Chapter 1.14

How to Print a Poster on the HP DesignJet T1100ps Plotter

(plotter - 520)

If you need to use this plotter, please contact
Michael Martin (mmartin@eecs.berkeley.edu)
Eric Chu (eric_chu@eecs.berkeley.edu)

1.0   Title
How to Print a Poster on the HP DesignJet T1100ps Plotter

2.0   Purpose
To produce a poster (printed materials) in color on the 42"-wide plotter, located in 520 Sutardja Dail Hall.

3.0   Scope
This chapter is to give basic steps and tips on how to print, operate the plotter, change the media, but NOT on how to create a poster.

4.0   Applicable Documents
Revision History

BSAC Plotting Posters on the Wide HP Plotter (FrameMaker poster) – a little outdated info.

5.0   Definitions & Process Terminology
N/A

6.0   Safety
N/A

7.0   Statistical/Process Data
N/A

8.0   Available Process, Gases, Process Notes
N/A

9.0   Equipment Operation

9.1   Accessing the Plotter
Only administrators have access to the plotter.
The printer is named **HP Designjet T1100ps 44in HPGL2** on **Nanolab2**

9.2   Printing a PowerPoint Slide

The size of a **standard poster board** is **40 × 32** (Landscape) or **32 × 40** (Portrait). Make sure the whole poster is **within 1/4-inch from the border**. Otherwise, the texts or the graphics will be cut off. Here is a **30.5 x 38** template .

As an example, see the poster of Cooper Levy for Cal Day 2010: it's simple, clear, to the point and small in size (951 KB). The dimensions of the poster is 30.5 by 38 Portrait. Each slide contains text, graphs and tables that have been saved separately as graphic images, and a text box as a heading.

1. In **Page Setup**, you can change the Custom size to take advantage of the 42" wide plotter, but be extra careful: The width and height need to be kept proportional, otherwise the graphics might be lost or redimensioned!
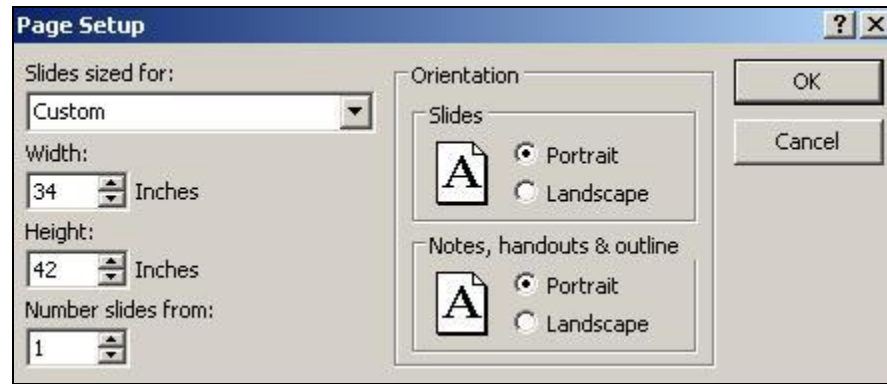
2. In **Print…** , select the plotter **\\nanolab2\HP Designjet T1100ps 44in HPGL2**. Make sure that in **Print What: Slides** and **Color** are selected.
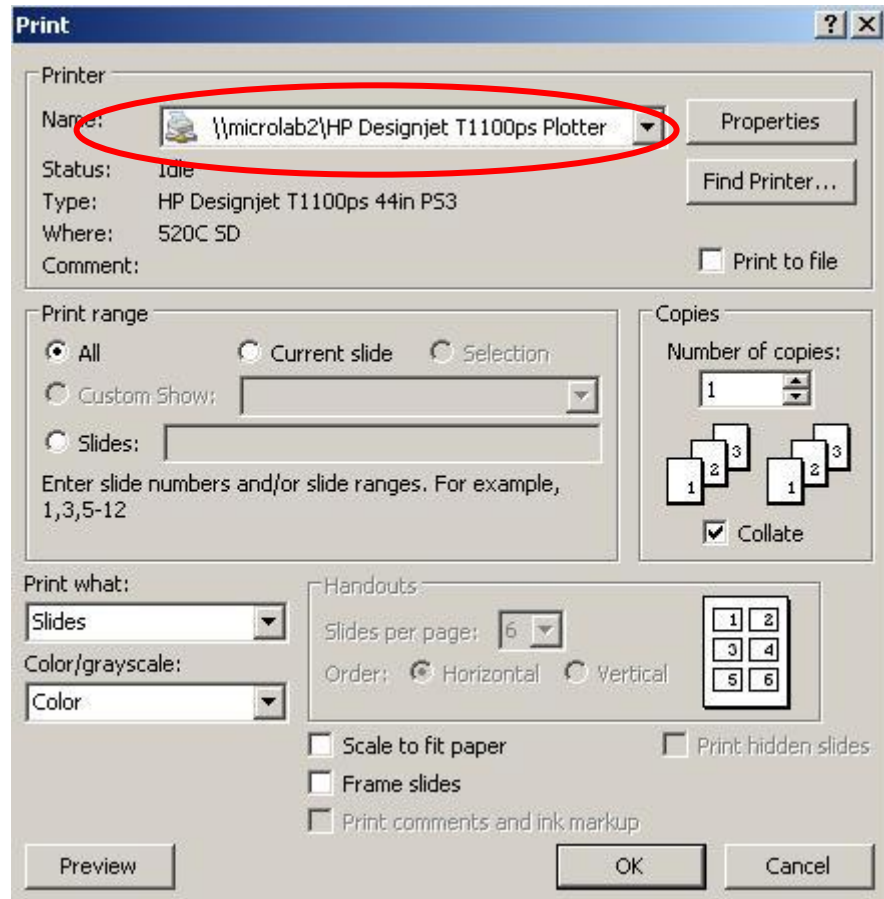
3. Click on **Properties** on the right.

4. In **Orientation** select **Portrait** or **Landscape**.

5. In **Paper Options - Document size:** In the scrolling window, click on **More …** and select the size that fits your poster (To take effect, you need to get out of this window and come back to it to continue.)
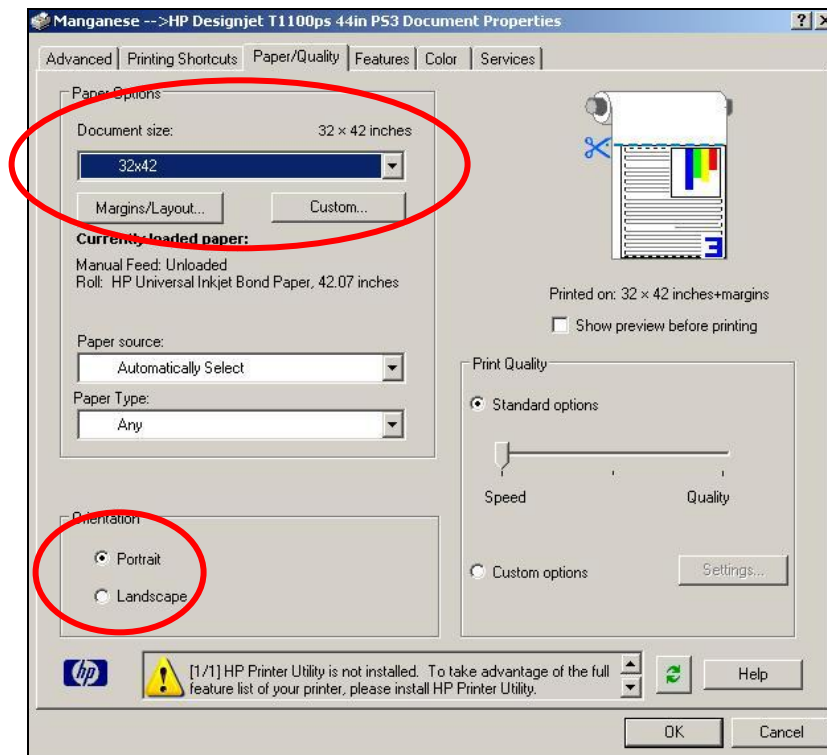
6. In **Features Roll Options**, select **Rotate by 90 degrees** so that the poster can be printed using the width of the plotter (42") and save paper.
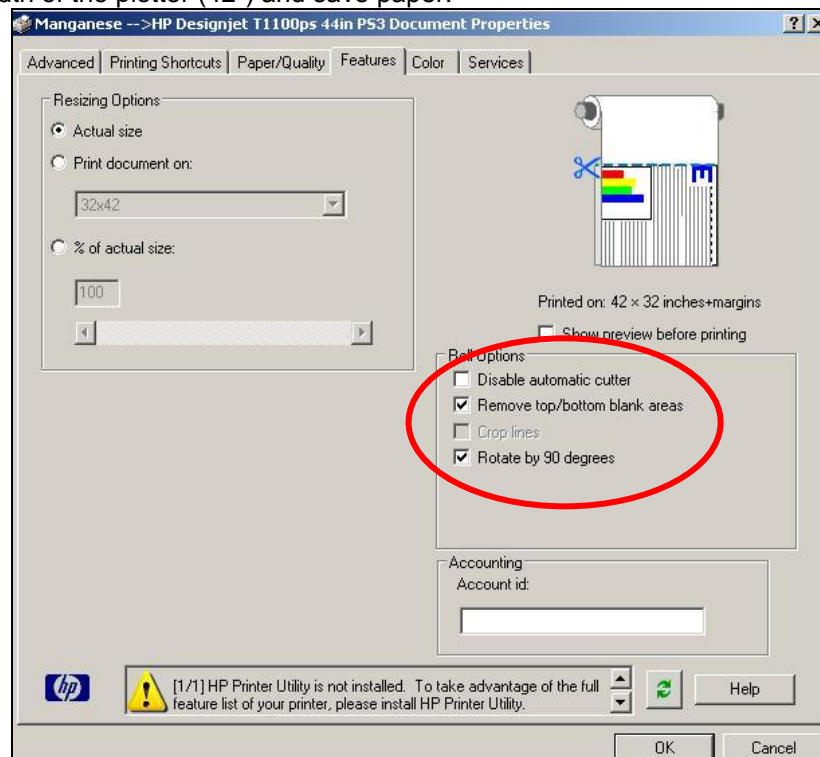

7. Click OK. This will bring you back to the **Print** window. Click on **Preview** to make sure the poster is correctly positioned and the fits the paper size.

8. Finally, click **Print…** in the upper left corner (the poster is sent to the plotter). Follow the instruction in the digital display on the front of the plotter. To monitor it, you can open the shortcut icon fpr the plotter on the desktop:
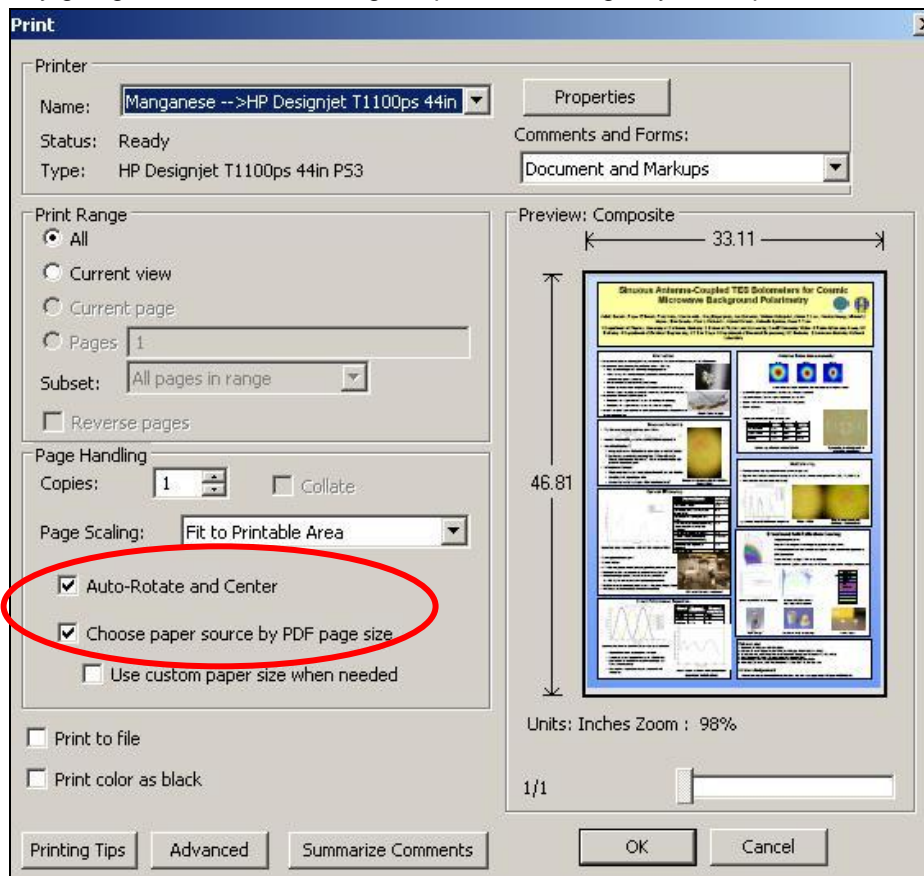
9.3   To Print a PDF File

1. As an example, take Antoki Suzuki's poster for a Physics Department presentation. In Acrobat you can find the size of the poster by going into **Properties** under **File**, here: 33.22 by 46.81.
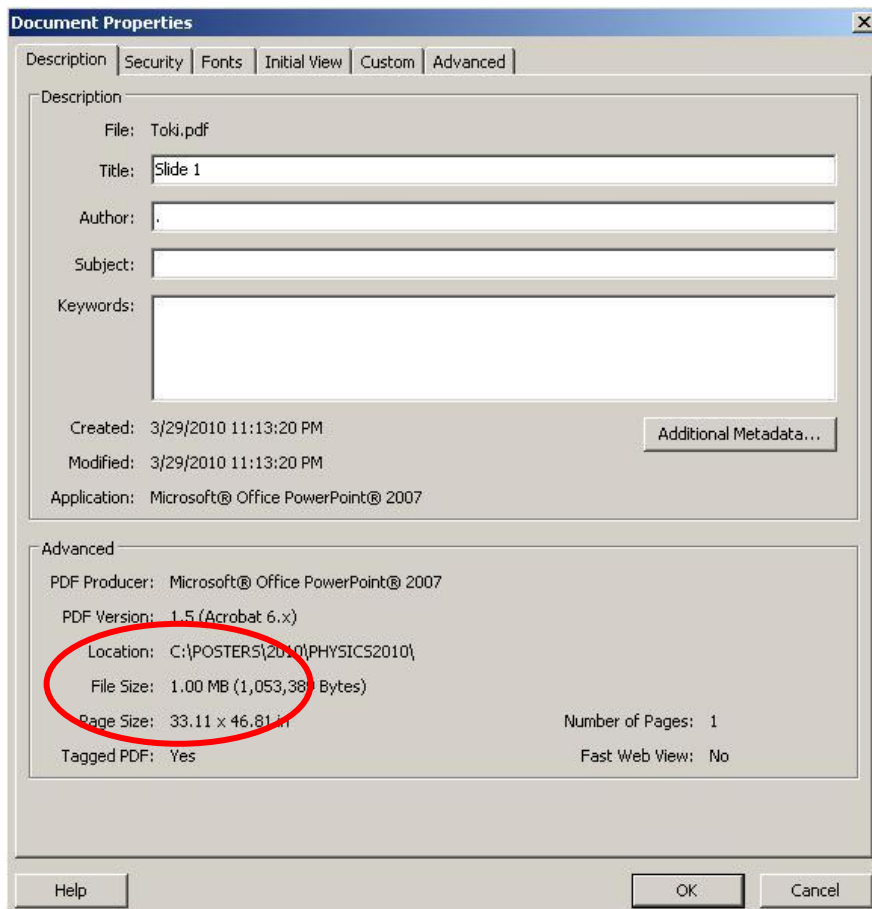
2. Or directly going to Print and selecting the plotter should give you the preset dimensions.

3. In **Page Handling** select or not **Auto Rotate and Center** (in this case, unclick this option: 46.81 being > than 42, the width of the roll of paper). Also unclick **Choose paper source by PDF paper size** if you want to customize the paper size by going to **Properties** and following steps 5 and 6 above. There is no previewing so make sure the paper size is correct.

9.4   How to Change the Media (roll of paper)

Ask an administrator. There are two types of paper: HP Coated for everyday printing and HP Heavy Coated for posters. Before loading a new roll, you have to unload the present one in the plotter. Follow the instruction in the little window on the front of the plotter.

9.5   Useful Commands (on silicon, at the prompt)

To send a postcript job from a Unix cluster: **lp filename -dplotter**

To look at the print queue: **lpq -Pplotter**

To cancel a print job: **cancel plotter-##** where ## is the job number

10.0 *Troubleshooting Guidelines*

N/A

11.0 *Figures & Schematics*

N/A

12.0 *Appendix*

1.0 *Instructions for Producing Posters for SUPERB Candidates*

2.0 July 2007

- ► Prepare your poster on a 30" (height) x 40" (width) template leaving a ¼-inch border.

- ► Create your poster in PowerPoint or PDF, but make sure the paper is properly formatted.

- ► Make sure you bring your file. The plotter is not installed on the network, and must be used from a dedicated PC which is installed on the network.

- ► Use Enhanced Metafiles (EMF) or Windows Metafiles (WMF) during the design of your poster, whenever possible. These files resize appropriately, are vector-based, and print well at any resolution.

  Try **Edit → Paste Special…** (Enhanced Metafile) in PowerPoint.

- ► Show an electronic copy of your poster to your mentor/faculty advisor.

- ► Do a close read for typographical errors.

- ► Choose **Tools → Options → Save → Embed TrueType Fonts** (Embed all characters…) when you have finished editing. This prevents your symbols and fonts from showing up like boxes (e.g., □□ rather than δξ) when you go to the plotter.

- ► Place your PowerPoint file on the web or on a flash drive, or e-mail it to yourself.

- ► Do NOT print out another copy if you see a small typo. An equivalent print at Kinko's is over $80, and our supplies are as expensive as theirs, so please take precautions prior to printing it out, and ensure that you have followed directions carefully.