

HOW TO USE THE POSTER PRINTER

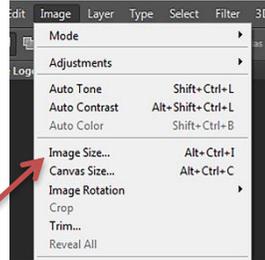
Never turn off poster printer. It automatically does maintenance, and must be 'on' to do it.

Prepare your file...

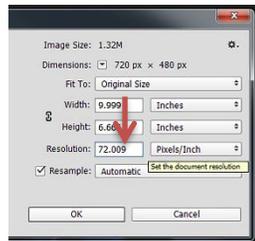
1. **The poster printer works best with PDF files.** You can create PDFs in Word, Publisher, PhotoShop, etc.
2. If using an image file, your file should at least 300 dpi, which can be checked within Photoshop.

3. Open up Photoshop, then open your image file with the program.

4. Once loaded in, go to the image menu along the top bar, then select the button image size.

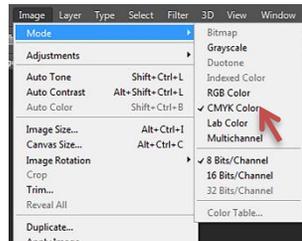


5. In the box that opens up, you will see a box labeled "Resolution". This number will tell you what your dpi is. Remember that this should be at least 300 for best image quality.



6. With the image size box still open, change the size of the picture to the actual size that you want it to print at. Whatever size you enter in here is the actual physical size it will be when it prints. Select OK when it is the right size.

7. Next, you need to do in Photoshop is set the color to CMYK. Do this by going to the image tab, and hovering over 'mode'. Then, in the list that pops up, select CMYK instead of RGB. This will make the prints colors more accurate when they print.



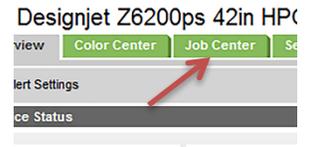
8. Finally, use the Save As menu option to save your photo as a PDF file. Do this by selecting "PhotoShop PDF" from the "Save As Type" drop down list. **While saving, be sure to choose "Acrobat 9/10" in the Compatibility field.**

Load PDF in printing program...

1. Ask a lab staff to help you open HP Utility. Once open, select the blue text next to the printer "[HP Designjet...](#)"

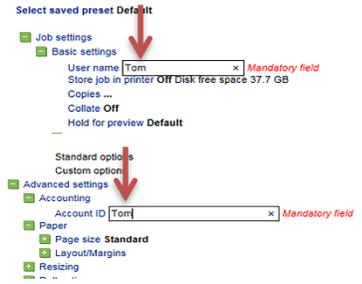


2. Once that loads, select the tab reading "Job Center." Now, under the bar reading "Job Links", select the blue text [Submit Job](#).



3. Now you need to select "Browse", and then go and find the picture file you saved as a jpeg earlier.

4. Once loaded in, you need to enter your name into the two areas labeled in red as a **Mandatory field**.



5. Once you've done this, your print is ready for printing. Before hitting print though, be sure to open the cloth net under the poster printer to catch the print once it is done. Once you have done this, select Print, and the printer will begin printing.

During printing...

1. While the poster printer is going back and forth printing, keep an eye on it to make sure your print is coming out the way you want it. If something looks wrong, hit the red X on the front of the machine to cancel the job, to save ink.
2. Do not try to touch the paper as it comes out of the machine while it is printing. Any sort of movement could distort the final image.



After printing...

1. After the printer finishes printing, it will wait for the ink to dry before cutting it and letting it fall. Again, do not touch the poster until it is cut, as the ink needs to dry and could smudge if touched.
2. Once the printer cuts the poster and it falls into the catcher, you can finally pick up and examine your complete poster.
3. **Please go to Room A134 (Word Processing) to pay for your poster at \$6 per vertical foot.**