

Tips for printing to the large format printer (HP DesignJet T770) from CEARS lab computers

The HP DesignJet T770 is a large format printer located in the CEARS computer lab (217 Cheatham) that is set up to print on 36" roll bond media at all times. The bond media is good for doing draft prints in all cases, and may be good enough for poster session prints at professional meetings. If you desire to print on high quality glossy paper, or need printer maintenance of any kind (cartridge replacement, calibration etc.) see Les Fuller or Chad Dent in 216 Cheatham. If you have further questions about how to print your poster see Les Fuller.

1. Set up your poster document as you normally would. The most common method is to use Microsoft PowerPoint (version 2010 in the CEARS lab) to create a single page slide of the size needed for your poster. As an example, if you wanted to print a poster that was 36" tall and 48" wide in Microsoft PowerPoint, you would choose the **"Design"** tab from the main menu, and then the **"Page Setup"** option. Once in the page setup window, type 48 for the **"Width"** and 36 for the **"Height"** and choose **"Landscape"** under **"Orientation"**. Choose **"Ok"** to close the page setup window. If you want to have a better idea of how to lay out your poster, turn the ruler bar on by choosing the **"View"** tab from the main menu, and then place a check in the **"Ruler"** box. Add text, graphics, images, whatever is necessary to your document and save it as a PowerPoint file. After it is saved, go to step 2 to print the document.

If you are creating a poster from any other application (ARC-GIS as an example) the best procedure would be to save the document as a PDF and then follow step 2 to print the PDF file.

2. Printing from the HP Instant Printing Utility
 - You can choose to print documents that you have already created in PowerPoint 2007 or 2010, PDF, JPEG, and TIFF type documents directly from the HP Instant Printing Utility.
 - From the **"Start"** menu in Windows choose **"All Programs, Hewlett-Packard, HP Instant Printing Utility 3.0, HP Instant Printing Utility"** to open the utility.
 - Under **"Files"** choose the **"Add Files"** button. This will open a standard **"Select File"** window. Locate the file that you have already created that matches one of the file types specified by the utility.
 - If you want to print your document exactly the same size that you specified when it was created, choose **"As specified by the file"** in the **"Size"** menu option under **"Print Settings"**. If you want to print to a different size than the original creation, choose a pre-defined paper size, or specify a custom size in the **"Size"** menu option. The size will then change in the preview to reflect your choice.
 - The instant print utility will automatically determine the paper type in the printer when you open it, and will change the paper type if you re-open it after the installation of glossy paper.
 - Depending on the type of paper loaded in the printer, and whether you are printing a draft vs. a final copy, you can choose to print *Fast, Normal, or Best* under **"Print Quality"**. A suggestion would be **"Fast"** for test prints and **"Best"** for final prints. If you print in **"Fast"** mode be warned that the colors may look faded, and the images may look low quality, but a final print will look correct.
 - If you are satisfied with how your document looks choose the **"Print"** button in the lower right hand corner to print the document.