

## Preparing a document for poster printing:

The library is not responsible for the quality of your print job and we will not provide refunds for user errors or dissatisfaction. In most cases, enlarging a document, file, or picture will cause some degree of pixilation. While we will help the best that we can, you are responsible for the results of your final print job. For more about enlarging images see: <http://www.picturecorrect.com/tips/considerations-when-enlarging-images-dpi-pixelation-and-resolution/>

You are also charged per square foot so you want to ensure that your document fills as much of the page as possible so that you don't waste space or money.

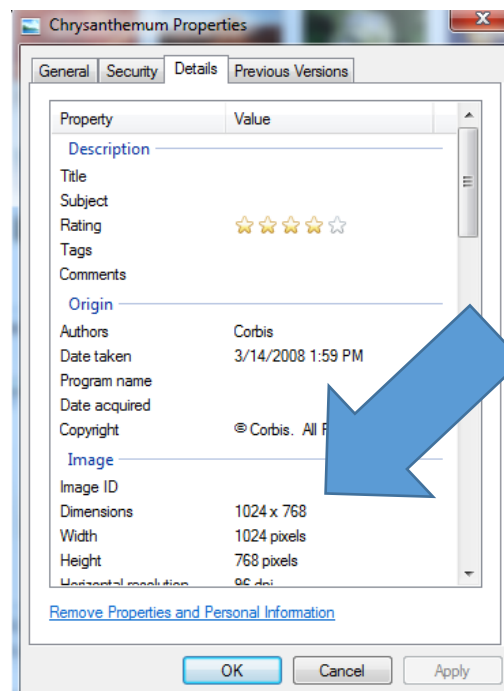
To help avoid these two issues, please follow the instructions below before using the poster printer.

Always check the pixilation of your document (if applicable) before attempting to print. Although there is no magic formula because your original specifications may vary, anything below 800 pixels will probably result in a blurry effect when enlarged to a width of 24 inches (our standard paper width).

Every program may vary and some programs may not show you actual pixilation (like Adobe Acrobat). You can check pixilation on many files by clicking on the file one time and reading the number at the bottom of the screen

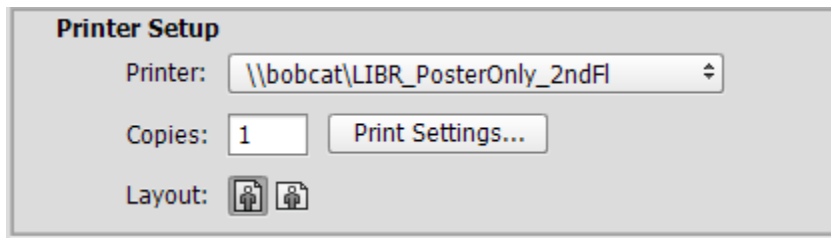


or you can right click on the document and choose properties and then click on the details tab. Other software programs/extensions may vary.



When you are ready to print your poster feel free to locate an Informatics Service Assistants (the students wearing blue lanyards in both labs, the second floor service desk, and sometimes reference desk). These assistants are not necessarily trained on specific software, but they will do their best to help. We cannot guarantee that they will know a specific program from which you are trying to print.

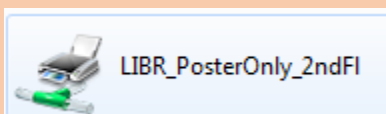
Click print in the program and choose [\\bobcat\LIBR\\_PosterOnly\\_2ndFl](#):



#### Side note:

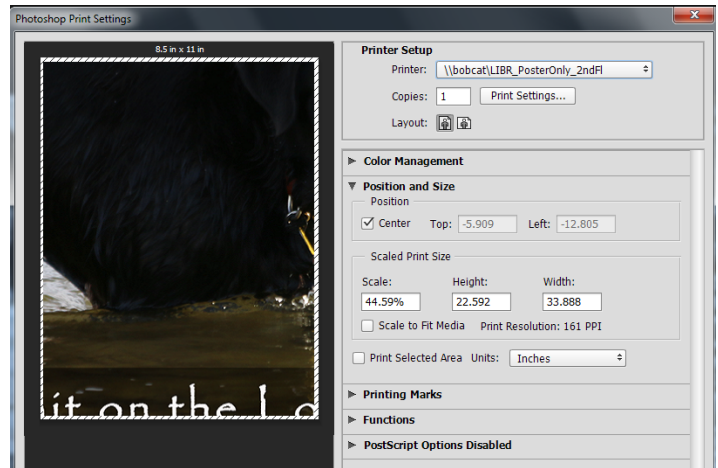
You may have to have to load the printer on the computer. You can ask an Informatics Service Assistant to help you with this or load it yourself

1. Click on start menu
2. Type: \\bobcat\
3. Type: "L" (This should take you down to the LIBR printers)
4. Choose the printers that you want to add

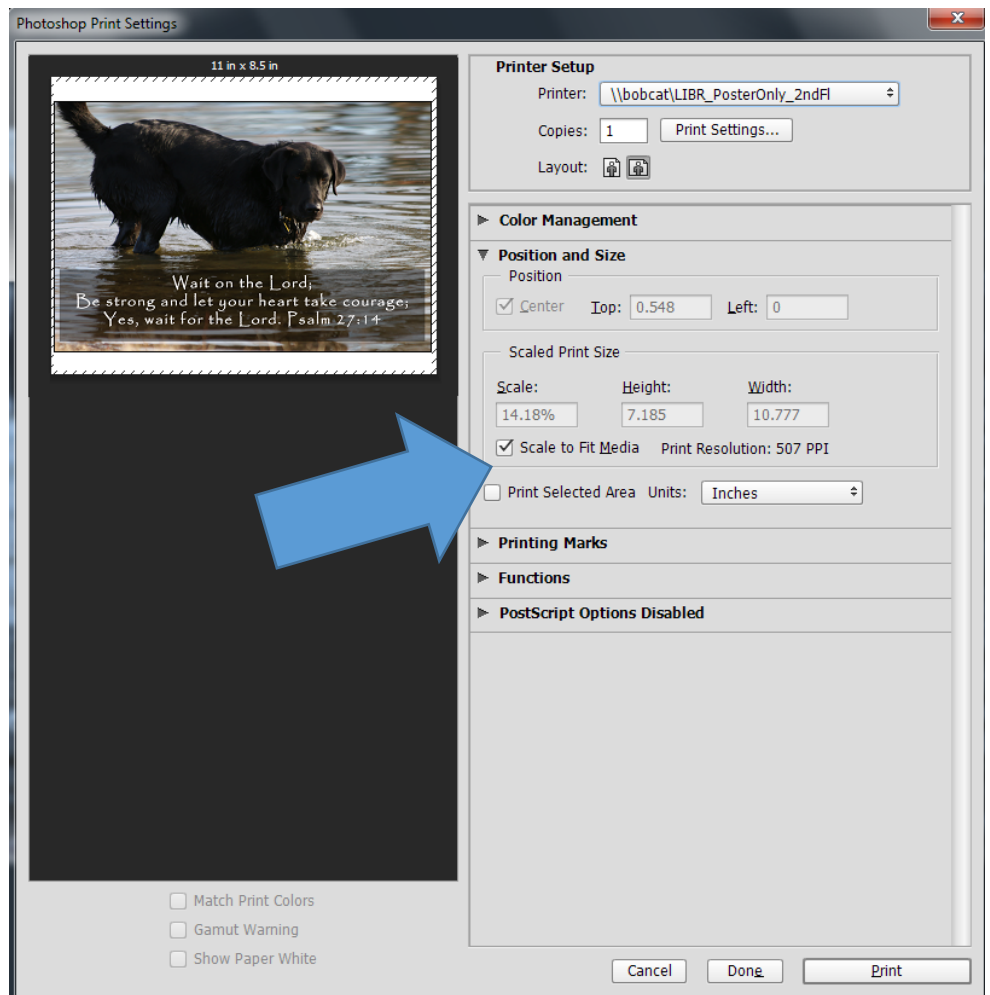


*The following example/screenshots are when printing from Adobe Photoshop. The first screen will vary per program but in most cases you will be able to find similarly worded options.*

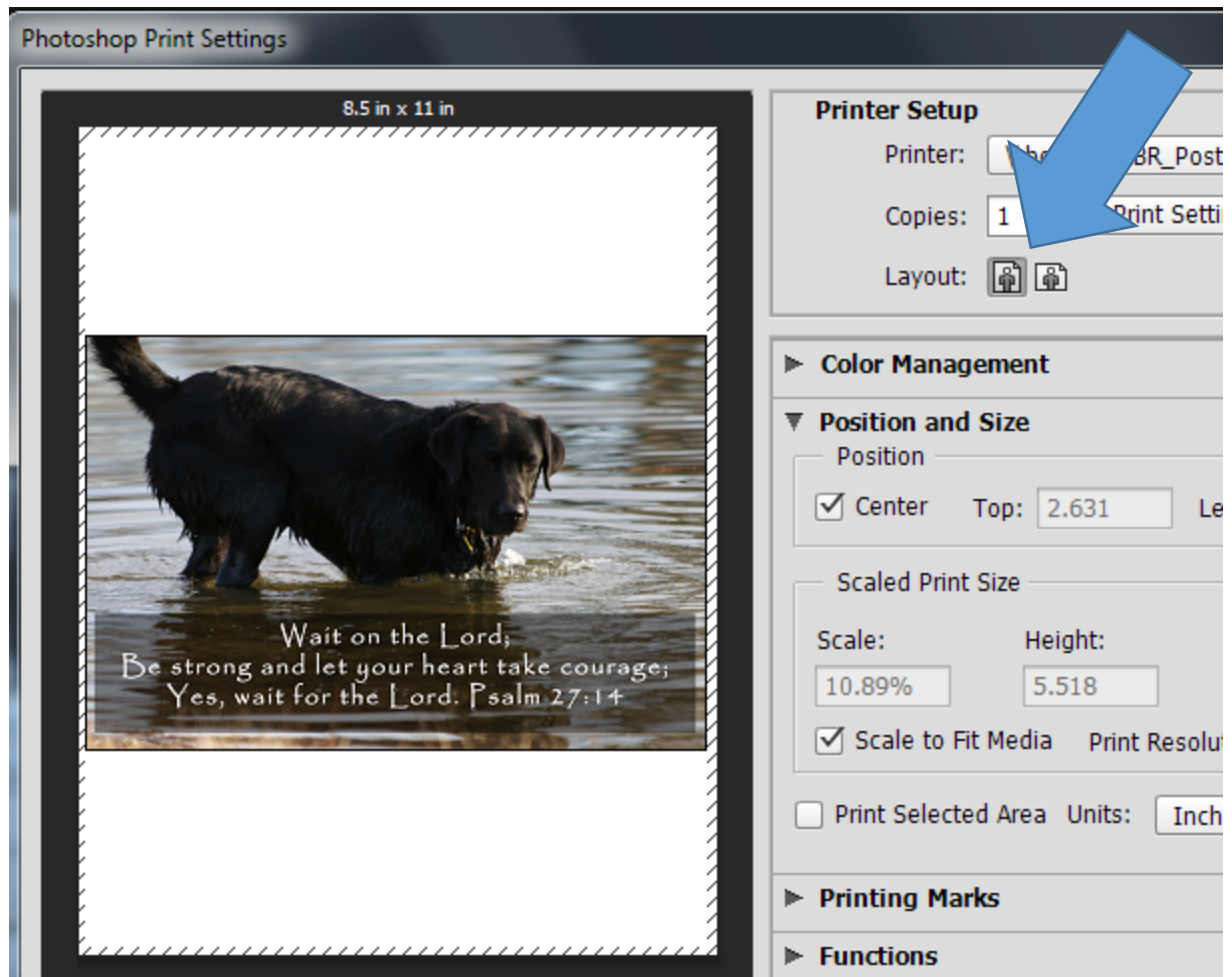
Do not click print if the entire “picture” that you want printed is not showing on the preview picture. In the example below only a part of the picture will print.



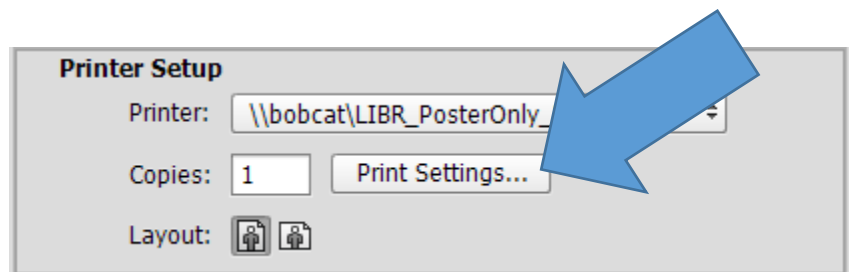
You may have to check “**scale to fit media**” under Position and Size portion (see window below). If the picture is too large and you have to shrink it the pixilation will probably turn out okay if it meets our pixilation recommendations. If “scale to fit media” has to enlarge pictures you will probably be unhappy with blurriness.



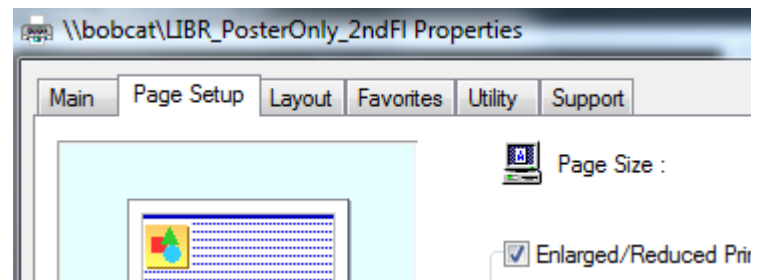
You may also need to change it from landscape to portrait or vice versa.



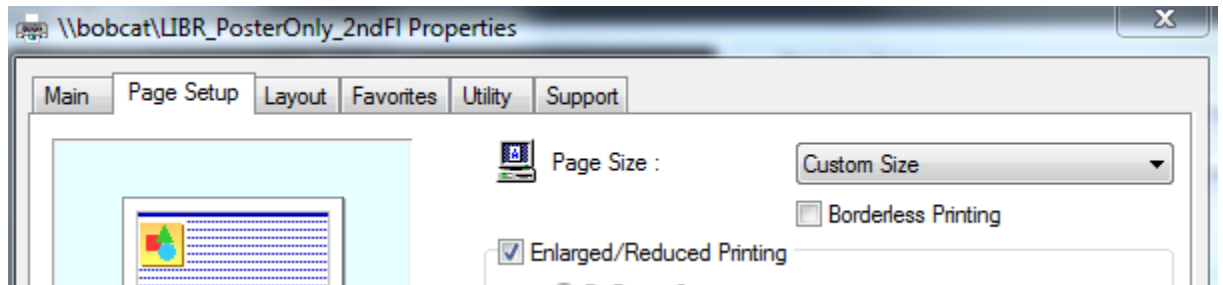
In most cases you must then click on Print Settings (sometimes Printer Properties) ... in order to change the actual size of the print job.



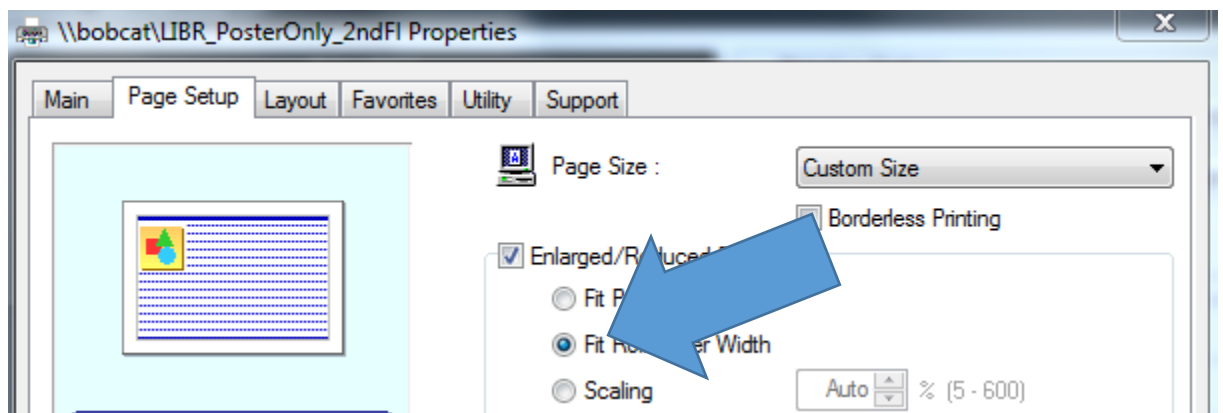
Click on the “Page Setup” tab



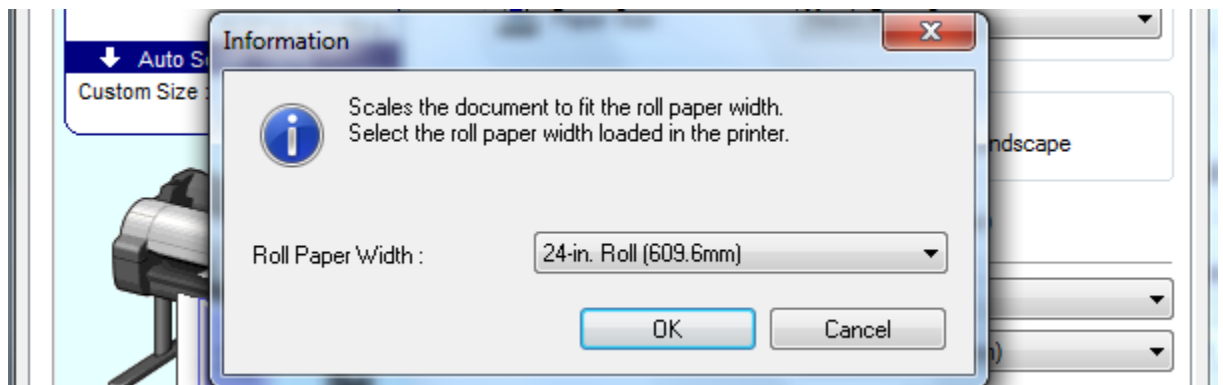
Then check “Enlarged/Reduced Printing”



Choose the “Fit Roll Paper Width” radio button.

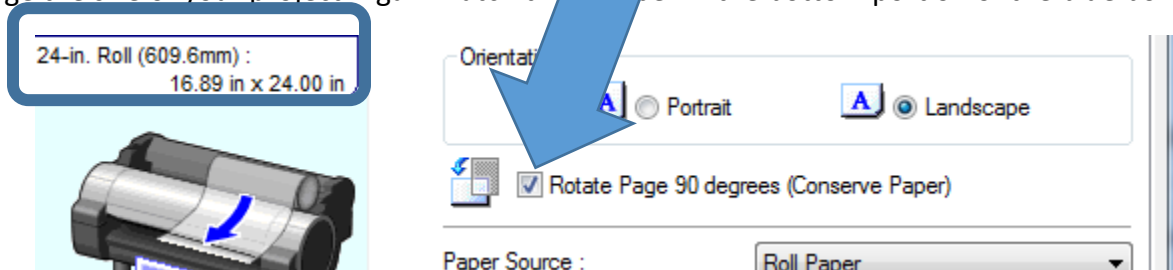


When the other window pops up change “Roll Paper Width:” to correct paper size  
(standard roll is 24-in.)



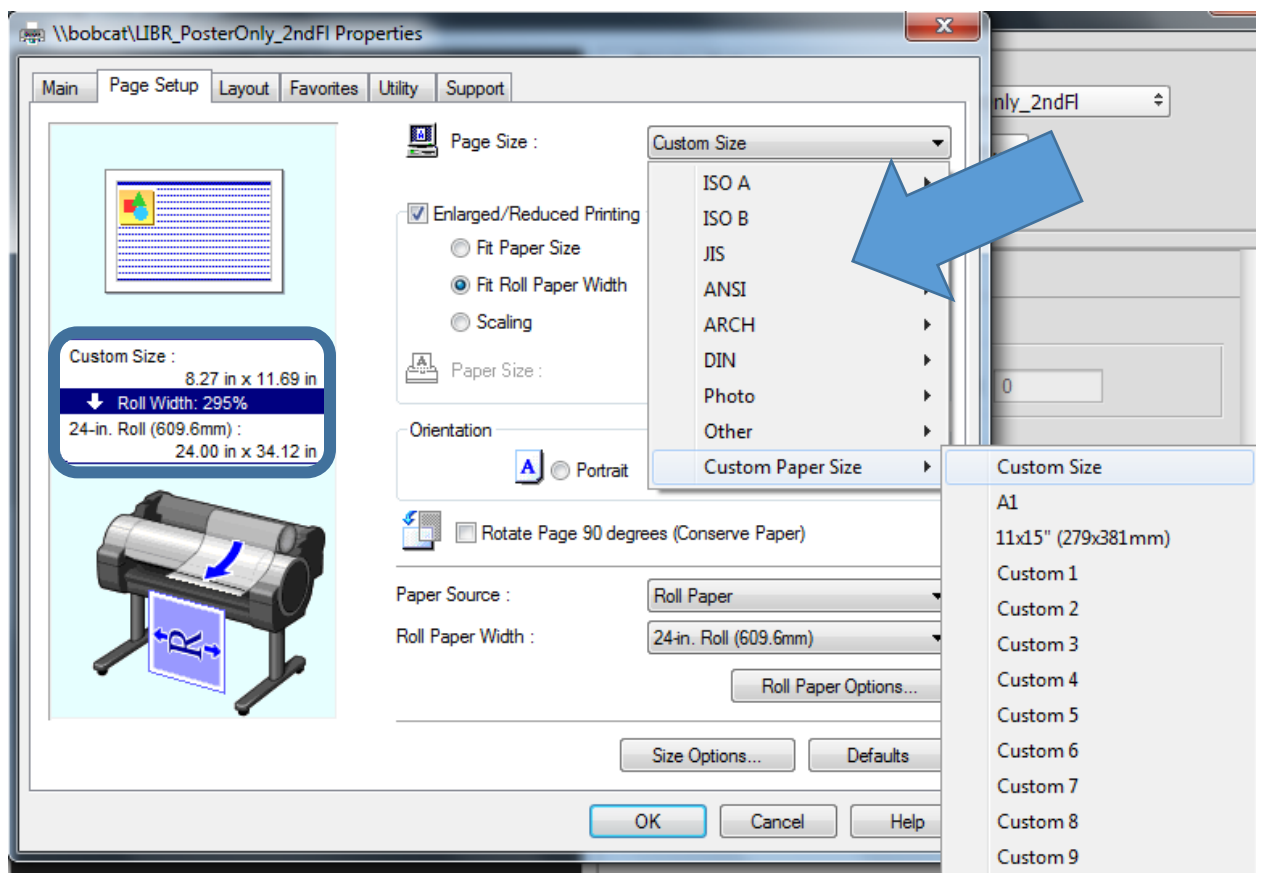
Notice that the size in the bottom portion of the blue box below has now changed.

If “Rotate Page 90 degrees (Conserve Paper)” is not grayed out you may want to change it but please note that it may change the size of your project. Again watch the number in the bottom portion of the blue box.

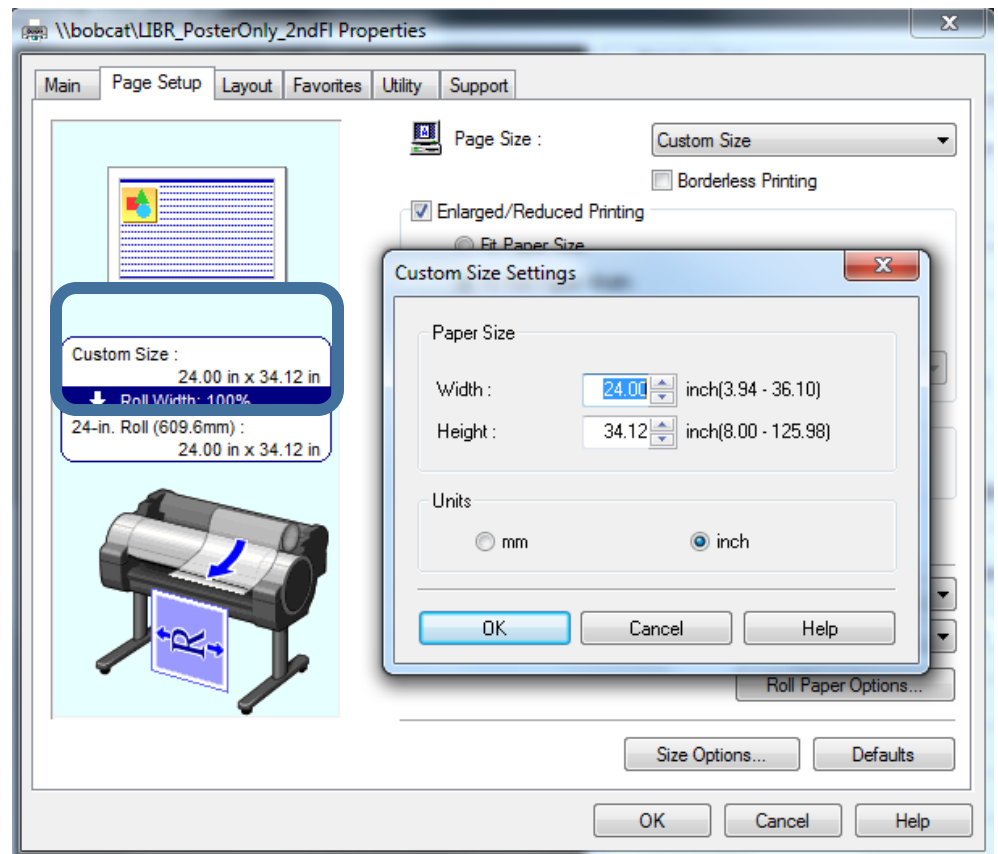


Now, the top size needs to match the bottom size.

Next to Page Size: choose “Custom Size” → “Custom Paper Size” → “Custom Size”



The window that pops up covers the section you may want to see so you may want to move it over so it is no longer covering the sizes. Use the bottom sizes to change the top settings to the identical size and then click "OK."



Note that you can change the print quality on the Main tab if desired. We do not necessarily recommend this. It just depends on your project. Sometimes it turns out fantastic and other times it may distort the color.

