Setting Up and Printing Posters in GPSA

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What I'll cover

- Benefits of using the GPSA plotter.
- Setting up your poster for printing.

Additional Information:

- The basics of printing your poster

Benefits of the GPSA Plotter

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GPSA

- High quality printouts
  - Photo quality plotter
- Cost-effective
  - $11/linear foot
- Convenience
- Helpful staff!

Other places you can go…

- Grant Hall 246 or Architecture 172.
- Media Services on the 1st floor of the library.
- Reprographics across Harmon from the Lied Library.
- Staples, Office Max, etc…

Setting Up Your Poster for Printing

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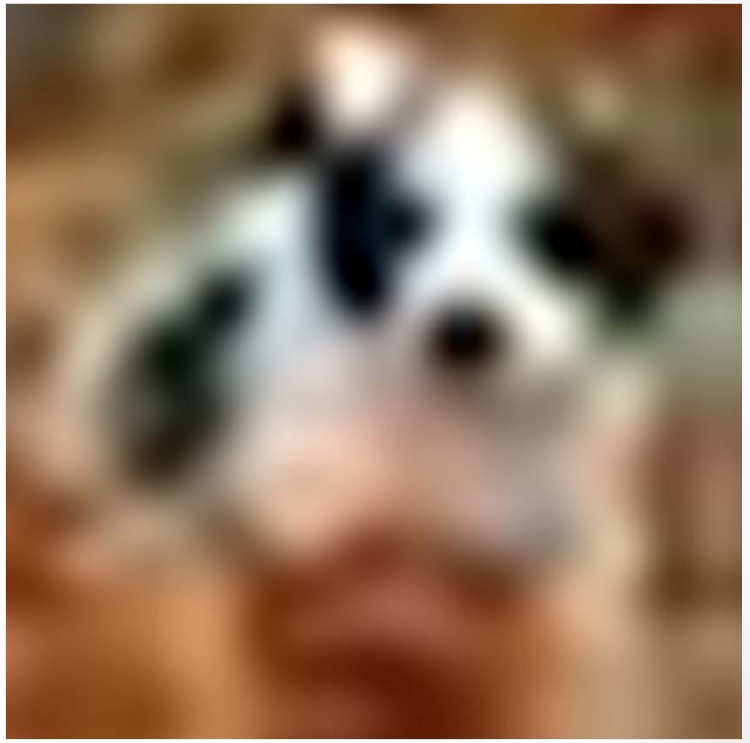
Size your poster FIRST!

- Make sure you set your poster size first!
  - 41”x36” (the roll of paper installed in the plotter has a maximum width of 41”)
- This will make sure image sizes show up accurately.

Why size first?

- Creating a basic slideshow assumes 8 ½” x 11”.
- Graphics will be scaled (and skewed) accordingly when you print to a larger poster size.

Small image scaled up to 3’ x 4’



Plan from the beginning…

Why Puppies Are Cute

By A. PhD Candidate

You will see how big it will be on the poster when printed without scaling.

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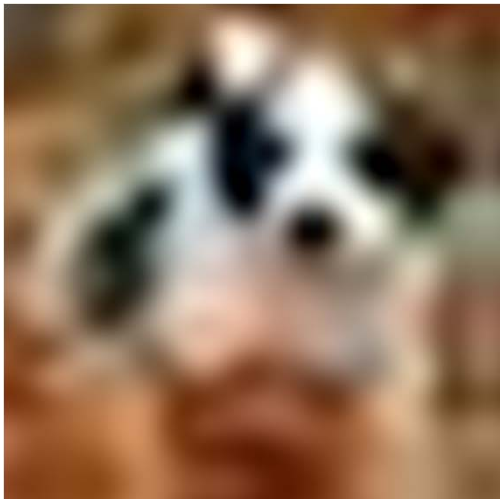
Avoid nasty surprises



Why Puppies Are Cute

By A. PhD Candidate

Then you can scale to see it it will work or find a new, better image if it will not.

Finally!

Why Puppies Are Cute

By A. PhD Candidate

Setup the Size of Your Poster in PowerPoint…

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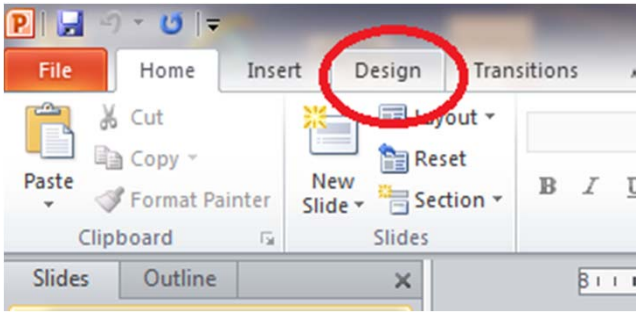
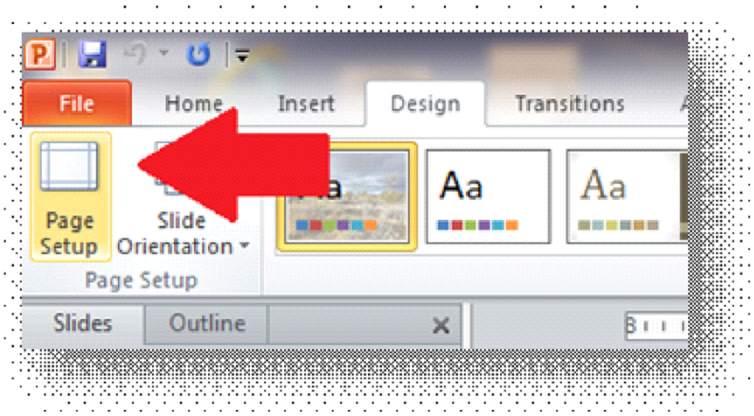
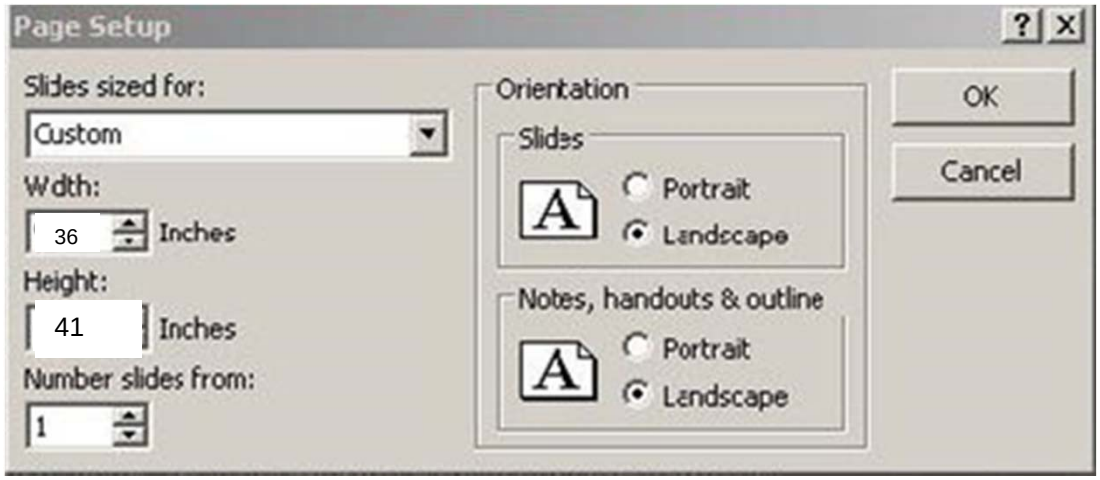
Go to the Design Tab



Then Page Setup



Set the Custom Height and Width



When printing...

- Set a custom paper size that matches your poster.
- Always do a print preview.
- If you are concerned about coloration, select about an inch of your poster to print and test color.

Printing steps are covered in the supplemental information at the end of the slideshow.

Questions?

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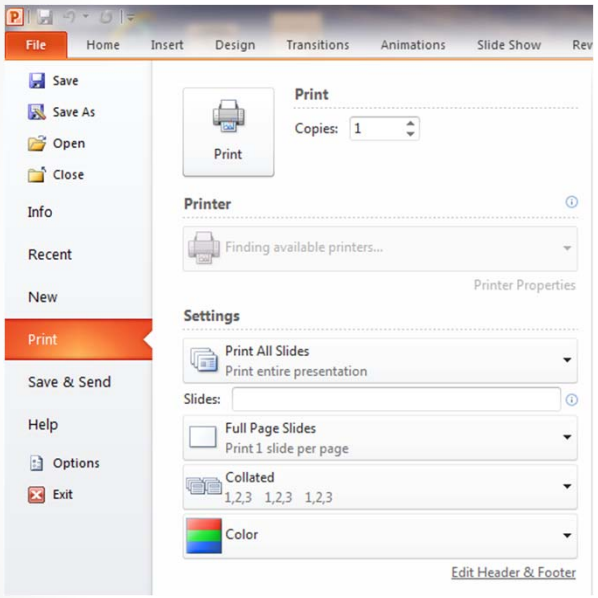
St. Bernard puppy image from David King under CC 3.0 Attribution license.

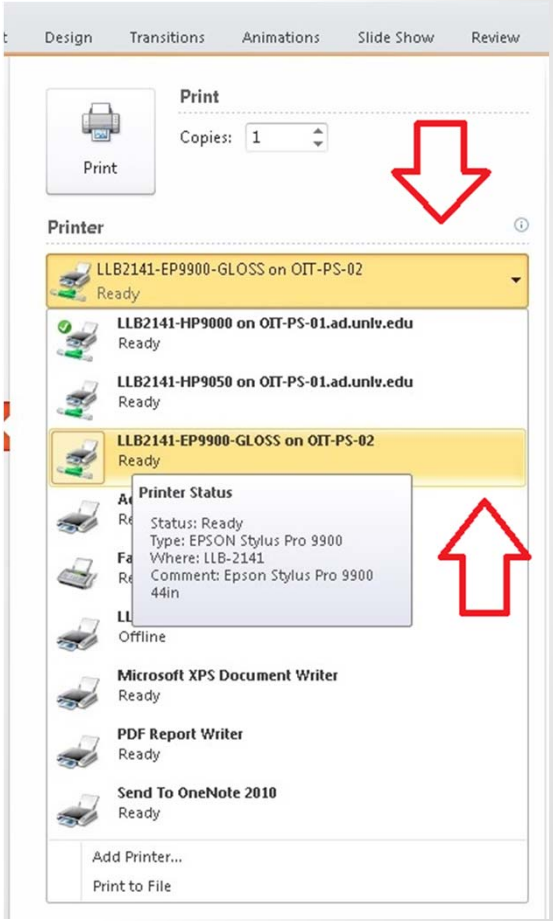
Supplemental Information: How to Print the Poster

The following slides will take you through the process of printing out your poster once it is complete.

This is the same information that the GPSA staff has on hand so that you are all on the same page.

Select the Epson 9900 Gloss Plotter





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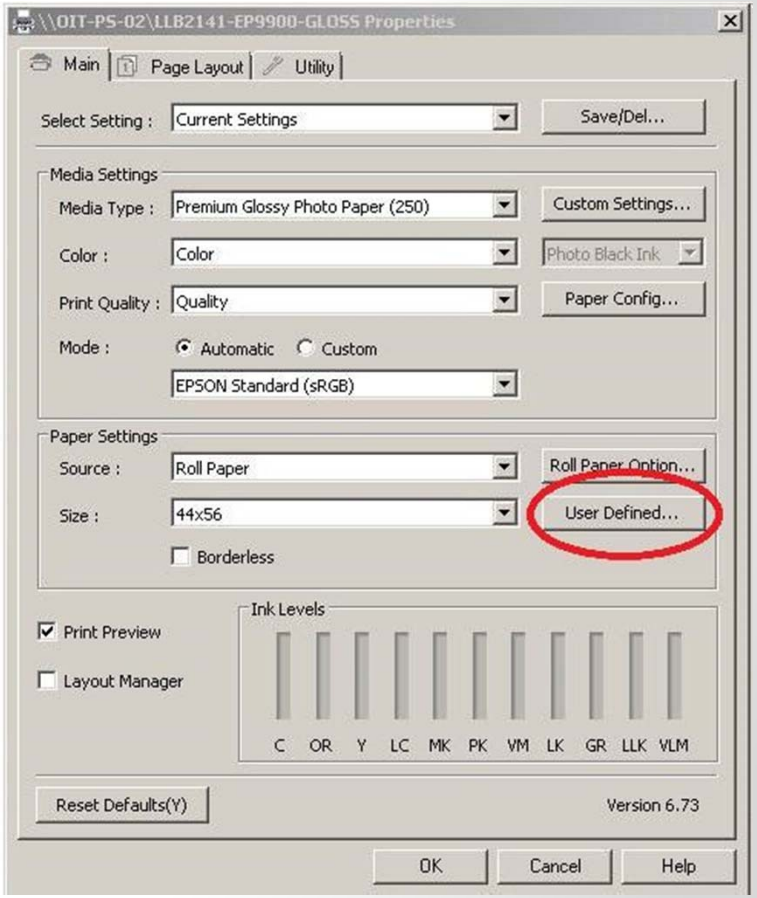
Configure a User Defined Print Size



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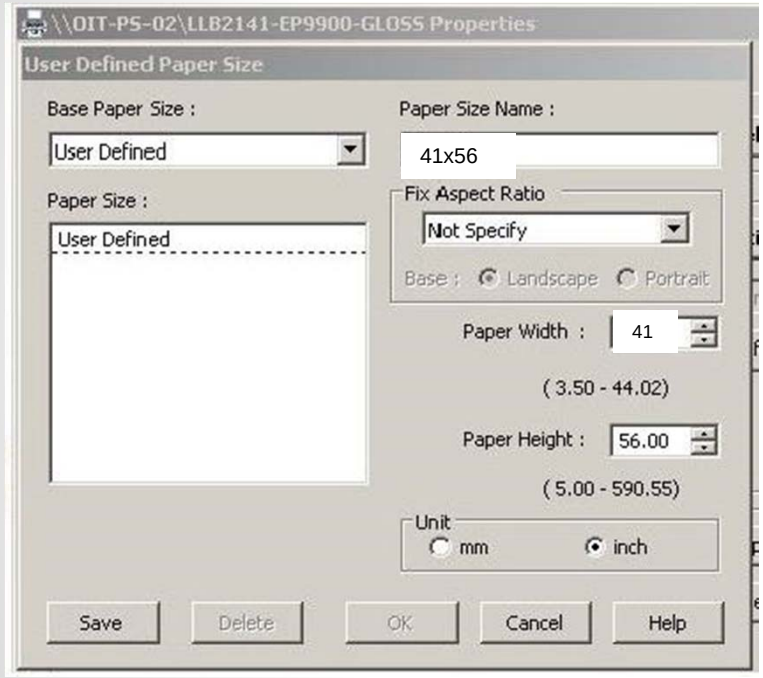
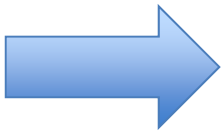
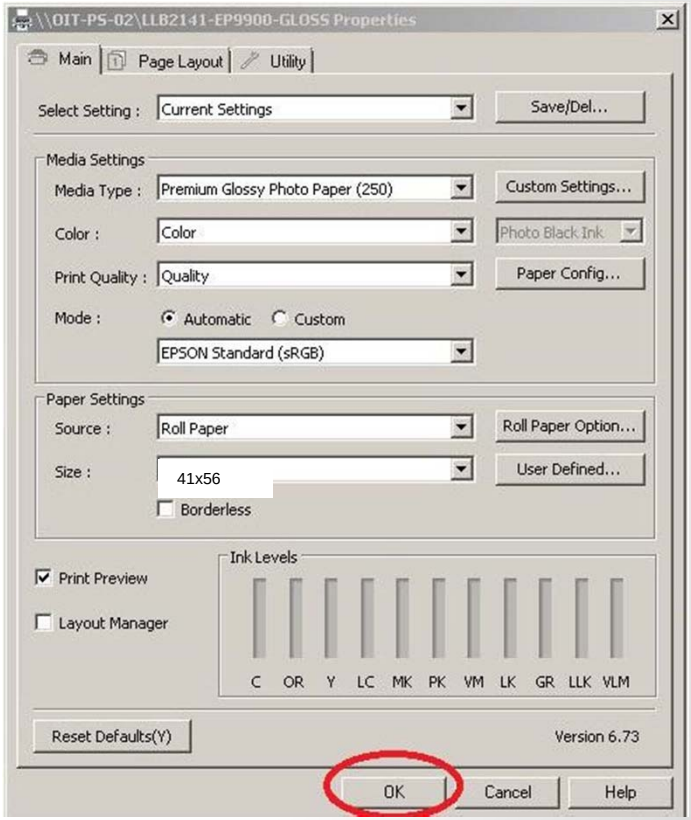
Set the User Defined Properties

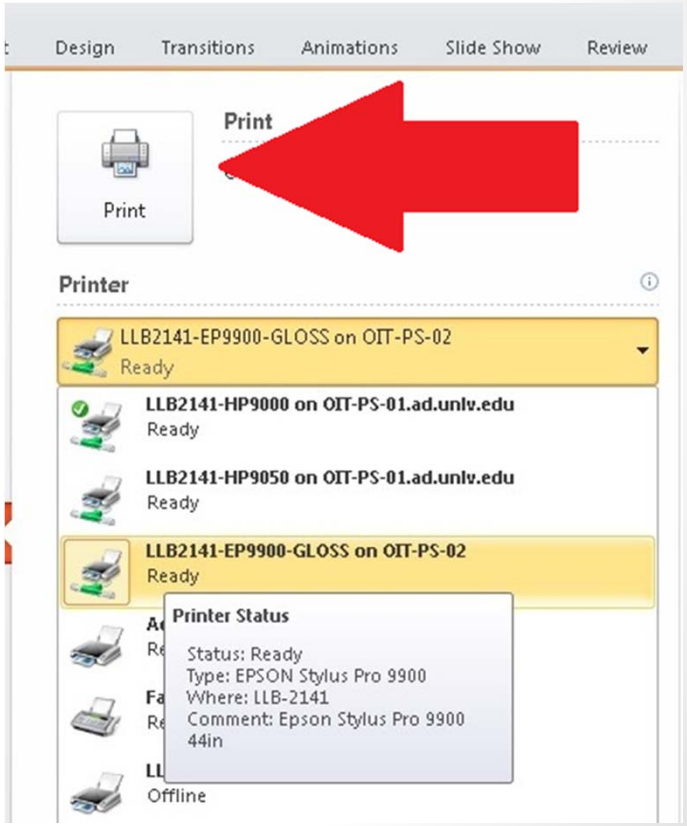


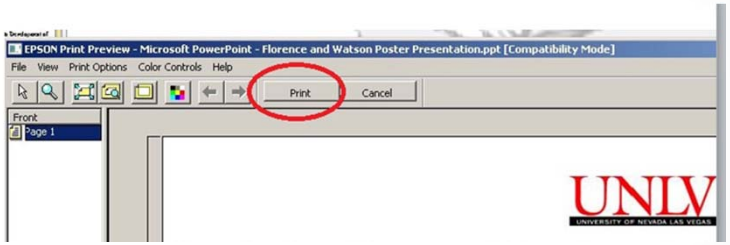




Click Print to go to the Print Preview

- Click print to see the print preview screen.



Check your Print Preview

- Make sure your poster is not being cut off by any of the margins.
- Make sure all elements of your poster are printing.
- When things look good, click the Print button.