

## Tips for printing to the large format printer (HP DesignJet T730) from CEARS computers

The HP DesignJet T730 is a large format printer located in the CEARS computer lab (217 Cheatham) that is set up to print on 36" roll media. Bond media is good for doing draft prints, and may be good enough for poster 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 one of the technicians in the IT office in 216 Cheatham for help.

**To print anything please login using the PID based login screen.** The recommendation for printing any document would be to create using the installed print drivers for the T730 and then save the document as a PDF and follow step 2 to print the PDF file. However, as many posters are created using PowerPoint; there is the option of printing directly from that application.

### 1. Print directly from PowerPoint.

In PowerPoint set up your document as 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, you would choose the **"Design"** tab from the main menu, and then **"Slide Size"**. Once in the Slide Size window choose **"Custom"**, type 48 for the **"Width"** and 36 for the **"Height"** and choose **"Landscape"** under **"Orientation"**. Next, choose **"Maximize"** for scaling. Choose **"OK"** to close the window. Add text and graphics as necessary and save as a PowerPoint file.

Once the document has been prepared, you can print from within PowerPoint as follows: (48" x 36" example).

- Choose **File, Print**.
- Choose **HP DesignJet T730 PCL3** as the printer.
- Choose **"Printer Properties"** under the printer type.
- In the **"Paper Quality"** tab, choose the **"Custom"** button.
- Under **"Name"** provide any name, example "Big Print".
- In the **"Width"** box type 36.
- In the **"Length"** box type 48.
- Choose **"Save"**, Choose **"OK"**.
- In the **"Paper Quality"** tab, check the box for **"Show Preview Before Printing"**.
- If the print is going to be on glossy paper, slide the **"Standard Options"** bar to **"Quality"**.
- Choose **"OK"**, Choose **"Print"**.
- The **HP Designjet T730 PCL3 Print Preview** window will then open to show the document. If your poster looks correct, choose **"Print"**.

### 2. Print from the HP Click Utility.

- You can choose to print documents that are PDF, JPEG, and TIFF directly from the HP Click Utility. (This utility does not print PowerPoint documents directly).
- From the **"Start"** menu, choose **"All Programs, HP Click, HP Click"** to open the utility.
- Drag your PDF (or other image file type) to the + sign in the middle of the utility.
- If your document looks as you expect choose **"Print"** in the lower left hand corner.
- Choose **"Print Settings"** at the top of the window if you want to adjust the output (mode, quality, alignment) of the poster or if you need to "nest" multiple files together in one print.