

Tips for printing to the large format printer in CEARS (HP DesignJet T770) after installation of software and updated drivers.

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. This paper is good for doing draft prints in all cases, and may be good enough for production prints for poster sessions at professional meetings. If you desire to print on high quality glossy paper, or need printer maintenance of any kind (cartridge replacement, calibration etc.), please see Les Fuller or Chad Dent in 216 Cheatham. The following items are printing tips for the most common types of document printing. If you have further questions please see Les Fuller.

1. Printing from PowerPoint 2007 with the HP Instant Printing utility.
 - Create your document as you normally would in PowerPoint 2007 choosing your paper size and document orientation in the **"Design, Page Setup"** menu buttons.
 - Once you have created and saved your document, and are happy with how it looks on screen, choose the **"HP Instant Printing"** Add-on from the menu bar.
 - In the **"Select Printer"** menu box, choose the **"HP DesignJet T770 HPGL2"** printer.
 - Choose the **"Preview and print"** button.
 - Once the **"HP Instant Printing Utility"** opens, you will see a preview of how your document will print. If you want to print your document exactly as you specified in page setup, 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.
 - 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"**.
 - If you are satisfied with how your document looks choose the **"Print"** button in the lower right hand corner.
 - Pick up your document in the CEARS lab (217 Cheatham).

2. Printing from PowerPoint 2003 with standard printer properties.
 - Create your document as you normally would in PowerPoint 2003 choosing your appropriate paper size and document orientation in the **"File, Page Setup"** menu options.
 - Once you have created and saved your document, and are happy with how it looks on screen, choose **"File, Print"** to open the **"Print"** utility window.
 - In the **"Name"** pull down menu, choose the **"HP Designjet T770 HPGL2"** printer.
 - Choose the **"Properties"** button.
 - Choose the **"Paper/Quality"** menu tab.
 - Choose the orientation that you selected in **"Page Setup"** in the **"Orientation"** section.
 - In the **"Paper Source"** option, choose **"Roll"**.

- In the **"Paper Type"** option, choose either **"HP Bright White Inkjet Paper"** if you are doing a test print on draft paper, or **"Photo Gloss Paper"** if you are printing a final copy on gloss paper.
- In the **"Print Quality"** box position the slider bar under **"Standard Options"** between **"Speed"** and **"Quality"** depending on the type of print you are creating (Draft vs. Final).
- In the **"Paper Options"** box choose the **"Custom"** button to change the size of the print unless you are printing to a predefined page size (letter, legal, E size, etc.).
- In the **"Custom"** window, give a name for your custom document size (example: Custom1) and then choose the *Width* and *Length* for your paper to match your desired document size. You will then have to **"Save"** the custom setting before you can exit the **"Custom"** window. *As a recommendation, so that you do not have to create multiple custom settings for every document you print, you can use the same custom name (example: Custom1) and just save the settings every time based on the document you are printing.* You will be asked to overwrite your custom settings file every time if you choose this option. Finally, choose **"Ok"** to exit the **"Custom"** window.
- Once back in the printer properties window, check the **"Show preview before printing"** box so that you can have an opportunity to see a preview before you actually send to the printer.
- Choose **"Ok"** from the lower right hand side of the window.
- If you are ready to print, choose **"Ok"** in the **"Print"** window.
- The **"Print Preview"** screen will then open showing you the document as it will print on the rolled page. If this is as desired (be sure it shows the appropriate file, size, choose the **"Print..."** button to send your print to the printer.
- Pick up your document in the CEARS lab (217 Cheatham).

3. Printing from the HP Instant Printing Utility

- You can choose to print documents that you have already created as PowerPoint 2007, 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. Or, you should have an icon for the HP Instant Printing Utility 3.0 on your desktop or in your Quick Launch toolbar at the bottom of your Windows screen.
- 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.

- 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"**.
- If you are satisfied with how your document looks choose the **"Print"** button in the lower right hand corner.
- Pick up your document in the CEARS lab (217 Cheatham).