

## Poster Printing Instructions

### Poster files can be in PowerPoint, Publisher or a pdf

1. Open file and select Print under File tab. Choose HP Designjet 510 printer
2. Click Properties
3. Paper/Quality tab: Click Custom button under "Paper Options/Size Is". Enter desired width/height (**max. dimensions = 42" X 56"**). Click OK.
4. Check "Autorotate" box. **Roll size** - Standard paper = 42" Glossy = 36"
5. Click Effects tab.
6. Check "Print Document On" circle (dimensions entered will appear).
7. Click Services tab. Click Troubleshoot Software Problems box. Check "Send Job as a Bitmap" box. **Do not uncheck any of the other checked boxes.** Click OK.
8. Click OK to finalize properties.
9. On the right hand side, there is a thumbnail image of the poster updated with the appropriate changes. If the poster does not look correct, the following options under "Page Size & Handling" may help:
  - a. Make sure the appropriate **Orientation** option is chosen.
  - b. **Fit**: "Fits" poster into area provided. (**Warning: this option might change dimensions; do not print unless the poster appears to be correct**)
  - c. **Shrink Oversized Pages**: If poster is getting cut off, this option might be able to help adjust the size. (**Warning: this option might change dimensions; do not print unless the poster appears to be correct**).
  - d. **Choose paper source by PDF page size**: If printing from a pdf, this takes the original PDF document size and adjusts the poster to the scale of the poster printer's paper. **Warning: this option might change dimensions; do not print unless the poster appears to be correct**).

**DO NOT CLOSE THE FILE UNTIL PRINTING HAS BEEN COMPLETED!!**