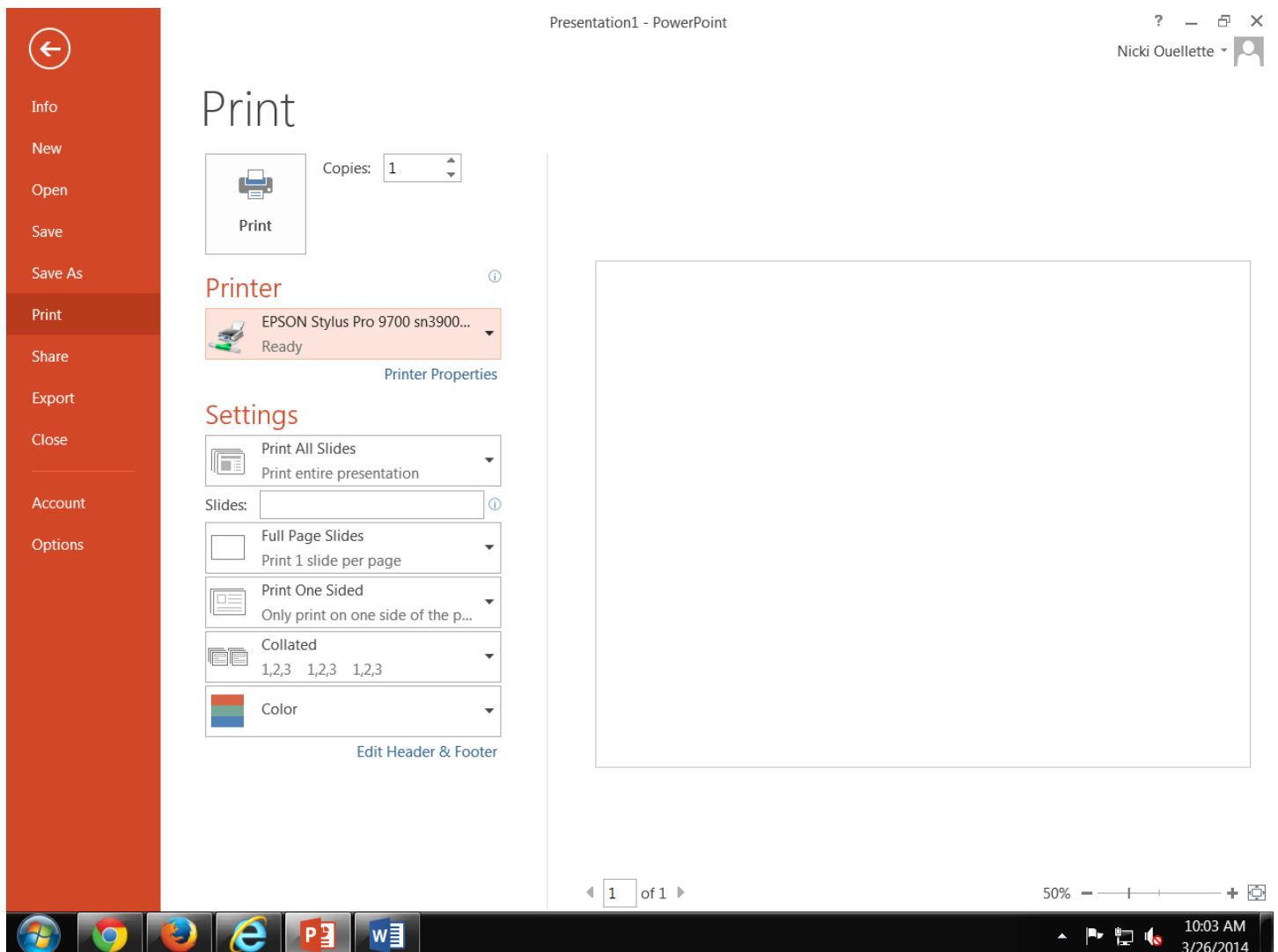


How to print your Symposium Poster in the GIS Lab

- 1 Posters are being printed on the Epson large format printer in Cyr Hall Room 111 (GIS Lab). All Symposium posters should be turned into the Library or the IT Department when printed. (Before using the room, please be sure that you are not disturbing a class – if the light is on above the door outside the room, then there is a class in session.)
- 2 Log into a computer with your student computer lab / printing account. (make sure you have money on your account before trying to print. You'll need at least \$6.00 for your poster. Talk to your sponsoring faculty member about reimbursement.) Make sure the printer is turned on. It may take several minutes to warm up.
- 3 Open your poster file. It should have been created using the Powerpoint template on the symposium website and should be sized at 35" w x 45" h and should be Landscape. When you select Landscape, your dimensions will flip and read 45" w x 35" h. That's ok – it will print correctly.
- 4 First – double check your dimensions. If your poster is not set to these sizes change it in the Design and your graphics should adjust accordingly. In Powerpoint – go to the Design Tab, then Slide Size, then Custom Slide Size. **The width should be 35" and the height should be 45". Also be sure to change the Slide Orientation to Landscape. On the next screen select to Maximize Your Content.**
- 5 To send the print job from Powerpoint, Go to File, Print and change the Printer to the Epson Stylus Pro 9700. Then click on Printer Properties.



The screenshot shows the Microsoft PowerPoint application window titled "Presentation1 - PowerPoint". The user's name, "Nicki Ouellette", is visible in the top right corner. The "Print" dialog box is open, displaying the following settings:

- Print**: A button with a printer icon and the word "Print" below it.
- Copies**: A dropdown menu set to "1".
- Printer**: A dropdown menu showing "EPSON Stylus Pro 9700 sn3900..." with a "Ready" status and a "Printer Properties" link below it.
- Settings**:
 - Print All Slides**: A dropdown menu set to "Print entire presentation".
 - Slides**: An input field with "1" and an information icon.
 - Full Page Slides**: A dropdown menu set to "Print 1 slide per page".
 - Print One Sided**: A dropdown menu set to "Only print on one side of the p...".
 - Collated**: A dropdown menu set to "1,2,3 1,2,3 1,2,3".
 - Color**: A dropdown menu set to "Color".

At the bottom of the dialog, there is a "Print" button and a "Cancel" button. The status bar at the bottom of the PowerPoint window shows "1 of 1" and a zoom level of "50%". The Windows taskbar at the bottom of the screen shows icons for Windows, Chrome, Firefox, Edge, PowerPoint, and Word. The system tray in the bottom right corner shows the time "10:03 AM" and the date "3/26/2014".

6 Click on User Defined

The image shows the 'EPSON Stylus Pro 9700 Properties' dialog box. The 'Paper Settings' section is active, showing 'Source: Roll Paper' and 'Size: Letter 8 1/2 x 11 in'. A tooltip points to the 'User Defined...' button with the text 'Adjusts the user defined paper size.' The 'Current Settings' panel on the right displays the following information:

- Main**
- Media Type:** Premium Luster Photo Paper (260)
- Print Quality Level:** LEVEL 5 (Max Quality)
- Print Quality:** SuperFine - 720x1440dpi
- High Speed:** Off
- Color:** Color/B&W Photo
- Source:** Roll Paper
- Auto Cut:** Normal Cut
- Auto Rotate:** Off
- Page Layout**
- Orientation:** Landscape
- Rotate 180°:** Off
- Mirror Image:** Off
- Copies:** 1
- Size:** Letter 8 1/2 x 11 in
- Job Settings:** Off
- Color Correction**
- Color Adjustment:** Color Controls
- Mode:** EPSON Standard (sRGB)

At the bottom of the dialog, there are 'OK', 'Cancel', and 'Help' buttons. The Windows taskbar at the bottom shows the time as 10:21 AM on 3/26/2014.

- 7 Click on User Defined again to set your paper size. Set the paper width to 36 inches and the paper height to 46 inches. Then click OK. This will allow for a 1 inch margin around your poster.

The screenshot displays the 'SELENE\EPSON Stylus Pro 9700 sn3900 Properties' dialog box. The 'User Defined Paper Size' dialog is open, showing the following settings:

- Base Paper Size: User Defined
- Paper Size Name: User Defined
- Paper Size: User Defined
- Fix Aspect Ratio: Not Specify
- Base: Landscape Portrait
- Paper Width: 36.00 (3.50 - 44.02)
- Paper Height: 46.00 (5.00 - 590.55)
- Unit: mm inch

The 'Current Settings' panel on the right shows the following configuration:

- Main**
- Media Type: Premium Luster Photo Paper (260)
- Print Quality Level: LEVEL 5 (Max Quality)
- Print Quality: SuperFine - 720x1440dpi
- High Speed: Off
- Color: Color/B&W Photo
- Source: Roll Paper
- Auto Cut: Normal Cut
- Auto Rotate: Off
- Page Layout**
- Orientation: Landscape
- Rotate 180°: Off
- Mirror Image: Off
- Copies: 1
- Size: Letter 8 1/2 x 11 in
- Job Settings:** Off
- Color Correction**
- Color Adjustment: Color Controls
- Mode: EPSON Standard (sRGB)
- Always show Current Settings.

The Windows taskbar at the bottom shows the system tray with the time 10:25 AM and date 3/26/2014. The taskbar includes icons for Internet Explorer, Google Chrome, Firefox, and Microsoft Word.

8 Click OK on the next box.

\\SELENE\EPSON Stylus Pro 9700 sn3900 Properties

Main Page Layout Utility

Select Setting: Current Settings Save/Del...

Media Settings

Media Type: Premium Luster Photo Paper (260) Custom Settings...

Color: Color/B&W Photo Paper Config...

Print Quality: Max Quality

Mode: Automatic Custom

EPSON Standard (sRGB)

Paper Settings

Source: Roll Paper Roll Paper Option...

Size: User Defined User Defined...

Borderless

Print Preview

Layout Manager

Ink Levels

VM C PK Y MK

Reset Defaults(Y) Version 6.70

OK Cancel Help

Current Settings

Main

Media Type: Premium Luster Photo Paper (260)

Print Quality Level: LEVEL 5 (Max Quality)

Print Quality: SuperFine - 720x1440dpi

High Speed: Off

Color: Color/B&W Photo

Source: Roll Paper

Auto Cut: Normal Cut

Auto Rotate: Off

Page Layout



Orientation: Landscape

Rotate 180°: Off **Mirror Image:** Off

Copies: 1

Size: User Defined

Job Settings: Off

Color Correction

Color Adjustment: Color Controls

Mode: EPSON Standard (sRGB)

Always show Current Settings. Close

Edit Header & Footer

- 9 The Print Preview will display on the right hand side of this box. Look at it carefully before you send the poster to the printer. Click Print to send the job to the printer. PLEASE ONLY SEND THE JOB ONCE. It can take 5 or 6 minutes for the printer to prepare to print depending on the size of your file. And the poster can take close to half an hour to print. The printer will cut the paper when the poster is done printing, so please do not adjust the paper on your own. If you have any questions, please contact the IT Department – at ext. 7818.

The screenshot shows the Microsoft PowerPoint application window titled "Presentation1 - PowerPoint". The user's name, "Nicki Ouellette", is visible in the top right corner. The main interface is the "Print" dialog box, which is divided into several sections:

- Print:** A large button with a printer icon and the word "Print" below it.
- Copies:** A dropdown menu set to "1".
- Printer:** A dropdown menu showing "EPSON Stylus Pro 9700 sn3900..." with the status "Ready". A link for "Printer Properties" is below it.
- Settings:** A series of dropdown menus for print options:
 - Print All Slides:** "Print entire presentation"
 - Slides:** An empty input field with an information icon.
 - Full Page Slides:** "Print 1 slide per page"
 - Print One Sided:** "Only print on one side of the p..."
 - Collated:** "1,2,3 1,2,3 1,2,3"
 - Color:** "Color"A link for "Edit Header & Footer" is at the bottom of the settings section.

The right side of the dialog is a large empty box for the print preview. At the bottom of the dialog, it shows "1 of 1" and a zoom level of "12%". The Windows taskbar at the bottom shows icons for Internet Explorer, Google Chrome, Firefox, and PowerPoint. The system tray in the bottom right corner displays the time "10:28 AM" and the date "3/26/2014".

