

Creating and Printing Large Format Posters

Using PowerPoint 2019 and the HP DesignJet T530 Plotter

Creating a Large Format Custom-sized PowerPoint Slide

NOTE: DO NOT use Google Slides to make your poster-there are too many issues with reformatting when printing.

The easiest way to create a large format poster is by making a single custom-sized slide in PowerPoint 2019. When you first open a “Blank Presentation” in PowerPoint, it will open a standard title slide (see Figure 1).

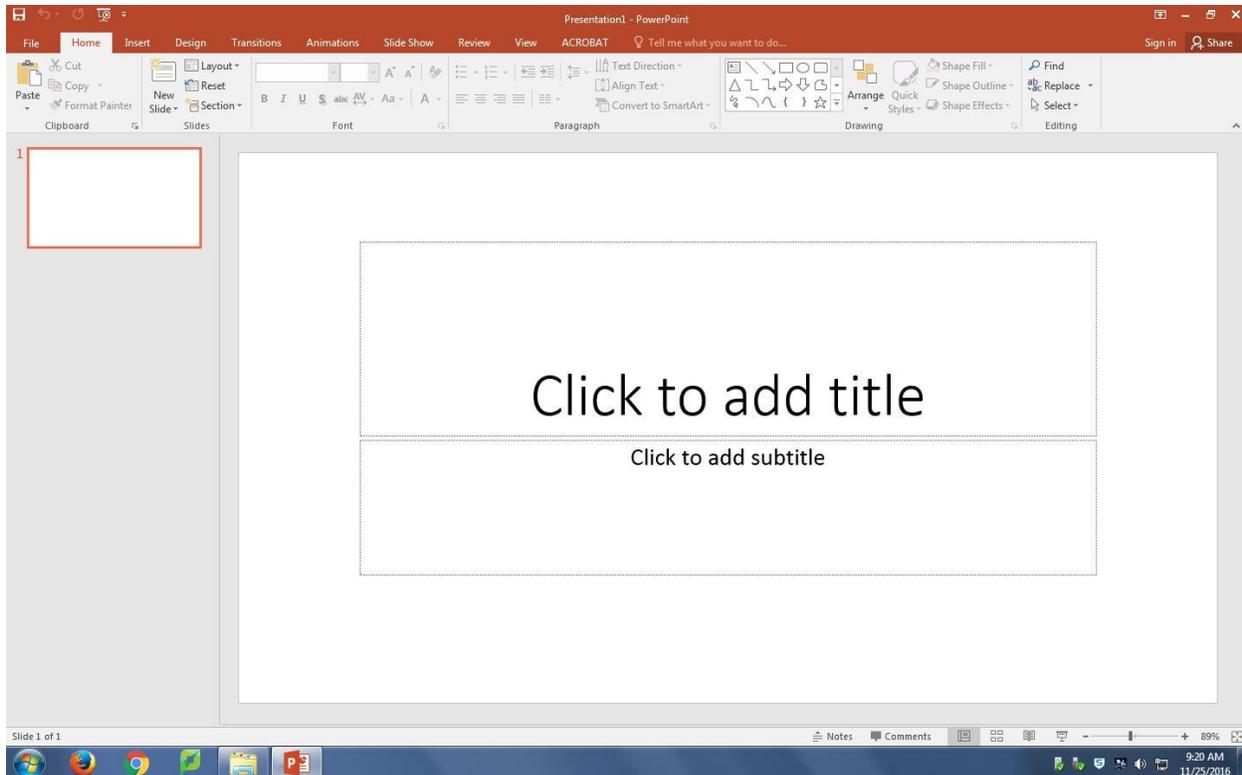


Figure 1.

In the “Slides” panel at the top on the “Home” tab, click the “Layout” pull-down menu and click on “blank” to remove the existing text boxes.

Now you must **set your “slide size” to the actual size of your poster** (this is VERY important!). Choose the “Design” tab at the top, and then on the “Customize” panel on the top right, click on the “Slide Size” icon. Choose “Custom Slide Size...”. The “Slide Size” window will now open (Figure 2). Set the “Slides sized for:” to Custom (at bottom of list). Set your width and height to the actual size you want your poster. Be sure to set your “orientation” for *both* “Slides” and “Notes, handouts & outline” to either portrait or landscape depending on the dimensions you’ve chosen (this printer can automatically print the poster sideways to fit on the paper depending on the orientation you’ve chosen so just be consistent and the printer will take care of the rest). Paper for the HP DesignJet T530 plotter only comes in **rolls 36” wide**, so although either width or height *may* be greater than 36”, but do NOT make *both* dimensions larger than 36”. So you don’t waste paper and have to cut off excess, set one of your dimensions to 36”. One nice size for many posters is 42” wide by 36” tall, another possible size is 36” wide

by 28” tall. Click “OK” and another window will open, click “Maximize” and now start creating your poster!

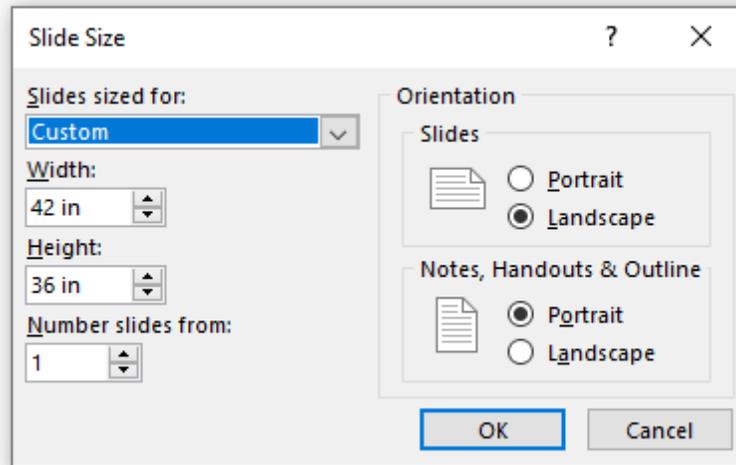


Figure 2.

To create your poster, simply “insert” (not “paste”!) pictures and text into “text boxes”, and format them any way you’d like. You can always print a test print for proofing to a local 8 ½” x 11” printer, under the “full page slides” pulldown menu, simply check the “Scale to fit paper” box when printing. A good rule of thumb is that if you can’t read the text of your poster on an 8 ½ x 11 sheet of paper, the text will be too small to read during a poster session at large format as well. Except in special circumstances, **please DO NOT use colored backgrounds as these really use up the ink, and printer cartridges for the large format plotter cost over \$50 each and it needs four of them!** Also, DO NOT put any objects closer than 1” to the edge of your paper as they may not print. To help with this, temporarily turn on “gridlines” in the “Show” panel on the “View” tab.

Printing Your Large Format Poster in V377 (with PowerPoint 2019)

Large format HP plotters are located in the Document Center (in Main) for all-campus use and in the GIS Computer Lab (Valders 377) for use only by *approved* faculty/staff/student users from the science division (sign-up must be with Michelle Einck in SHL 231). Valders 377 has networked Windows machines with USB slots, CD-ROM, PowerPoint 2019, and network access to your H drive. The plotter has regular draft paper, although departments may provide their own rolls of high-gloss photo paper for printing for use at professional meetings. Extra ink cartridges and rolls of draft paper are kept locked in the closet behind the door of V377.

Once you’ve opened your PowerPoint slide for printing, recheck your “Page Setup” under the “Design” tab (Figure 3) to be sure of your poster dimensions (it must be sized as you want it printed-*NOT* as 8.5x11!). Then click “OK”.

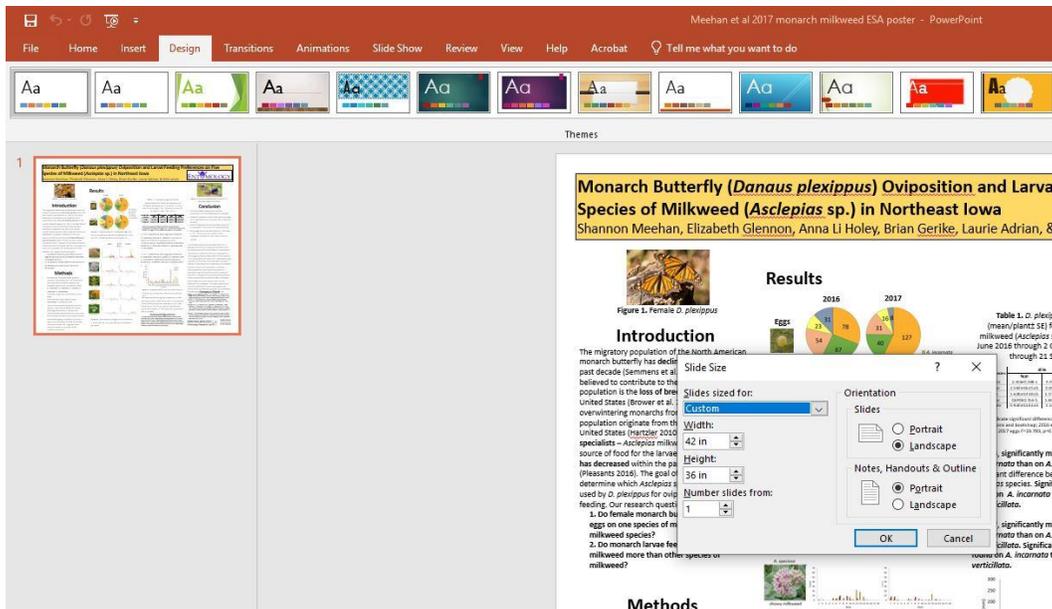


Figure 3.

Under the “File” tab, select “Print” and a new “Print” screen (Figure 4) will appear. Note that the poster may not fill the slide correctly as it is currently set to print on an 8 ½ x 11 inch format. It also is black and white and by default set to print to the regular laser printer in the lab.

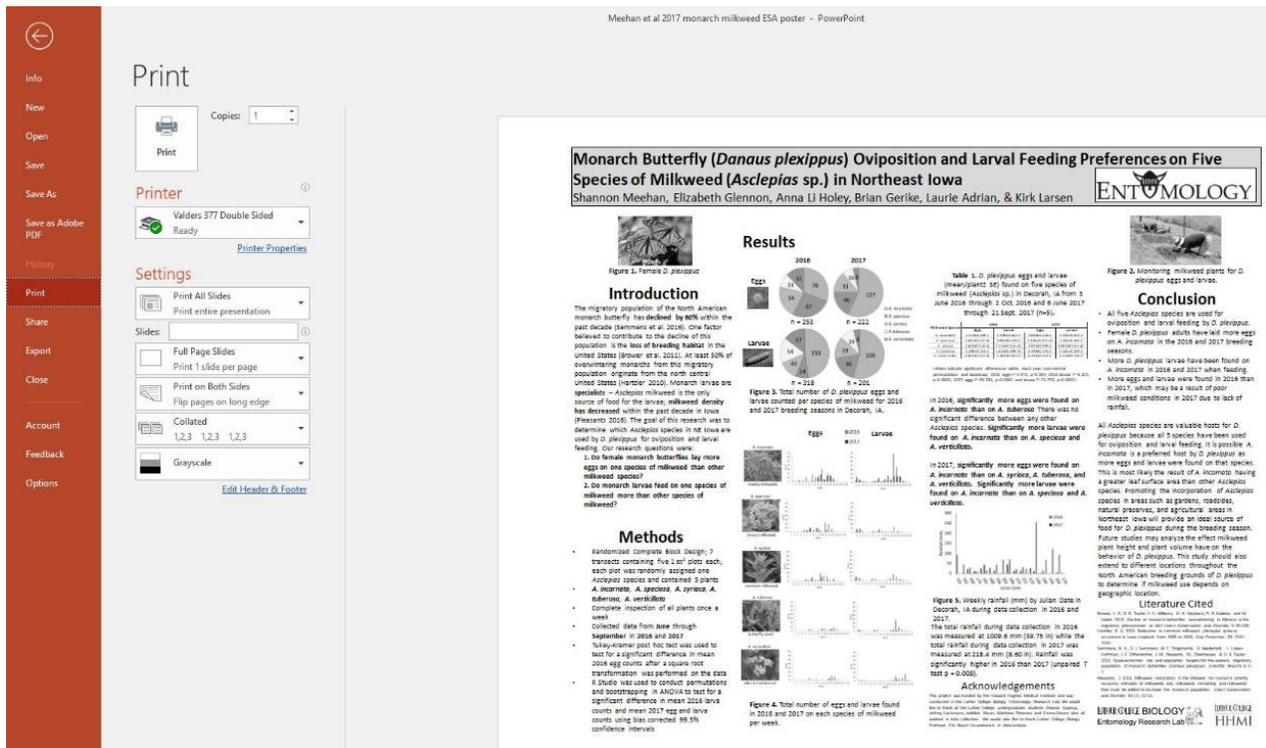


Figure 4.

Under Printer where it says “Valders 377 Double Sided” select “Large Format Printer” using the pulldown. Then click the “Printer Properties” link. This will open another window titled “Large Format Printer Properties” (Figure 5).

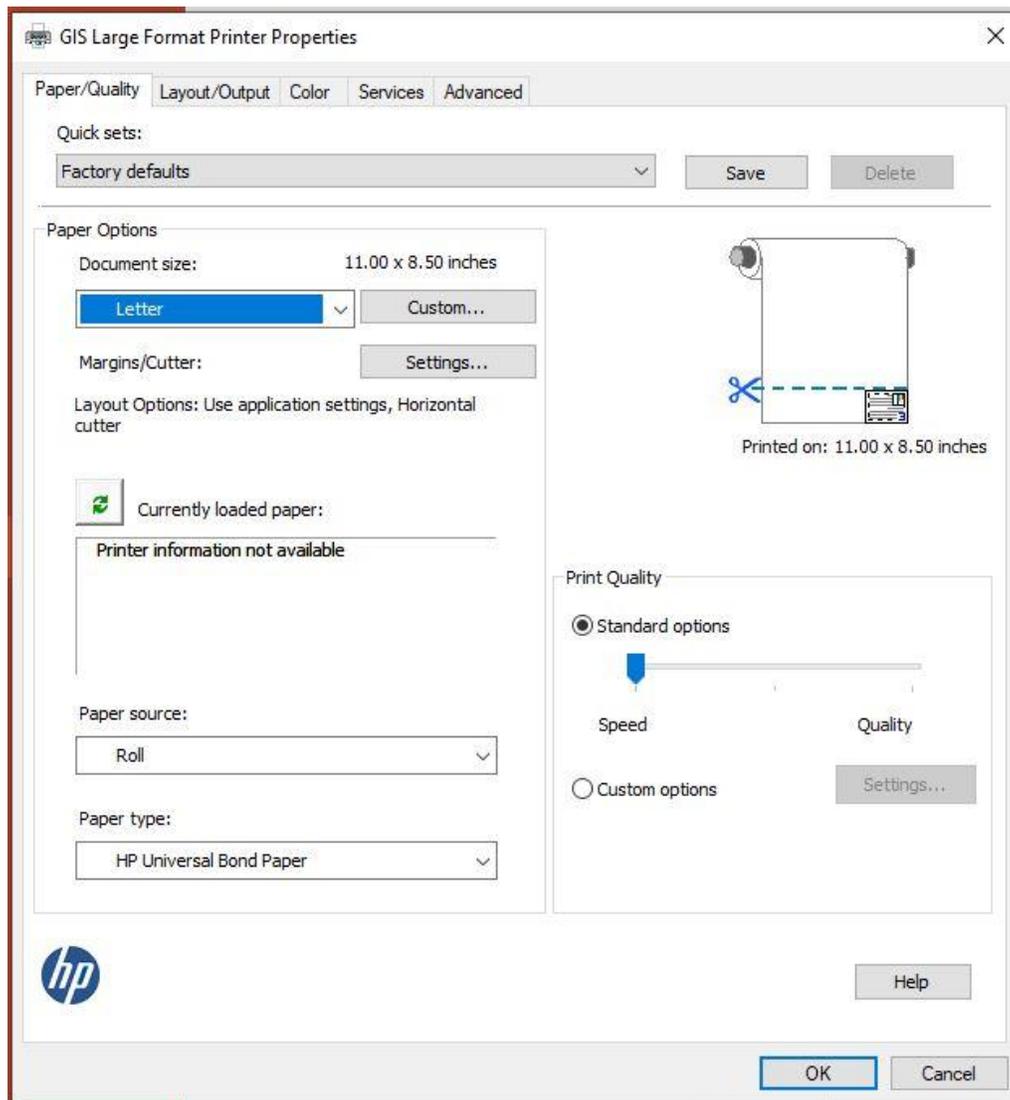


Figure 5.

In the “Large Format Printer Properties” window (Figure 5), first check the “Paper Source:” which should say “Roll”. “Paper type” should say “HP Universal Bond Paper” which is the paper normally in the plotter. ***NOTE: If you have loaded a different type of paper in the plotter for printing, both the paper type here and paper type setting on the plotter must match!***

Then choose the “Print Quality” using the slider. “Speed” option is quick and quality is good enough for most student posters. For a professional research presentation on different quality paper we recommend using the intermediate or “Quality” option which may be automatically set once you change the paper type.

Finally and most important, under Paper Options click the “Custom...” button. This will open a “Custom Paper Sizes” window (Figure 6). Change the width and height from 8.5 and 11 here to the actual dimensions of your poster (this is why you rechecked your dimensions under “Page Setup”!). **IMPORTANT NOTE! If you have a 42”wide x 36” tall poster, enter 36 for the**

width and 42 for the height and it will automatically rotate it when printing for you (see this has changed from Fig 5 to Fig 6).

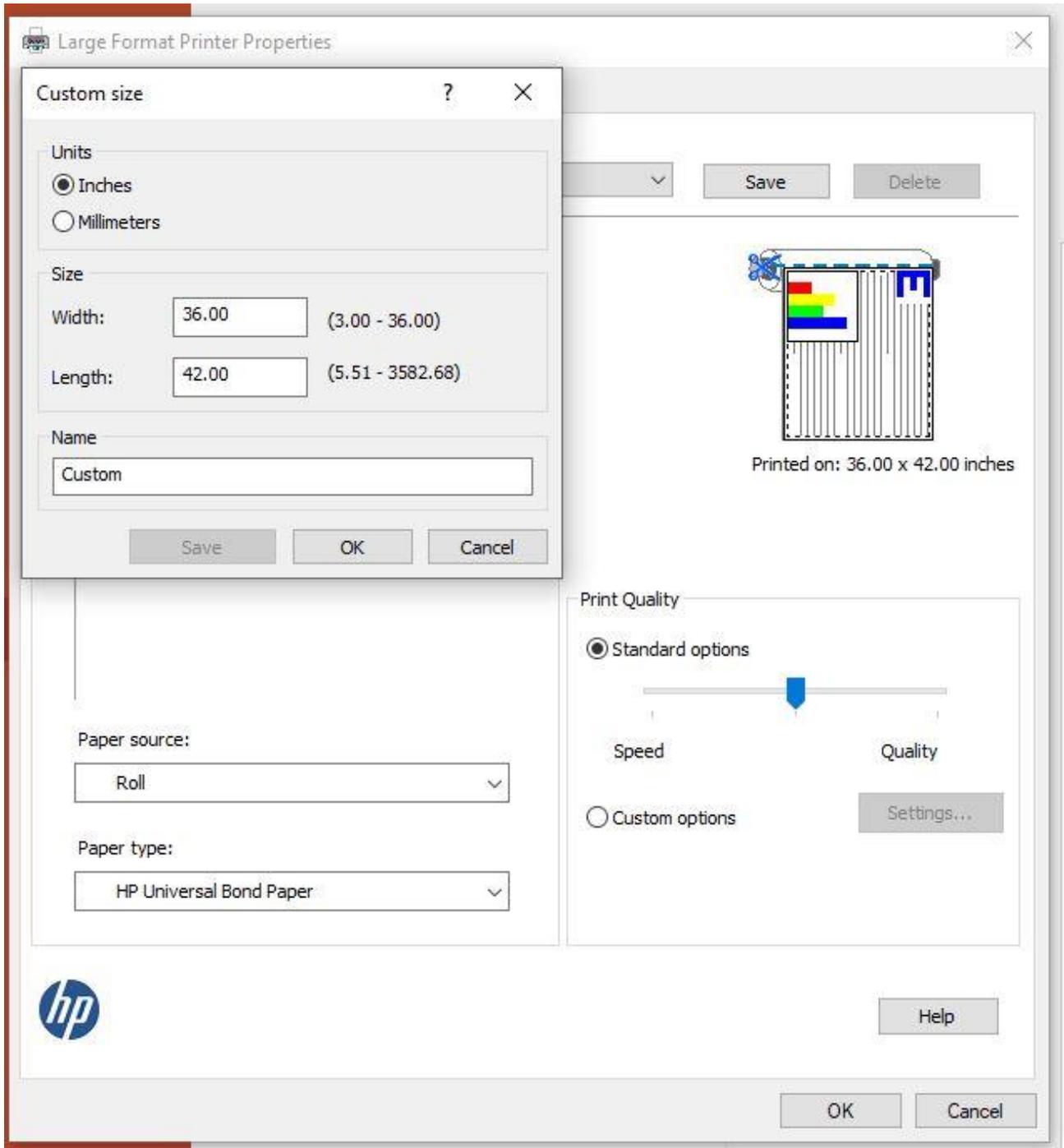


Figure 6.

Then click “OK” on the “Custom Size” window to return to the “Large Format Printer Properties” window (Figure 7). Recheck all your setting changes you made above have changed.

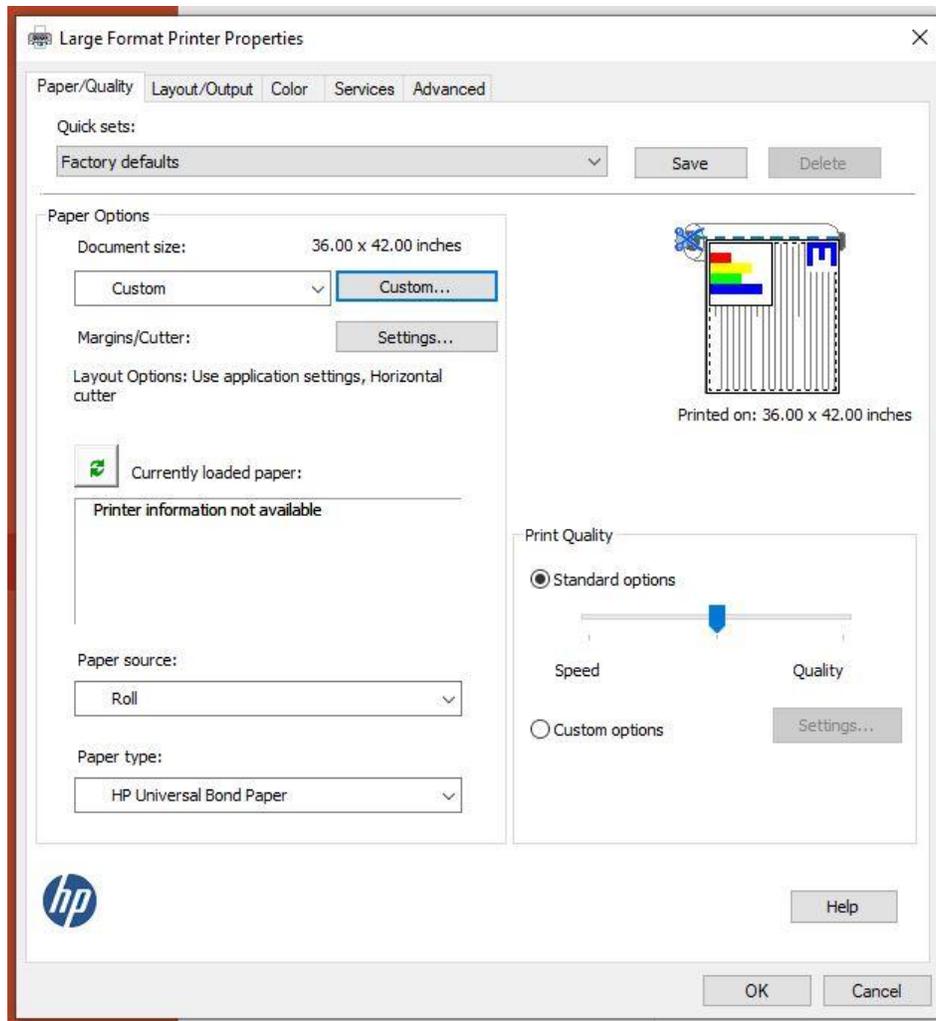


Figure 7.

In the “Paper Options” box, the “Document Size:” should now be *your height x your width* inches.” (that is: *your height* and *your width* should be numbers, the actual size of your poster!) Click “OK” to return to the “Print” window (Fig. 4).

As long as the plotter (Large Format Printer) is now listed as the “Printer Name” and you’ve properly set the “Properties”, your poster should look correct and you should now be able to simply hit the “Print” button and the poster will be spooled to the plotter. To release the poster for printing, you must then log in using your Luther NorseKey to PaperCut by clicking on the PaperCut icon in the lower left corner of your screen:



PaperCut Icon:

Once you’ve released the job for printing in PaperCut (under ACTION click {print}), the plotter should immediately begin printing. Plotting at higher quality takes TIME! This is an “ink jet” printer, not a laser printer. At medium quality, it prints about 1 ft of poster every 5 minutes. Warning! High-gloss or satin photo paper often smears so be sure not to touch the ink until you’ve given the poster time to dry after printing is complete.

Possible Problems

The computer won't find the plotter. Try rebooting the computer.

Printing out a (partially) blank poster – somehow a couple people have had a “ghost” overlay background inserted into their PowerPoint slides, and these have resulted in printing only a small portion of the poster, but wastes LOTS of paper. You need to find the overlay background and remove it.

Images or Graphs printing in “strips” in inverted order – some types of images (not sure which) do not print properly (even though they *appear* OK on your screen). Delete the image from your poster, resave the image in an outside graphics program as a jpeg or tiff image and insert it into your poster. This seems to happen with images that are *copied* from other programs like Excel and *pasted* into the poster slide, rather than using the insert option to insert a graphic.

Out of ink or out of draft paper. Supplies are kept locked in the closet behind the door of V377. If you use the last of any item, please notify Michelle Einck immediately so supplies are available when others need them.

Advice

To avoid some of the problems listed above, create your PowerPoint Poster using a Windows machine with PowerPoint 2019. Give yourself extra time so if you do encounter printing problems, you have time to deal with it, rather than being rushed and frustrated at the very last minute. Good luck!! ☺

Revised by Kirk Larsen, 10 November 2019.