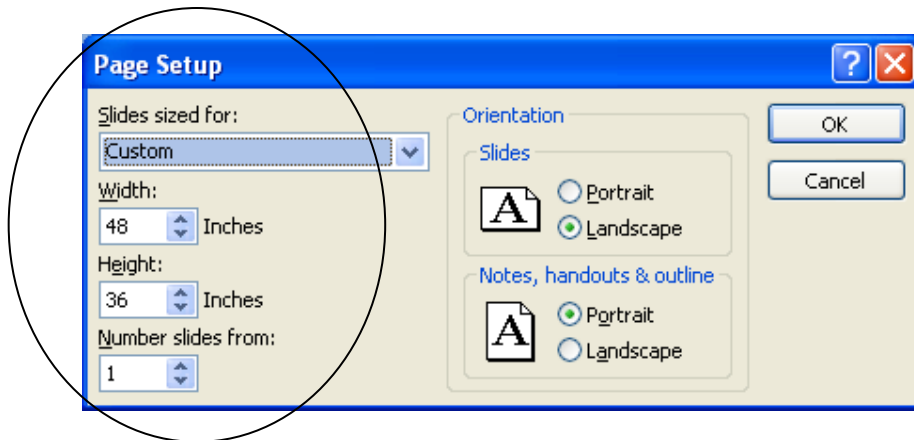
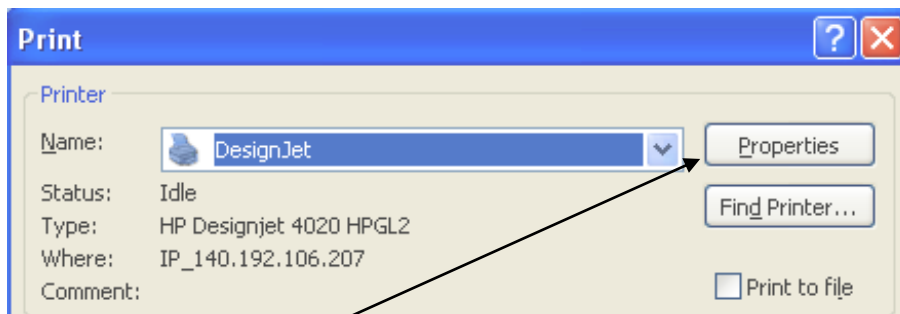


How To Prepare and Print A Poster on the DesignJet Printer

- 1) Prepare your poster in PowerPoint. It is essential that you set up the page size correctly. Go to the **Design** tab and select **Page Setup** from the menu. Set "Slides sized for:" to "Custom". Set the width to be 30 to 48 inches and the height to be no more than 36 inches. 48 inches wide and 36 inches high are the largest dimensions.

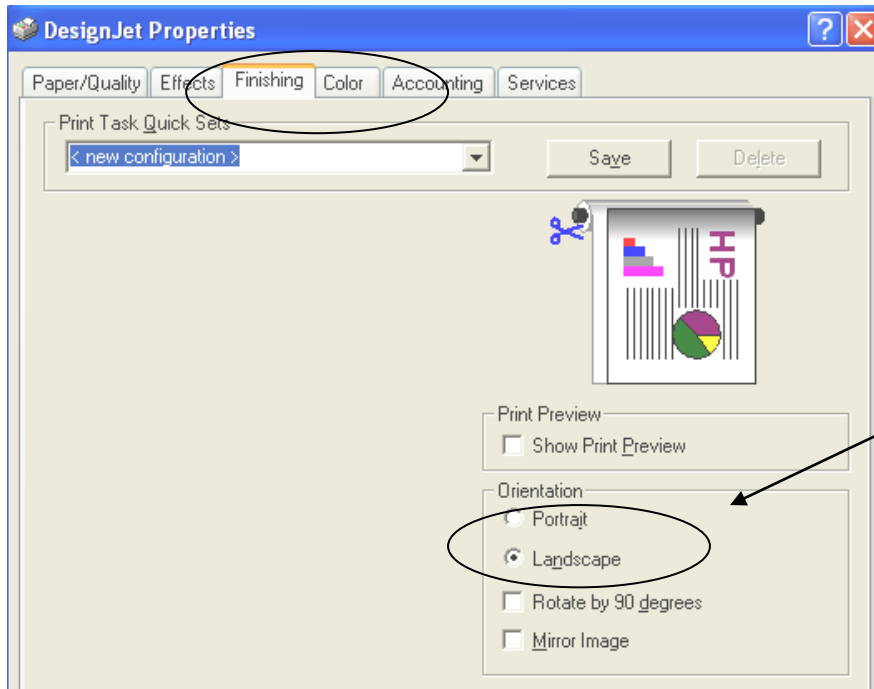


- 2) When you are ready to print, open your PowerPoint file. Click on the **Office Button** (found in the upper left corner) and select **Print**. Select the **DesignJet Printer**. (Note: In these instructions the name of the printer is DesignJet. The name of the printer on your local machine may be different.)

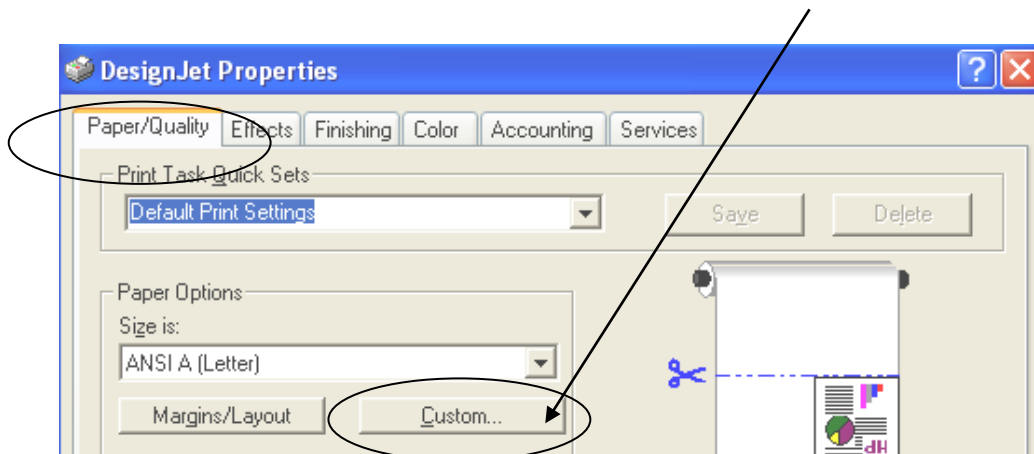


Click the **Properties** button to change the dimensions.

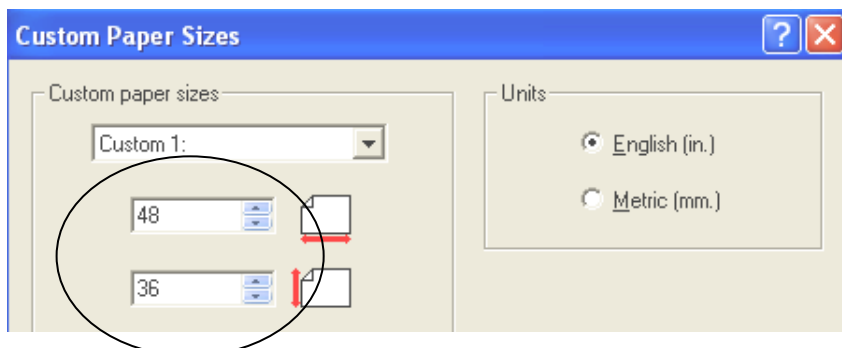
Go to the **Finishing** tab and select **Landscape** for the orientation.



Go to the **Paper/Quality** tab and click on the **Custom** button to change the size.

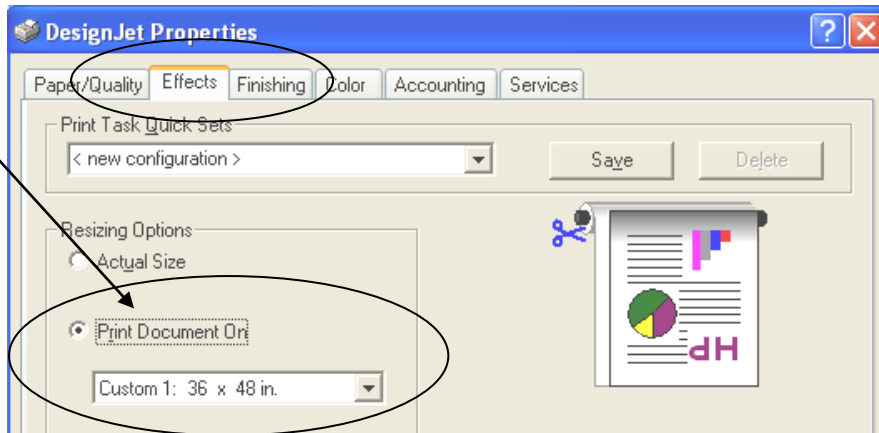


Change the width and height to the proper dimensions that are the same to the size of your PowerPoint presentation (which you set in Step 1). Then select **OK**.

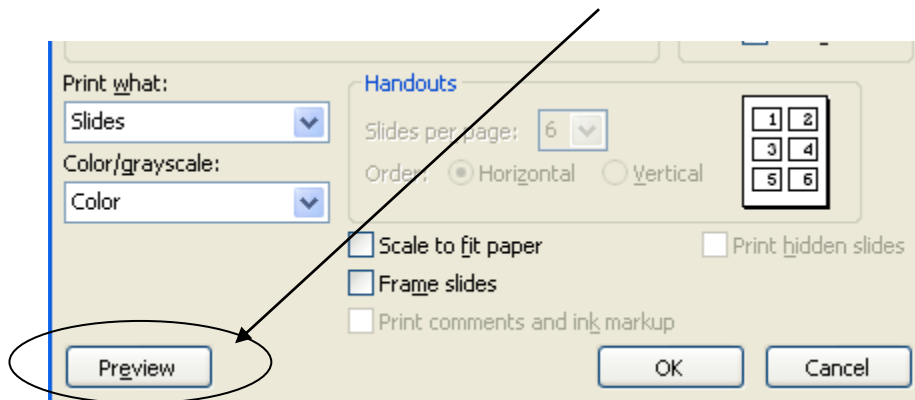


3) If you are printing from PowerPoint, skip to Step 4. If you are printing from a PDF, please complete the following step.

Go to the **Effects** tab and select **Print Document On** for the Resizing Options. Then select **OK**.



4) That box will close. Select **OK** again. Now is a good time to hit the **Preview** button in the lower left corner to make sure none of your poster has been cut off. (Preview button is only available in PowerPoint.)



If the preview is satisfactory, once again select **File > Print** and click **OK**.