## **ST323** Plotter Instructions

HP DesignJet T1700dr

Updated Nov. 2019

Please note that ST323 is a classroom. Printing is only allowed outside of class meeting times. Check the current semester schedule for the room to plan your printing time.

Printing and Publishing in the first floor of the LRC can also print posters for you! Go to <u>https://www.worcester.edu/FP-Publications-and-Printing-Services/</u> to learn more.

1. Printing should be done from either PowerPoint or Adobe Acrobat. You should set up your poster layout to be 36 inch (vertical) by 48 inch (horizontal). In PowerPoint, go to the Design tab, then choose Slide Size, as shown below. Choose Custom Slide Size and use the settings below.

}4 Share	Slide Size	? ×
Slide Format Size Background Standard (4:3) Widescreen (16:9) Custom Slide Size	Slides sized for: Custom Width: 48 in ↓ Height: 36 in ↓ Number slides from: 1 ↓	Orientation Slides Dertrait Dertrait Dertrait Portrait Portrait Dertrait Landscape OK Cancel

2. To Print, choose File  $\rightarrow$  Print and select ST\_323\_PhWideFormat\_Q on wscvprint2



3. Go to Printer Properties.



a. Under Paper Options, Document Size, choose Custom. Enter the parameters shown below and click Save, then OK.

🖶 \\wscvprint2\ST323_PhWideFormat_Q Properties	×
Paper/Quality Layout/Output Color Job Storage Adva	nce Custom size ? X
Quick sets:	Units
Factory defaults	<ul> <li>Inches</li> </ul>
	- O Millimeters
Paper Options	Size
Document size: 11.00 x 8.50 inches	Width: 36.00 (3.00 - 60.00)
Letter ~	Length: 48.00 (5.51 - 3582.68)
Margins/Layout Custom	Name
Currently loaded paper:	Custom_Poster
Printer information not available	Save N Cancel
	Drint Ourith.

b. Under Paper Source, select Roll 2.

Paper source:			
Use printer settings	$\sim$		
Use printer settings			
Roll 1			
Roll 2			
Roll 3 🗟			
Single sheet			

c. Go to the Layout/Output tab. Under Rotation, choose Rotate by 90 Degrees.

	Printed on: 36.00 x 48.00 inches	
Rotation:	Rotate by 90 degrees 🗸 🗸	
Roll width:	Avoid Clipping Autorotate	
Il Options	Rotate by 90 degrees	

**IMPORTANT!** The layout should appear on the roll as in the above image. If it does not, you may need to change the layout setting:

Orientation			
○ Portrait	A	Landscape	A

- d. With these settings complete, Click OK in the bottom of the Printer Properties window.
- 4. If printing from Acrobat, make sure your poster fills the preview box on the Print dialogue screen:

۵.F.	48 x 36 Inches
• Fit • Actual size • Shrink oversized pages • Custom Scale: 100 % • Choose paper source by PDF page size	This is my poster.
Orientation: Auto portrait/landscape Portrait Landscape	

Click Print, then swipe your card at the Pharos station.