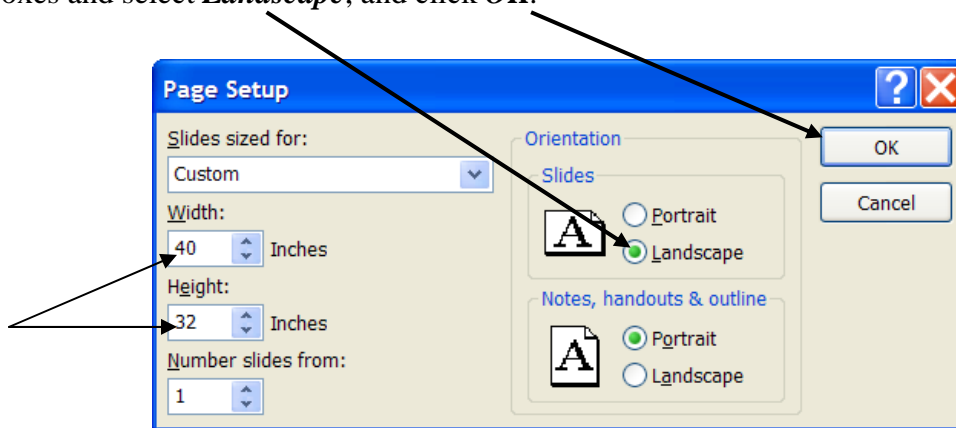


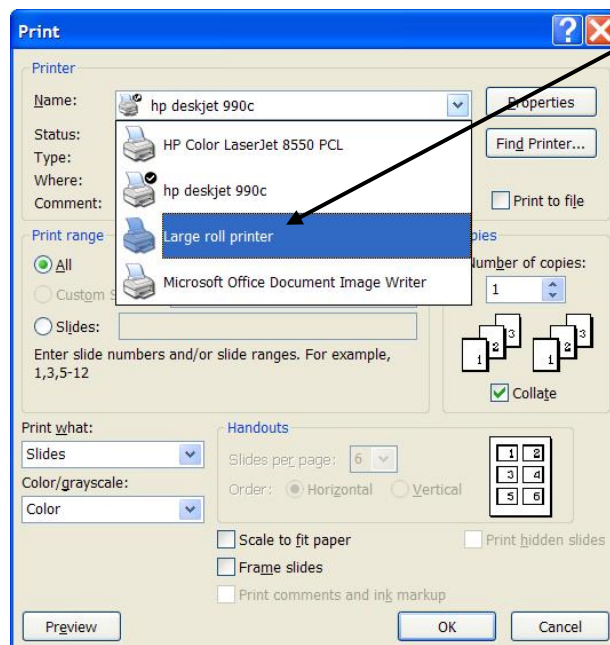
Instructions for printing posters on the Large (hp designjet 800ps) printer located in MGB 201

Note: You can create and customize your own PowerPoint poster or use a readymade template. Regardless, you need to set the poster **width** and **height** equal to **40 inches** and **32 inches**, respectively. You may treat this as the new CBAS standard for poster size ☺ If you do not know how to set these dimensions, then please follow the instructions under **Step 1**.

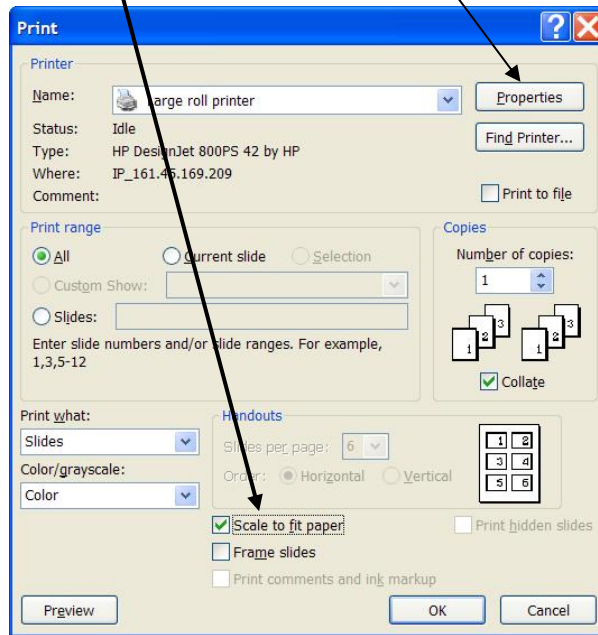
Step 1: When you open PowerPoint program, click **Design** and select **Page Setup**, you will see a dialog box as shown in the figure. Enter **40** and **32** in the **Width** and **Height** boxes and select **Landscape**, and click **OK**.



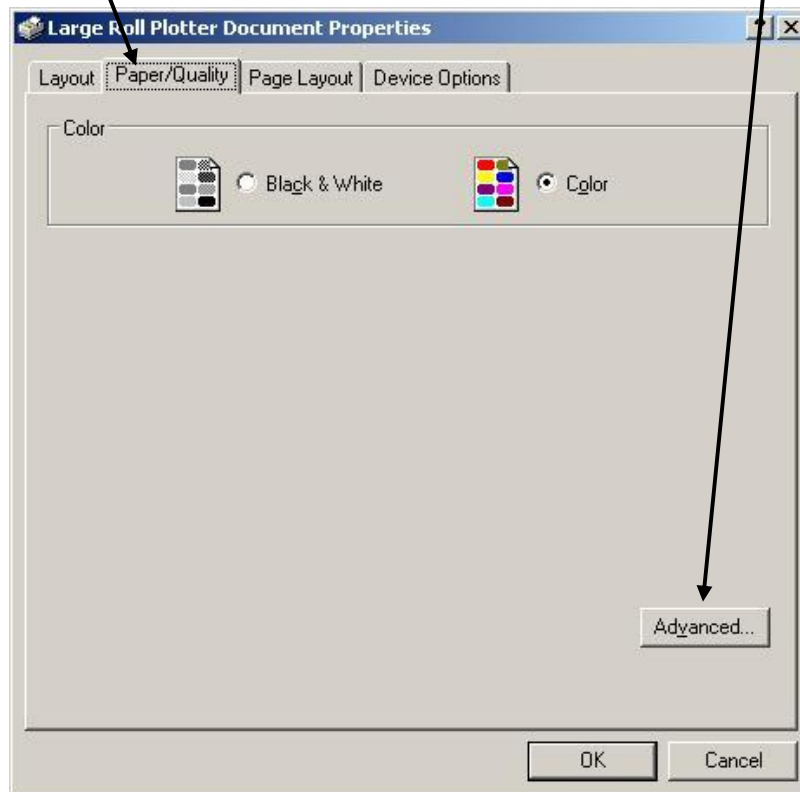
Step 2: Select **Print** under the **File** pull-down menu, click where shown and select **Large plotter**.



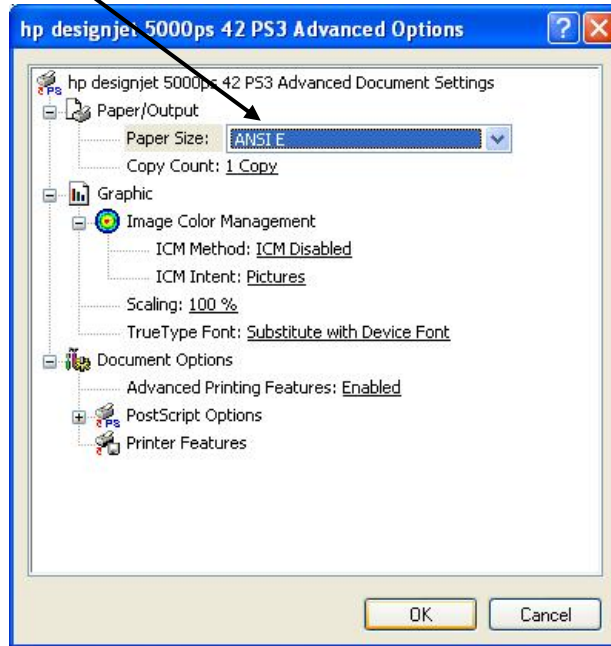
Step 3: Check the *Scale to fit paper* box and click *Properties* as shown below.



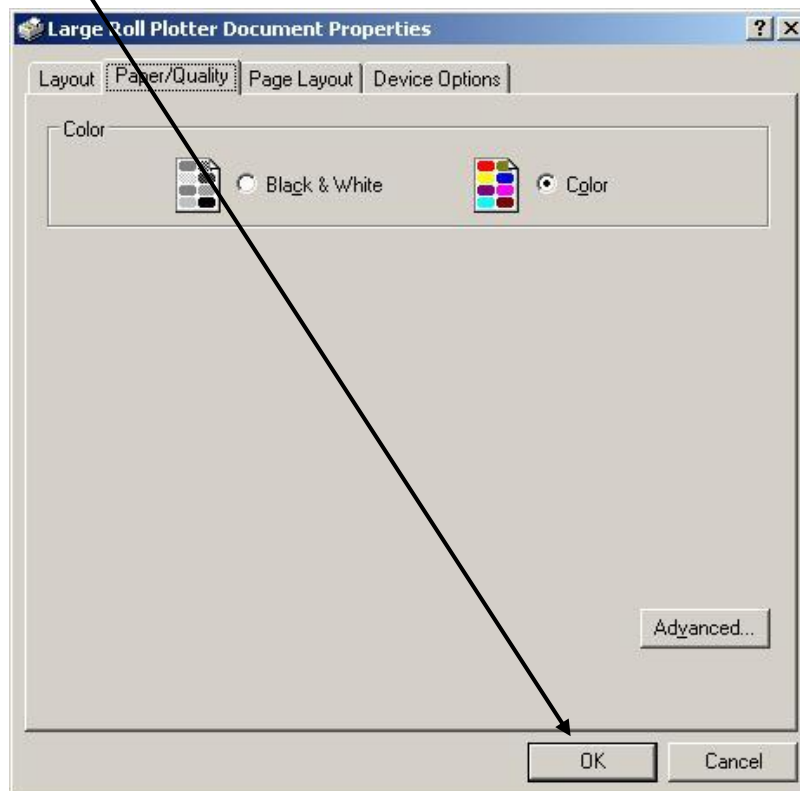
Step 4: Select *Paper/Quality* (if it is not already selected) and click *Advanced*.



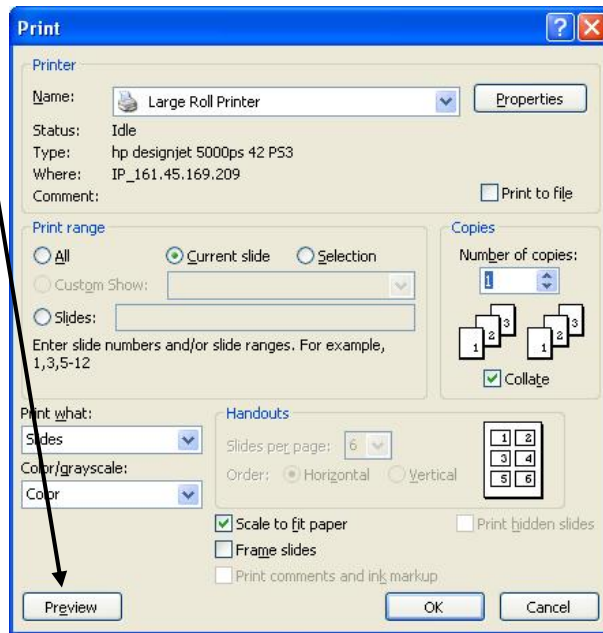
Step 5: Select *ANSI E* paper size and click *OK*.



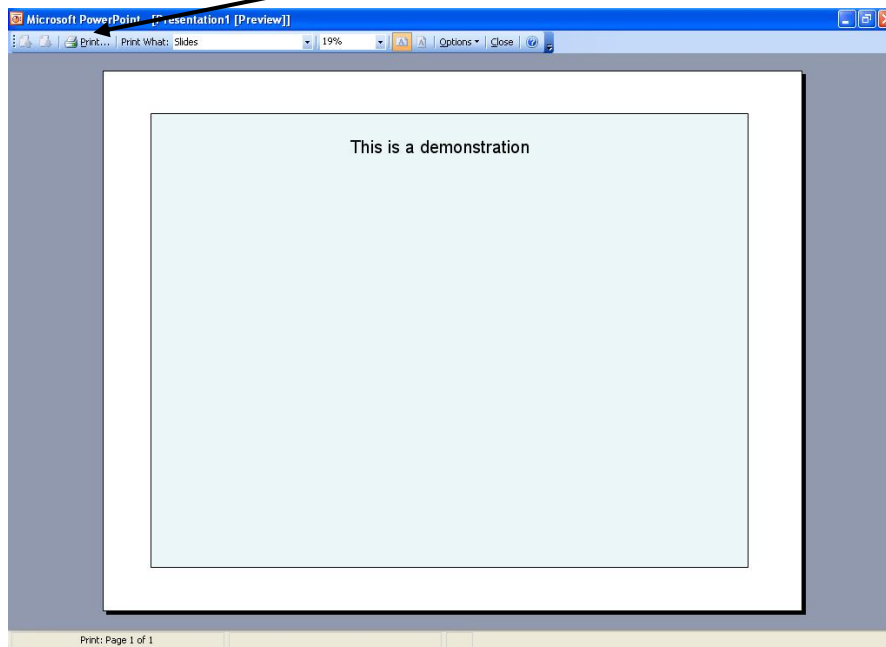
Step 6: Click *OK* to get back to the *Print* dialog box.



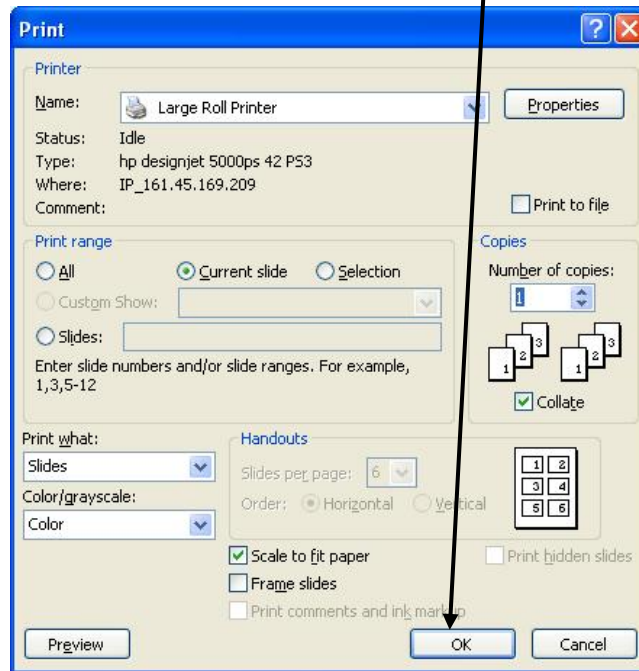
Step 7: Click *Preview* (bottom left).



Step 8: You will see the poster preview and if it looks all right click *Print* (top left).



Step 9: Now you are back to the **Print** menu and click **OK** (bottom right) to send your file to the **hp designjet 800ps** printer.



Note: *You can cancel the printing at any time by pressing the Cancel (orange-colored) button on the printer's control panel.*