

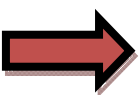


UNC
GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

Office of Student Affairs

Poster Printer Guide

CONTINUE TO NEXT PAGE



Preparing to Print a Poster

When preparing to design a poster to print on the plotter, please keep in mind the following guidelines:

- 1) Use PowerPoint
- 2) Set the “Page Setup” as the actual dimensions of your final poster. If you plan to print a 56” x 36” poster (the largest size allowable), set the height and width before designing. Make sure to note the conference specifications for poster dimensions.
- 3) Height (or width for vertical posters) of poster cannot exceed 36 inches due to the size of the paper roll.
- 4) Using a dark background color is not advised and will cause an error on the printer. Keep it simple!
- 5) Leave 1 inch margins on all sides as the printer may cut off items close to the paper edge.
- 6) Save your presentation on a USB stick. The computer does not save files to its desktop.

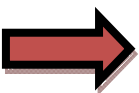
Guidelines for Using the Printer

- 1) Sign up for a time slot to print on the bulletin board outside Rosenau 263
- 2) Only one poster per half hour time slot
- 3) One person at a time can print (one representative per group)
- 4) If you are waiting to print, please take a seat outside the printer room
- 5) OSA student employees are working in the office; please keep the environment quiet

For Best Results...

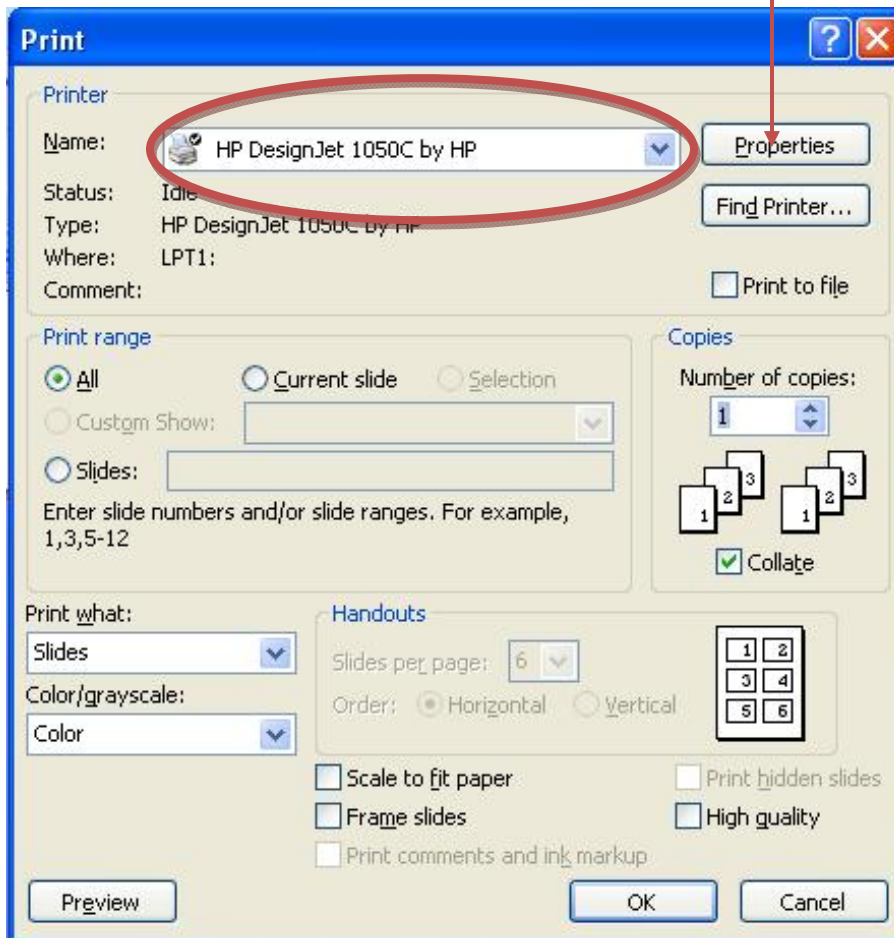
Please follow all instructions and screen shots carefully! This allows us to save on paper and ink costs and keep this service FREE for SPH students!

CONTINUE TO NEXT PAGE



Printing a Poster – *examples based on a 56x36” poster*

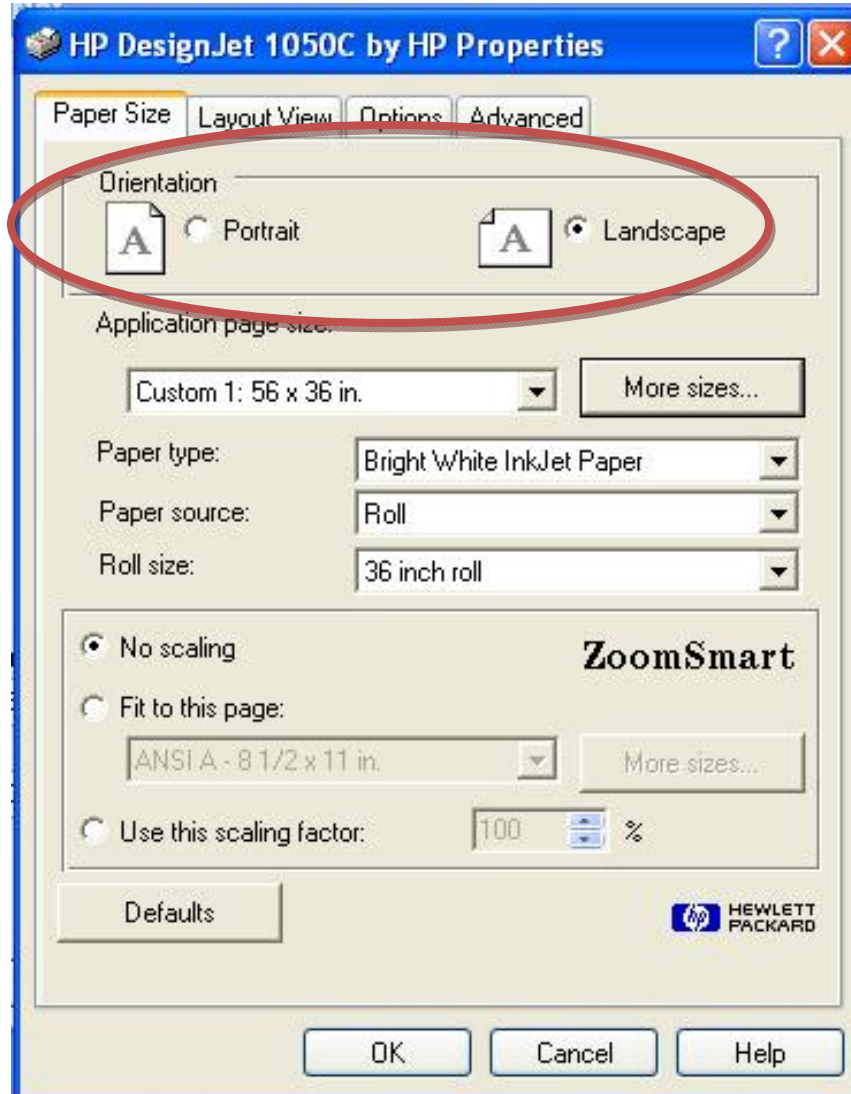
- 1) File → **Print**
 - Make sure to select the HP DesignJet 1050C by HP
- 2) Select **Properties**



CONTINUE TO NEXT PAGE 

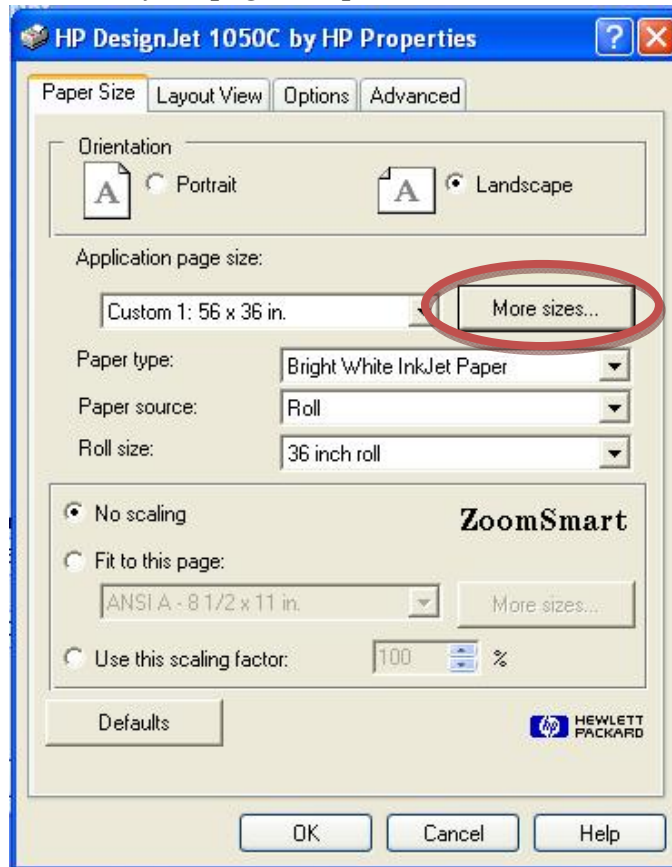
3) Paper Size

Orientation – Match the orientation to your Page Setup.

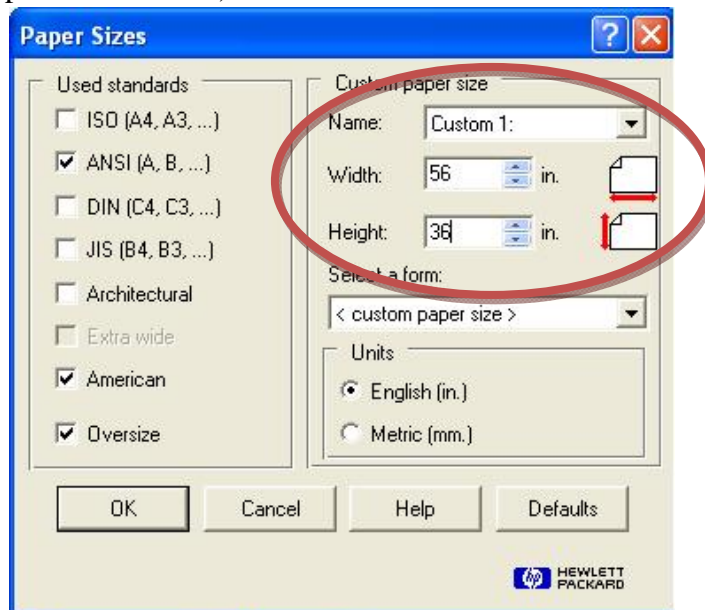


CONTINUE TO NEXT PAGE 

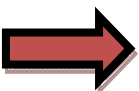
Application Page Size – Select **More sizes...** to enter custom poster dimensions
(*match size to your page set up*)



For **Custom Paper Size** enter in the dimensions to *match the Page Setup* (final print dimensions) and select OK.



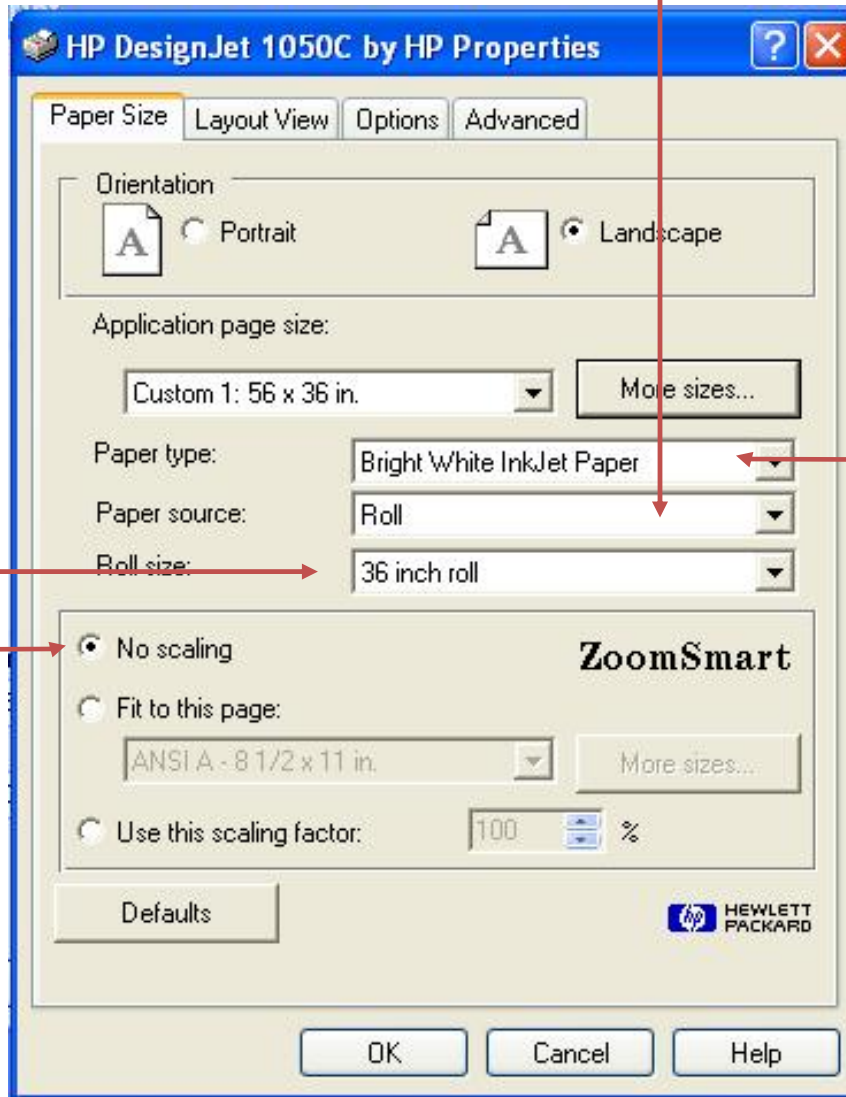
CONTINUE TO NEXT PAGE



Paper type – Select **Bright White InkJet Paper** from the drop down list

Paper source – Select **Roll** from the drop down list

Roll size – Select **36 inch roll** from the drop down list



Scaling

Scaling your poster is NOT recommended. Make sure that your poster prints on **No Scaling**

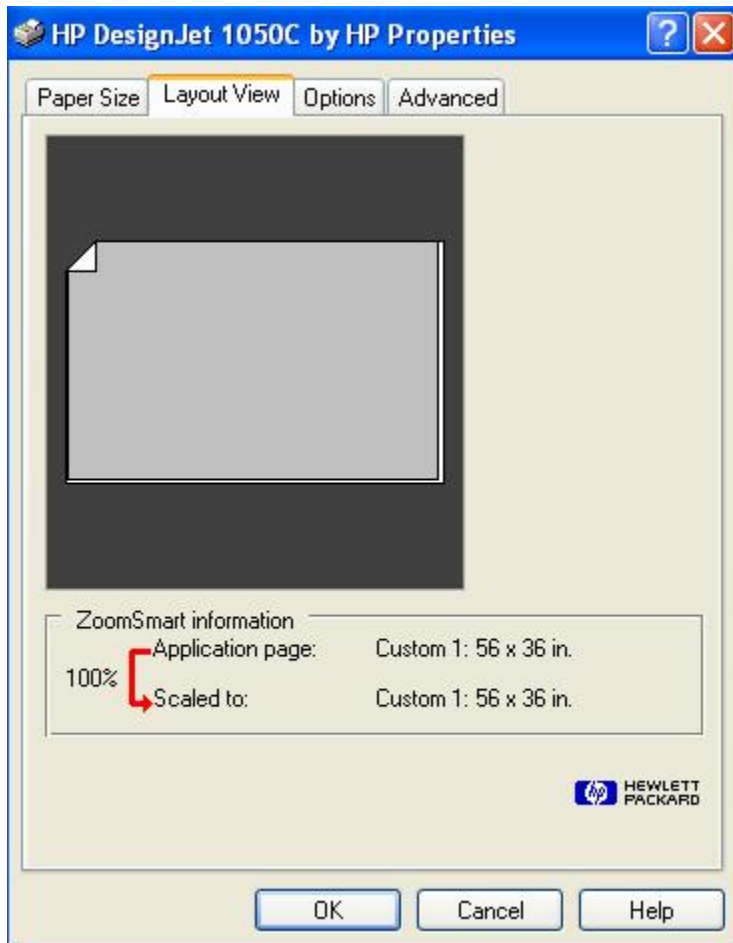
CONTINUE TO NEXT PAGE



4) Layout View

Use the Layout View to check for accuracy of measurements.

NOTE: If either width or height is greater than 36 inches (depending on layout), go back to the Paper Size tab and reconfigure the page size.

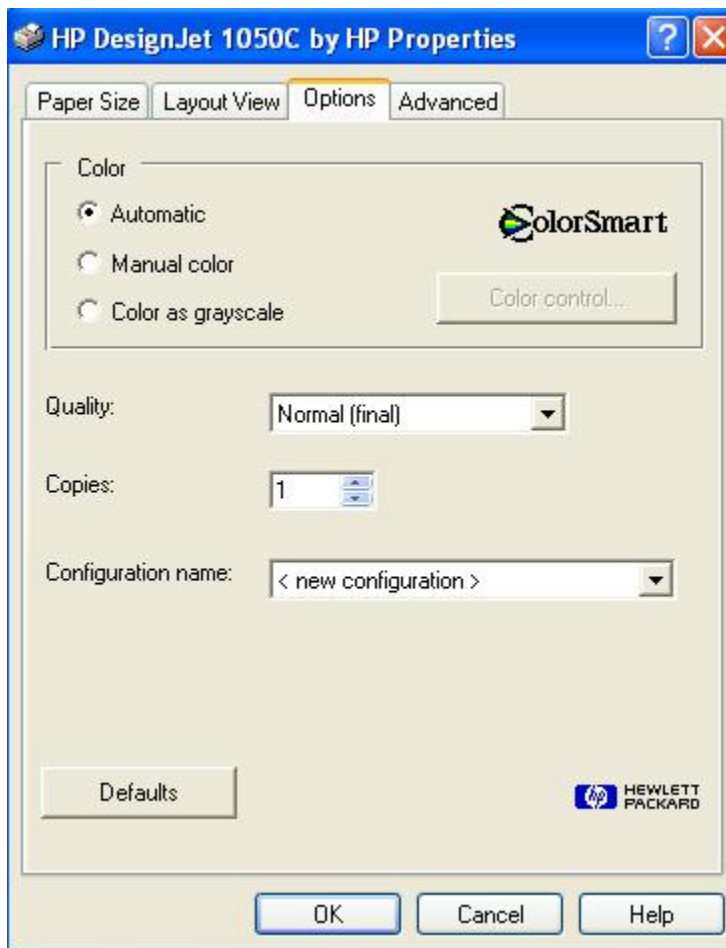


CONTINUE TO NEXT PAGE 

5) Options

Color – Select **Automatic**

Quality – **Normal (final)**

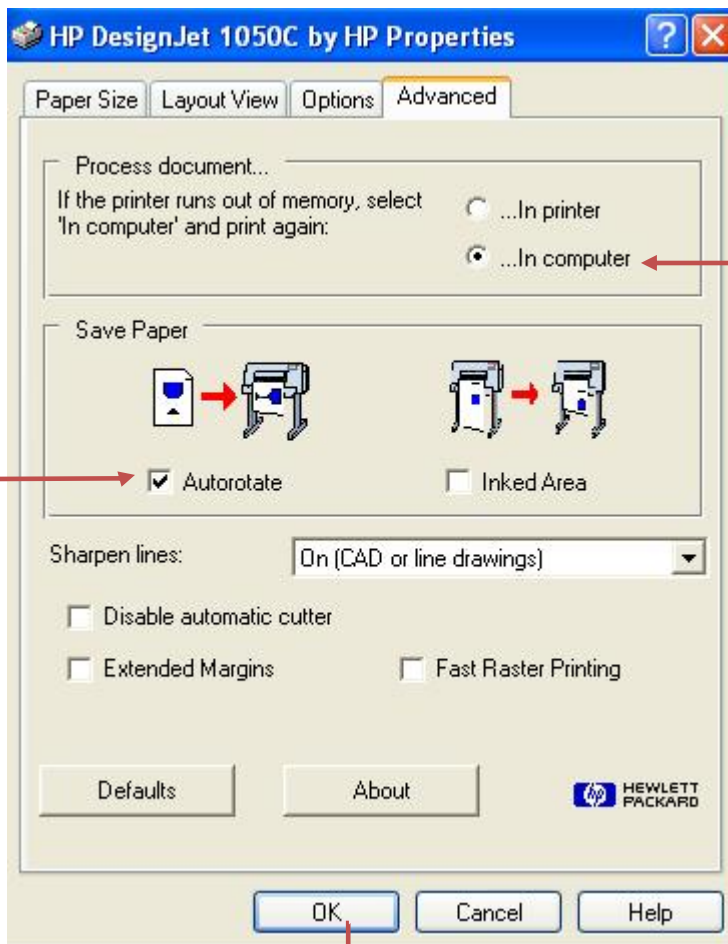


CONTINUE TO NEXT PAGE 

6) Advanced

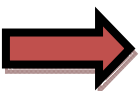
Process document... - Select **...In computer**. If a box appears with directives about process speed, just click **OK**.

Save Paper – Click the **Autorotate** box



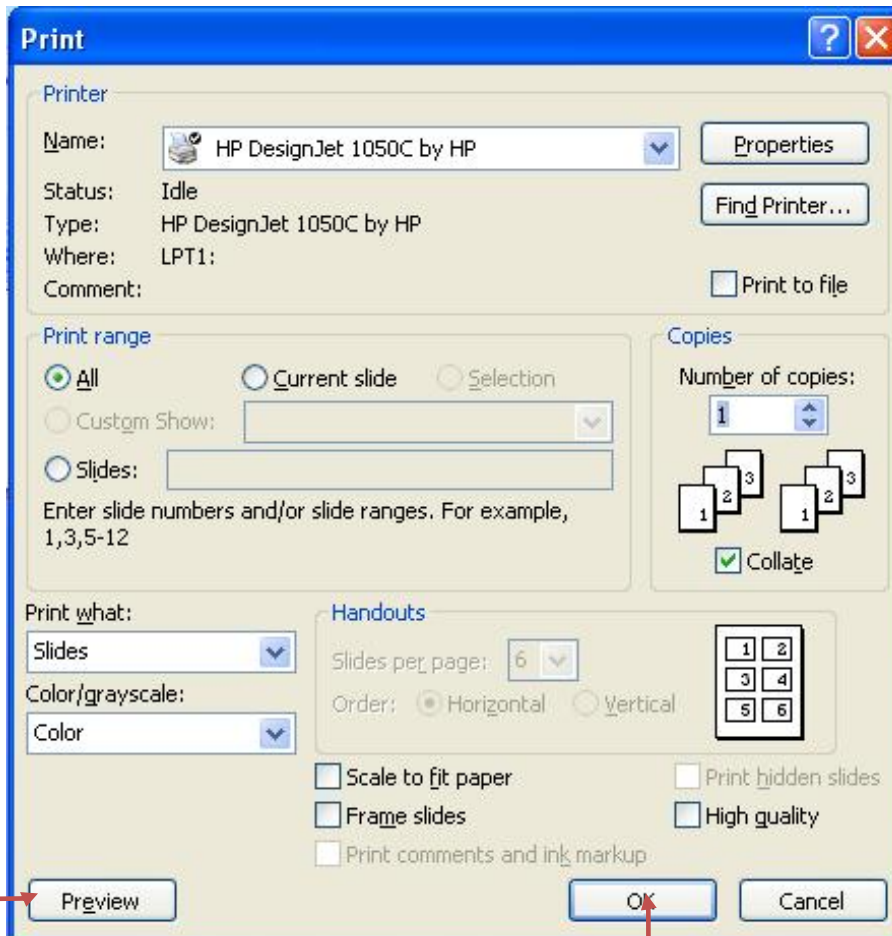
Click **OK**

CONTINUE TO NEXT PAGE



7) Print Preview

Print Preview is an optional step. Click the **Preview** button at the bottom of the box. If you select this option, you will need to hit **Print** again for the Print box to come up. Select **OK**.



8) Print

Select **OK** to print your poster. The printer may take a few seconds to start printing.

Once the printer cuts the poster and it falls into the tray it is dry and ready to go.

