DePaul University
Department of Chemistry and Biochemistry
Instructions for large format printer

Follow the following steps to print posters using the HP DesignJet T1300 large format printer.

1. Load document using the appropriate software. This is usually PowerPoint or Adobe Acrobat.

2. Click on **File**.

3. Click on **Print**.

4. Select "HP Designjet T1300ps HPGL2" from the printer dropdown box.

5. Click on **Printer Properties**.

6. If you saved a size from a previous session, select it from the **Document Size** dropdown box, click **Ok**, and go to Step 8.

7. To create a new document size for your poster, click on **Custom** and enter the width (must be no larger than the width of the paper roll) and length of your poster. Give the size a meaningful name and click on **Save**. Then click on **Ok**. Saving the document size will make it available for future print jobs.

   The Department of Chemistry and Biochemistry stocks 36" wide rolls of regular paper in Roll 1. Users are welcome to bring their own rolls (use Roll 2 on the printer) of up to 48" wide.

8. Exit the printer properties panel and then print your poster.

Alternatively, the HP Designjet T1300 accepts USB drives on its front panel. Use the panel navigation to find the document to print, select it, and then launch the print. In this case, you will need to make sure that the document has been pre-configured with its final size.