What can you print on a plotter?

- Primary use
- Secondary use
- Paper size: 24, 36, 44 (inches)
Plotter logistics

HP DesignJet 800 PS 42 in.
Location: Computer lab 241-G
Printer name: hp-plot-241g

HP DesignJet T1100 PS3 24in.
Location: Classroom 106
Printer name: HP-plot-106
Plotter availability?

- Normal business hours (Sun-Thu, 7:30-4:30)
  - Access to Rooms may not be available after hours.
- Plotting Time
  - Type of poster – size, content
  - Print Queue
Access to Plotters

• Who gets access?
  – Faculty & Staff
  – Students (supervisor permission required)

• How to get access?
  – Email requests to helpdesk@qatar.tamu.edu
    • Plan your printing needs early to avoid delays.
    • Permissions will not be granted without proper authorization from supervisors.
    • **Direct help may not be available immediately.**
Best practices in creating your poster

• Design posters closely matching output size
• Use high resolution graphics when needed
• Print from the location of the plotter.
• File format & Graphics
  • Pdf, JPEG, MS Publisher.
  • Avoid spacing issues - use common fonts eg. Times
  • Avoid text-heavy representation for conference posters.
  • Do a close read for any typos.
  • PC’s only. (Mac support is currently not available)
Demonstration

• Printing a poster created in PowerPoint or Publisher?
  – Convert to PDF
  – Apply settings shown in “How-to” document
  – Preview output and verify dimensions
  – Send job to plotter
Convert PowerPoint to PDF

• If using PowerPoint,
• Click on File > Save as...
• Select “PDF” from “Save as type” drop down list.
• You are now ready to print the PDF to a Plotter.
Convert PowerPoint to PDF

After conversion to PDF format, click on
• file > print > “Select plotter printer”
• Click on properties >
• Under Paper/Quality tab click on “Custom”
• Enter the following dimensions for your poster
  – To print a 24 – Inch : 23.92 / 31.02
  – To print 36 – Inch :35.9 / 46.53
  – To print 42 – Inch :41.90 / 54.34
Convert PowerPoint to PDF

• Select “Fit to Printable Area” from page scaling option
• “Check” Auto-Rotate and Center
• Verify the dimensions are correct
• Click on “Print”