

# Creating and Printing Posters in Powerpoint on Macs & PCs

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**THESE ARE THE NAMES OF THE POSTER PRINTERS IN THE PSY DOMAIN:**  
**ColorPoster HP1055CM (black)**  
**ColorPoster HP2500CP (tan)**

These instructions are for users of **Powerpoint**, but can also be used for other applications, such as **Adobe Illustrator** (Adobe Illustrator posters can be larger than Powerpoint posters and should be used when the poster size exceeds 53" x 34".) Do not use the drawing program, **CANVAS**, for posters.

## POSTER TEMPLATES

Examples of posters created by Psychology students can be found by logging onto the PsychTEMP server and following the path to "PsychTEMP/PsychLIBRARY/Text Files and Handouts/Poster Templates"

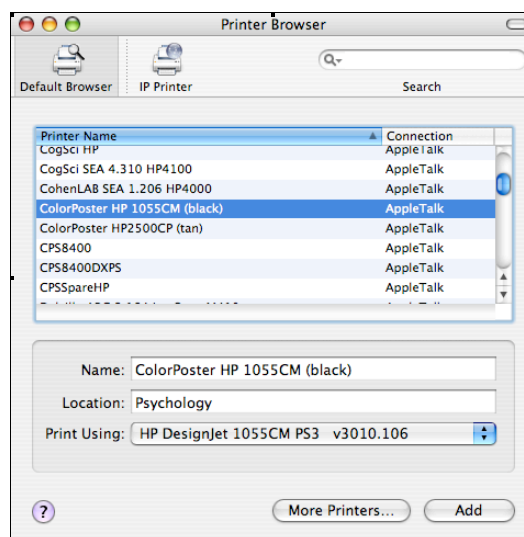
## MACINTOSH OSX

1. Add the ColorPoster printer to the printer list. There are two way to do this:

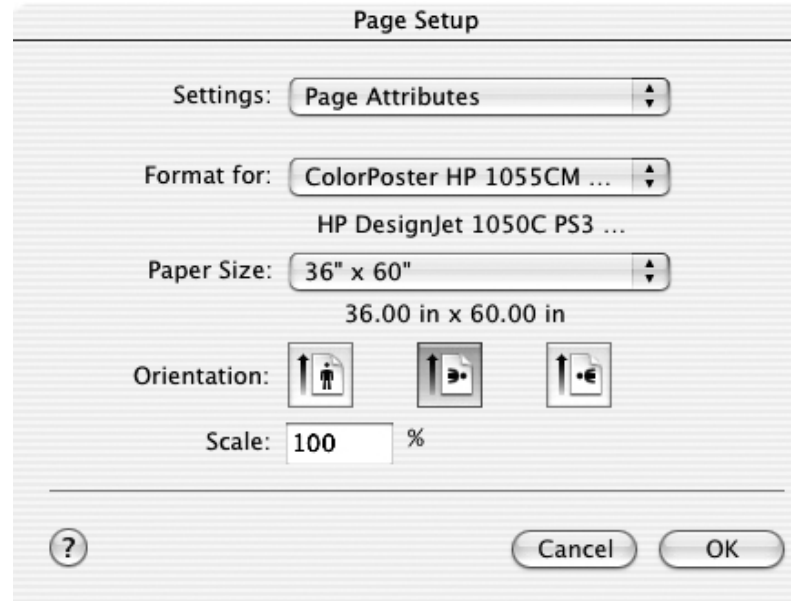
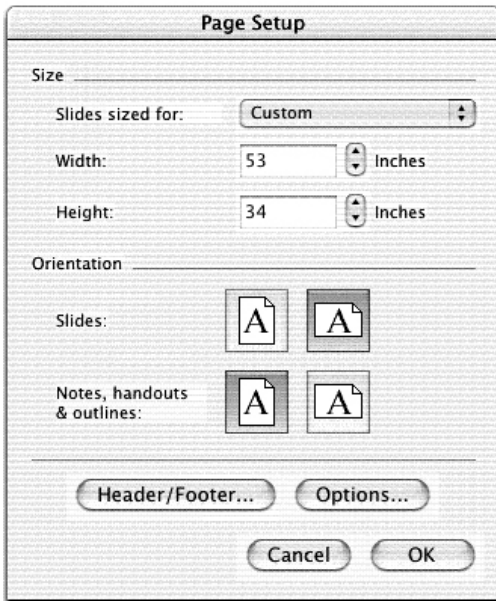
- open the **PRINTER SETUP UTILITY** (Go to the **DESKTOP** under **APPLICATIONS>UTILITIES**)
- Under the **FILE** menu select **Print**. In the **PRINT** window select **Edit Printer List** from the **PRINTER** drop-down menu.

The next step is to click on **Add** in the **PRINTER LIST** window. When you click on **Add** you will open a window with list of printers. Select '**ColorPoster HP 1055CM (black)**' and under **PRINTER MODEL** select **HP** and scroll down the list of printer drivers til you locate "**HP Designjet 1055CM PS3 v3010.106**".

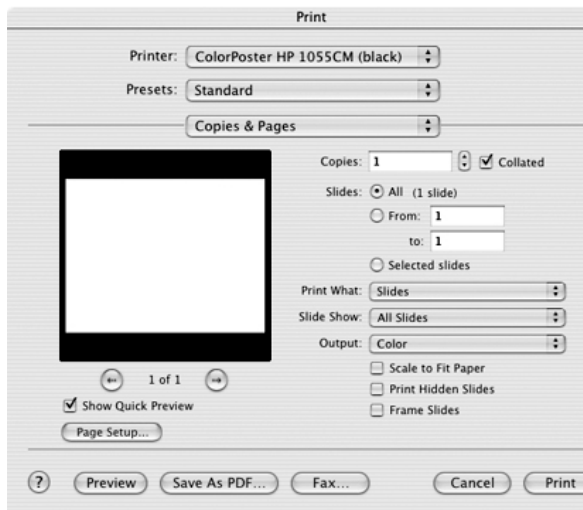
If you are printing to the white poster printer, select "**ColorPoster HP2500CP (tan)**" and under **PRINTER MODEL** locate "**HP Designjet 2500CP P3 v3010.103**".) This printer is better for printing photo images, but prints much slower. In most cases you will not have to use this printer.



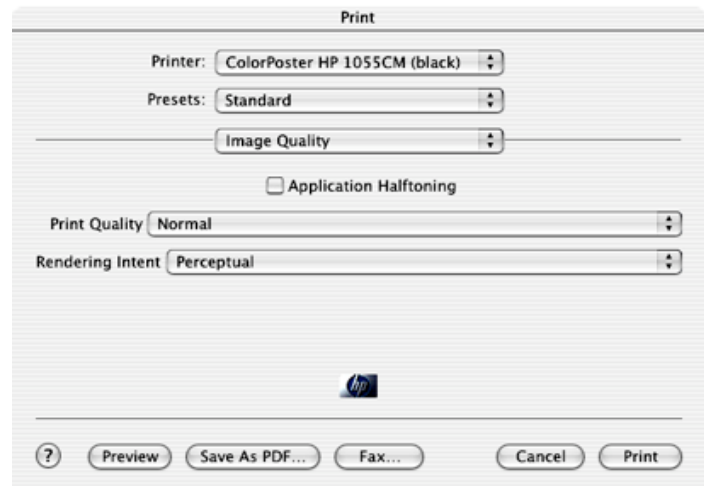
**2.** Next go to **Page Setup**. Enter 53" x 34" in the Custom Settings, then click on **Options**. Select **FORMAT FOR: ColorPoster HP2500CP (tan) or ColorPoster HP 1055CM (black)** printer driver and **36" x 60"** paper size.



**3.** Next, select **Print** under the **File** menu. Be sure **Scale to fit paper** is **NOT** selected.



**4.** Scroll under the **Copies & Pages** drop-down menu and select **Printer Features**. For **PRINT QUALITY** select **Normal**. If you are printing high quality photo images use the **Best** setting. Then click on **Print**.



The **Receiving** lamp on the printer display panel will begin to blink after a minute or so. During this phase the printer is receiving the information from the computer. Once it's done the light will go out and the message "**Printing**" should be on the display. Your poster should begin printing at this time.

## WINDOWS

1. Open your new Powerpoint file and go into **Page Setup**.
2. Select the **Custom Size** and type in any measurement up to **53" x 34"** . If you're poster is already sized higher than that, you can check the box that says "**Scale to Fit**" in the **Print** window (**you can only do this on a PC, not from a Mac**).
3. If you want to use another print size check the table on the last page of this document. It contains a listing of the preconfigured page size and the corresponding sizes in inches. You will have to enter those numbers in the Custom size box. For example, if you want to print something at 24" x 36", enter 24 x 36 in the Custom box, then later when you go to **Print**, select **ARCH D** as the preconfigured setting.
4. Click **OK** and go to **Print**.
5. Under **Printer Name** select "**ColorPosterHP2500CP**" (**tan-colored printer**) or "**ColorPoster HP1055CM** (**black-colored printer**)". If it's not on the printer list you will have to add it.

### TO ADD A PRINTER:

- Go to **Print**.
- In the **Find Printers window** click **Browse**.
- In the **Browse window** select the **psy** folder.
- Click **OK**.
- In the **Find Printers window** select **Find Now**.
- When the list comes up select either **ColorPosterHP2500CP** or **ColorPoster HP1055CM**.
- Click **OK**.

Now you can send your file to the Poster printer.

6. Click the **Properties** button.
7. Under **Layout:Orientation** select **Landscape**
8. Click **Advanced**.
9. Under **Paper Size** select **36" x 60"**. If you **DON'T** see a list of sizes to choose from, select **Postscript Custom Size**. Set the dimensions to **Width: 34** and **Height: 53**, and for **Paper Feed Direction: "Short Edge First"**.
10. Under **Print Quality** select **Normal (or "Best" for higher quality)**.
11. Click **OK**.

### HOW TO PRINT A POSTER TO 8 ½ X 11

You may want to print your poster to a letter-sized page on one of the color printers. Don't change the custom size of the poster—simply print it as "Letter" size. *You must select "FIT TO PAPER" in the PRINT window. If the images do not print, try printing from a Macintosh computer, or from a PC at another location. Sometimes the PCs in 2.315 are unable to print images from Microsoft applications to the Xerox color printers.*

### WHAT TO AVOID!

- **If you can't get the charts in your poster to print correctly, print your charts first on letter-sized paper**, then scan into Photoshop at 300dpi. Save as JPG. Then insert the JPG file into Powerpoint.
- **Make sure your images are under 600dpi**. Images over 600dpi will not print.
- **Don't use large blocks of dark colors for backgrounds**. They take a long time to print and use up a lot of ink. An elegant and well-designed poster is economic and sparing in its use of effects.

- **Do not use FILLS, TEXTURES, OR PATTERNS in text boxes.** If you want to put your text over a background that has a color or pattern, first draw a rectangle. Fill the rectangle with a color or pattern. Then drag your text over the rectangle.
- **AVOID THE MOST COMMON PRINTING ERROR...don't push your images or text right up to the edge of the layout! Leave at least a 4 inch margin on the left and right sides.**

**IMAGES:** Use **JPG** or **TIFF** images whenever possible. (**DO NOT USE EPS IMAGES, EXCEPT WITH ADOBE ILLUSTRATOR POSTERS!!**) Try not to use file sizes larger than 600dpi. The larger the file, the longer it takes to print. A good rule of thumb to follow is this: If you have an 8x10 image and you want it to print 8x10 on the poster, make sure the image is approx. 150dpi. If you want that same 8x10 image to print at twice the size on the poster, the image should be 300dpi. If you want that same 8x10 image to print at 3x the size on the poster, the dpi for that image should be 450dpi, and so on (but don't go over 600dpi). These numbers don't need to be exact, but at least close. Use them as guides.

**HOW MUCH TIME DOES IT TAKE?** Be ready to print at least 3 days before you need the printed poster. Not only may you have several people ahead of you waiting to print, but there may be problems with the printers that could make your printing session stretch out to several hours. Usually, however, most posters can take anywhere from 20 minutes to an hour to print, depending on which poster printer you use. The HP Designjet 2500CP is very slow, but prints superior photo images, so if you want to use it, be prepared to wait for 30-60 minutes.

**IF YOU NEED TO PRINT MORE THAN ONE POSTER AT A TIME** The poster printers are expensive to maintain and stock with supplies, AND very time-intensive (ie., slow) compared to other printers. During peak poster-printing times (i.e., major conferences, etc.) many students and groups will be trying to print posters at the same time. If anyone ties up the printers for long periods by printing multiple copies of the same poster or by printing more than 2 copies at a time, other students not be able to get their posters printed on time. If you intend to print several posters at once, or multiple copies of the same poster, contact the Tech Staff ([help@psy.utexas.edu](mailto:help@psy.utexas.edu)) a day or two in advance, and inform us of the extent of your print job. During peak printing times we may have to monitor printing activity more closely, and we WILL cancel multiple print jobs from the same user if others are waiting to print.

**WHAT IF THE POSTER DOESN'T PRINT?** The poster may not print for a number of reasons. Usually the problem is that the poster is not sized correctly. Be sure to set the size in Powerpoint to 53" x 34" or less. If you set it for as little as one inch above the minimum the poster will not print. Resizing the poster doesn't always work. Here's what to do if you need to resize the poster. It is simple and quick:

1. Create a new file using the correct size.
2. Go to the original Powerpoint file and select and group all the elements.
3. Cut and paste this grouping into the new file. Adjust text and images to fit.
4. Follow instructions for "Page Setup" and "Print".

#### **TROUBLE?**

If the message **Waiting for Media** or **Load Paper** comes up on the display panel contact Susanna in SEA 2.312F. The printer is out of paper and a new roll will have to be installed. Do not attempt to install paper yourself. If the message "Out of Memory" is displayed you can ignore it as long as the green light is still blinking. If the light goes out and nothing prints, you will have to check your file to make sure it is sized at 53" x 34" or under. Check for conditions mentioned above under "What to Avoid".

***If your print is not printing correctly, press the CANCEL button on the printer display to cancel the printing process.***

For assistance contact: **Susanna Douglas at SEA 2.315F, 475-9744, [douglas@psy.utexas.edu](mailto:douglas@psy.utexas.edu)** or the HELP line, 471-2006, [HELP@psy.utexas.edu](mailto:HELP@psy.utexas.edu).

You MUST select one of the sizes on the list below, even if you have set your own Custom size. For example, if you set a Custom size at 30 x 20 you could select **either ANCI D, ARCH D, ISO A1, or Oversize A1**. The setting you select should be larger than your Custom size.

US Letter	11.85
Full bleed US Letter	14.01 x 10.79
Tabloid	17 x 11
Full bleed tabloid	20.01 x 13.29
ANCI C	22 x 17
ANCI D	34 x 22
ANCI E	44 x 34
ARCH A	12 x 9
ARCH B	18 x 12
ARCH C	24 x 18
ARCH D	36 x 24
ARCH E	48 x 36
ISO A4	11.69 x 8.26
Full bleed ISO A4	14.71 x 10.56
ISO A3	16.54 x 11.69
Full bleed ISO A3	19.56 x 13.99
ISO A2	23.39 x 16.54
ISO A1	33.11 x 23.39
ISO A0	46.81 x 33.11
Oversize A2	24.61 x 19.13
Oversize A1	35.43 x 24.83
Oversize A0	49.01 x 35.65
JIS B4	14.33 x 10.13
JIS B3	20.28 x 14.33
JIS B2	28.67 x 20.28
JIS B1	40.56 x 28.67