

ST323 Plotter Instructions

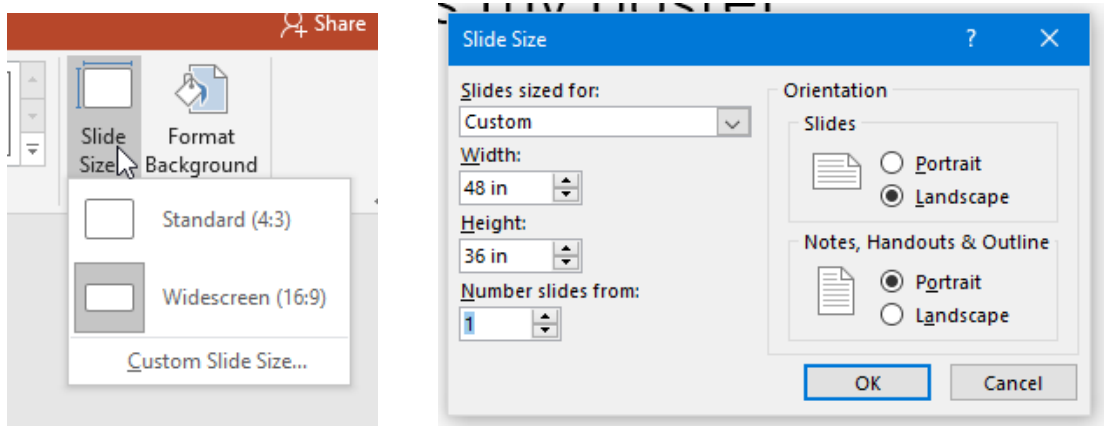
HP DesignJet T1700dr

Updated Nov. 2019

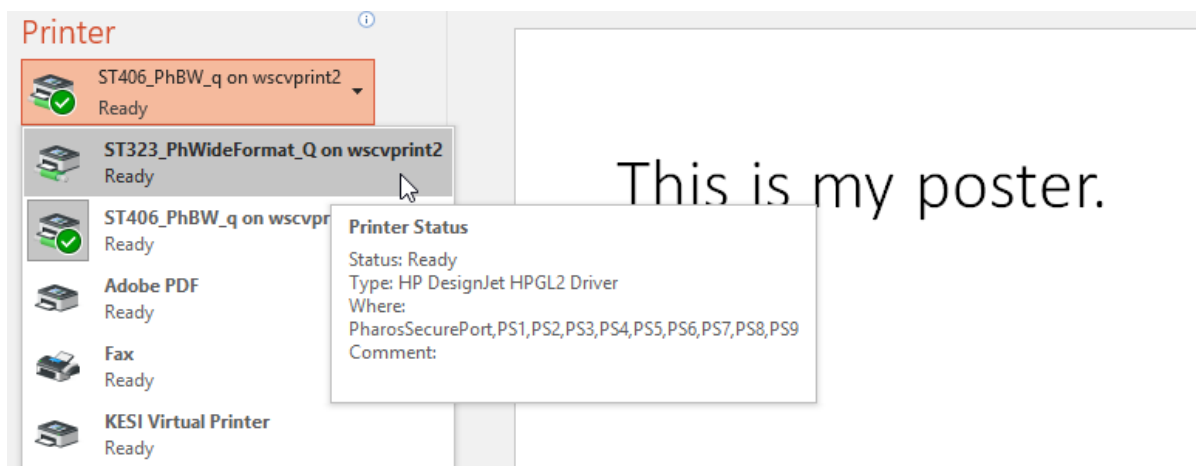
Please note that ST323 is a classroom. Printing is only allowed outside of class meeting times. Check the current semester schedule for the room to plan your printing time.

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

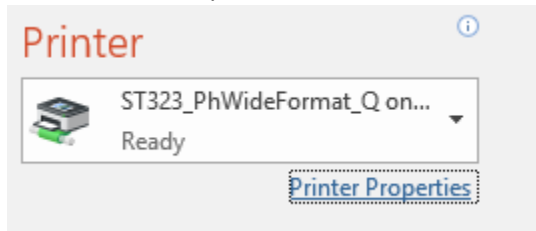
1. Printing should be done from either PowerPoint or Adobe Acrobat. You should set up your poster layout to be 36 inch (vertical) by 48 inch (horizontal). In PowerPoint, go to the Design tab, then choose Slide Size, as shown below. Choose Custom Slide Size and use the settings below.



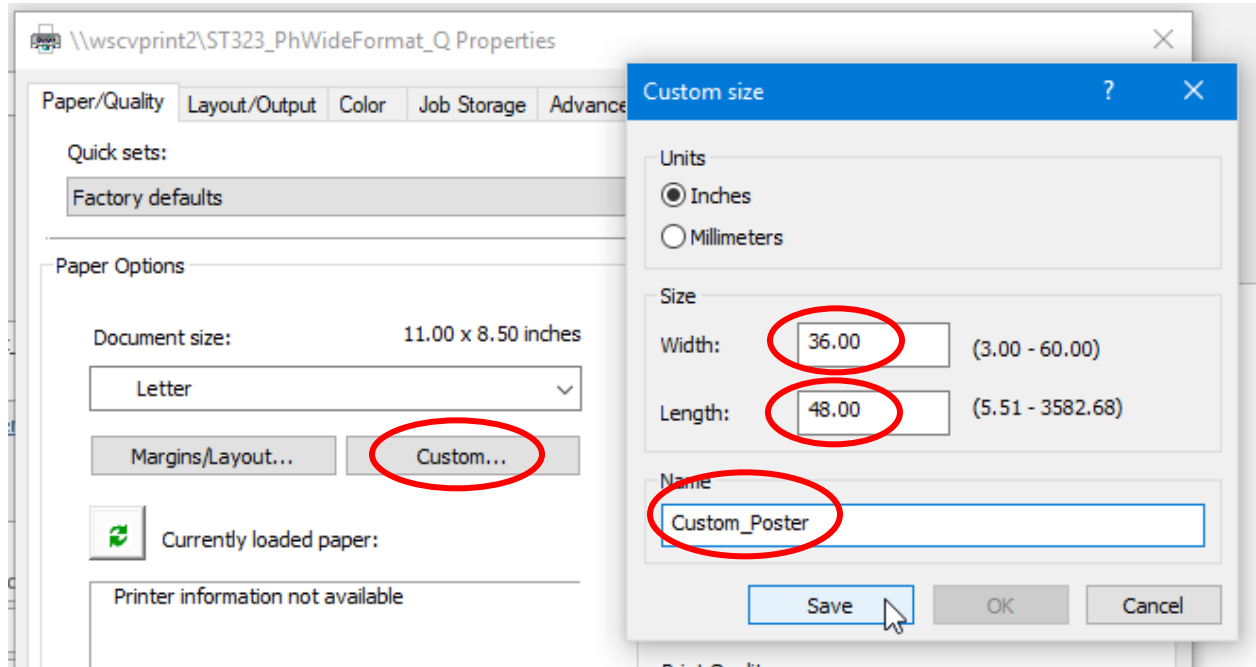
2. To Print, choose File → Print and select ST_323_PhWideFormat_Q on wscvprint2



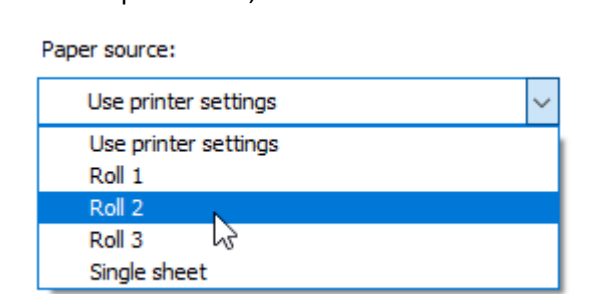
3. Go to Printer Properties.



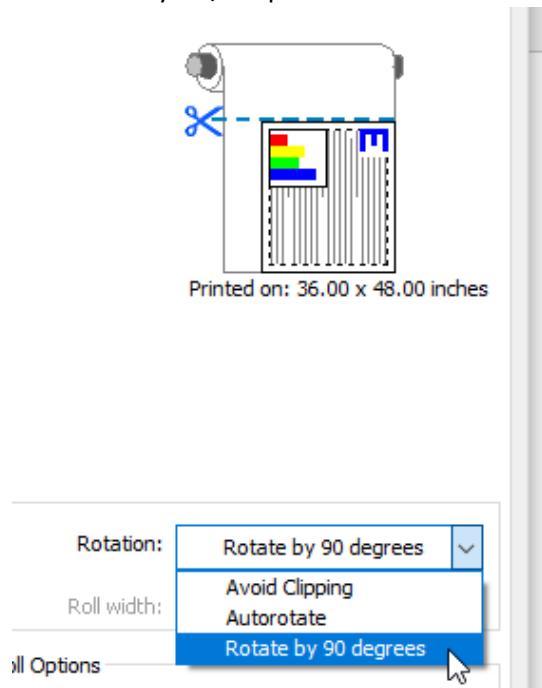
- a. Under Paper Options, Document Size, choose Custom. Enter the parameters shown below and click Save, then OK.



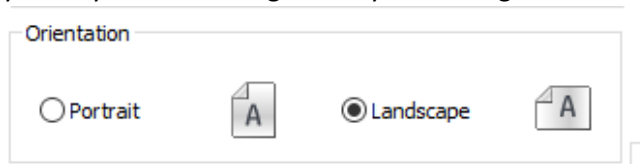
- b. Under Paper Source, select Roll 2.



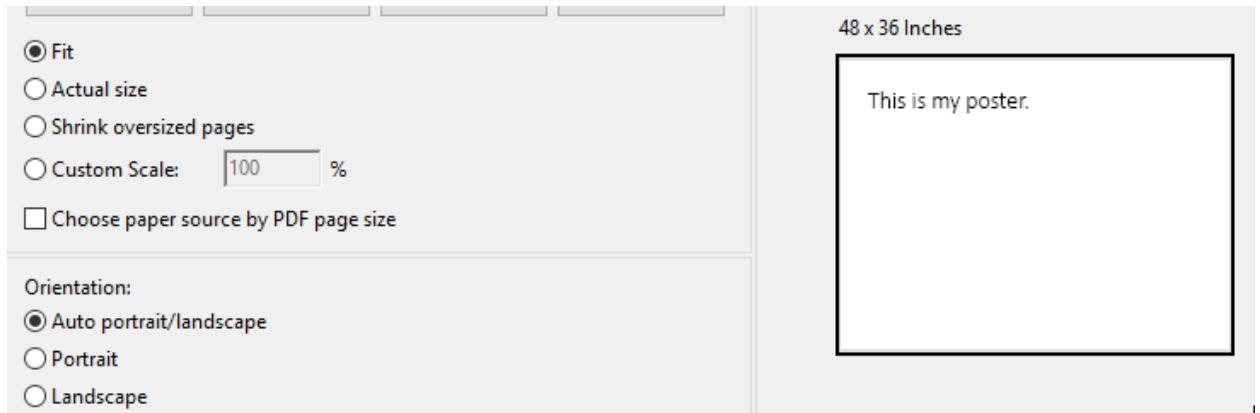
- c. Go to the Layout/Output tab. Under Rotation, choose Rotate by 90 Degrees.



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:



- 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:



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