

# Poster Printer Guide

## Printing a Power Point File:

I. File > Print > Select Printer: HP Designjet T790ps 44in PS3 Local

II. Select Printer Properties

A. Paper/ Quality Menu

1. Paper Options:

Document Size: select the pre-set sizes from the drop down menu. If you do not see the desired size, select Custom. Enter the width and length of the poster. The Width cannot exceed 36" (as the paper roll is only 36"). The Length cannot exceed 54".

If custom is selected:

- Rename as "width x length", for example 36X54.
- Select OK
- Double check that the custom setting is selected in document size.

2. Paper Source:

In the drop-down menu, select Roll

3. Paper Type:

In the drop-down menu, select HP Bright White Inkjet Paper

4. Orientation:

Select portrait or landscape depending on the orientation of the poster being printed. A preview appears in the top right corner of the page.

5. Print Quality:

Select Custom Options

Select Settings

A drop-down menu appears, select Normal.

B. Features

1. Resizing Options:

Select Actual Size.

2. Refer to the preview in the top right corner. The "printed on:" should show the width and length you selected during instructions section A1. If the paper size is not reflected in the paper type, go back to A1.

III. Once all steps are complete, select OK at the bottom of the page. Then select Print.

## Printing a PDF File

- I. File > Print > Select Printer: HP Designjet T790ps 44in PS3 Local
  - A. Pages to Print: All
  - B. Page Sizing and Handling: Size
  - C. Size Options: Fit
  - D. Orientation: Auto Portrait/Landscape

**If the PDF file was saved from a pre- set power point slide (10”w X 7.5”l), continue with items II and III from directions, “Printing from a Power Point File” above.**

**If the dimensions of the power-point slide were changed in the making of the poster continue with instructions below.**

- II. Select Properties
  - A. Paper/ Quality:
    1. Paper Options:

Document Size:  
Select Custom. Enter the width and length of the poster to match the width and height setting in the original power point. (Ex.: Width 27, Height 54)

      - Rename as “width x length”, for example 27X54.
      - Select OK
      - Double check that the custom setting is selected in document size.
    2. Paper Source:

In the drop-down menu, select Roll
    3. Paper Type:

In the drop-down menu, select HP Bright White Inkjet Paper
    4. Orientation:

Select portrait or landscape depending on the orientation of the poster being printed. A preview appears in the top right corner of the page.
    5. Print Quality:

Select Custom Options  
Select Settings  
A drop-down menu appears, select Normal.
  - B. Features
    1. Resizing Options: select % of actual size and enter percentage at which to print poster. As you increase or decrease the size, the print preview on the top right corner will adjust accordingly.
      - The poster will print according to the dimensions in “Printed on”.
      - The Width cannot exceed 36”. The length cannot exceed 54”.

III. Once all steps are complete, select OK at the bottom of the page. Then select Print.