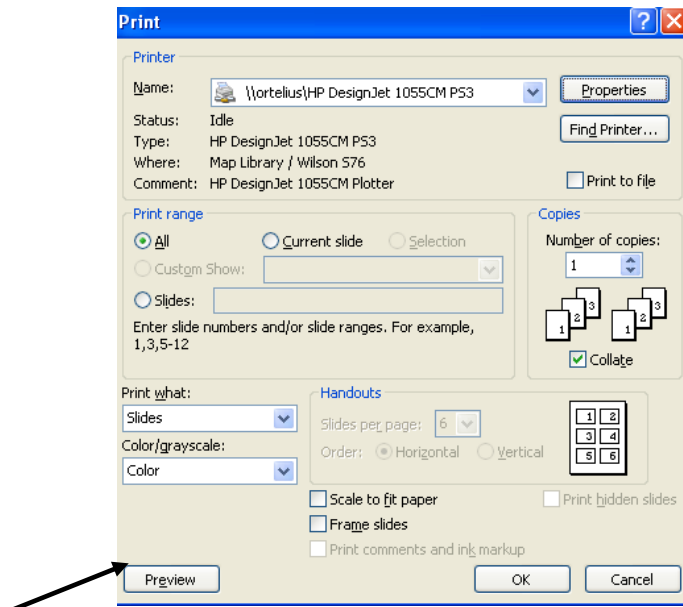
11. Click on the "Options" tab in the Printer Properties dialog. Under the "Quality" dropdown menu, select "Best (enhanced)".
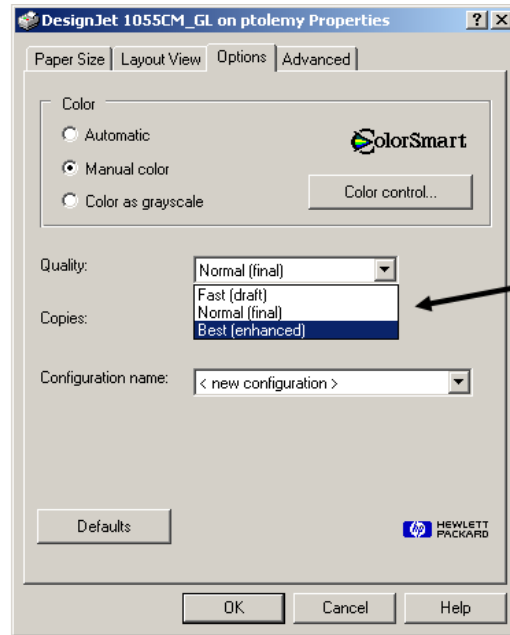

12. Click the "OK" buttons until you get back to the **Print** window

13. Back in the **Print** window, click the "Preview" button

14. The poster should now preview properly

Please Note: *If your poster appears to be cutting off at any of the edges, this can often be remedied by clicking the "Print…" button* *at the top of the screen, checking the "Scale to fit paper" box and then clicking the "Preview" button again*
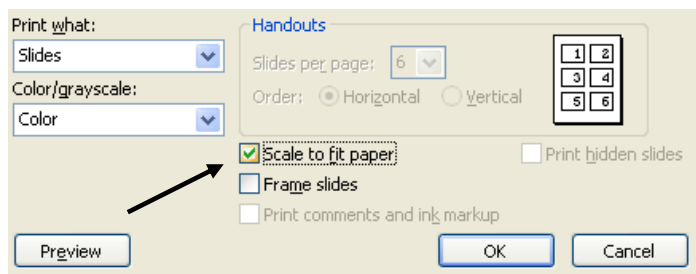
Once the poster looks ready to print, click the "Print…" button at the top of the screen

15. Click the "OK" button to print the poster
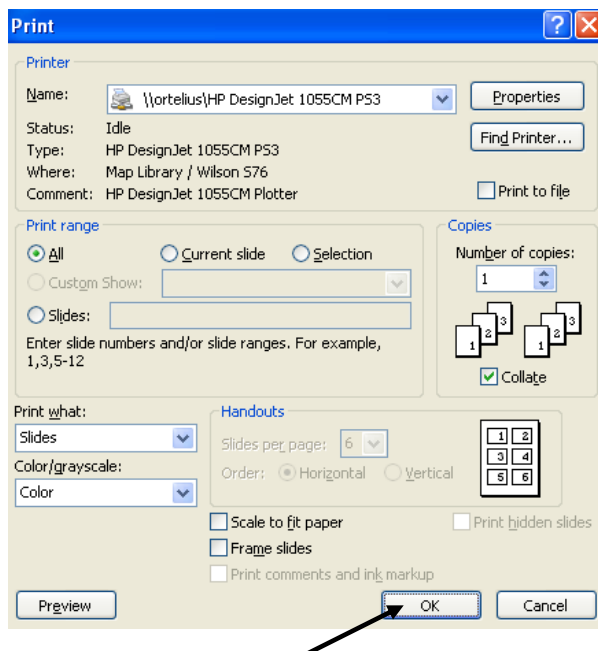
16. Once this icon no longer appears at the bottom center of the screen, check the display on the HP 1055 Plotter to make sure it says "Receiving…"

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

18. Once your poster 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 poster.
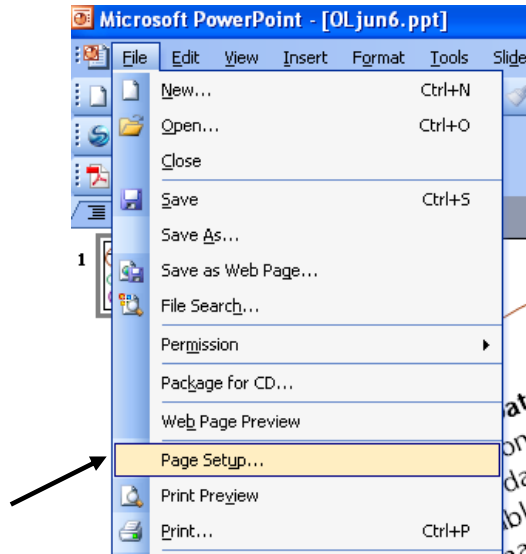
For your convenience, cardboard tubes are available in 18" and 36" lengths.
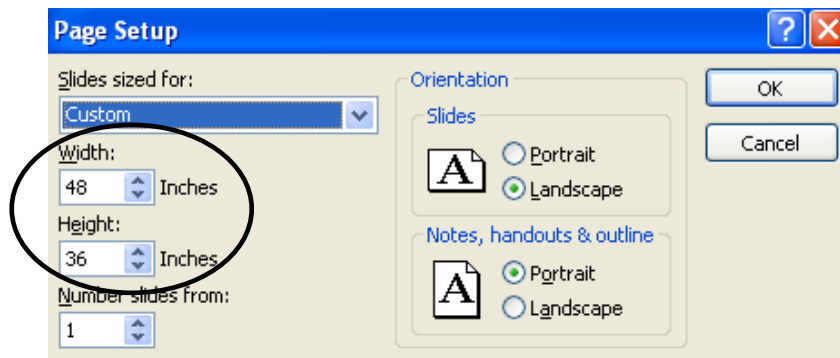
Checking the Size of Your Poster

Please note that PowerPoint does not allow a poster to be larger than 56" in any dimension.

To check the size of your poster, please follow these steps:

i.   In the **File** menu, select "Page Setup…"

ii.   The poster dimensions will be displayed in the **Page Setup** window

iii.   Make any necessary changes and click the "OK" button or simply click the "Cancel" button to keep the dimensions the same

iv.   Proceed with step #4 above