

# How to Print to the Canon iPF8400 Plotter (e.g. for printing a poster)

## Basic Printing Procedures

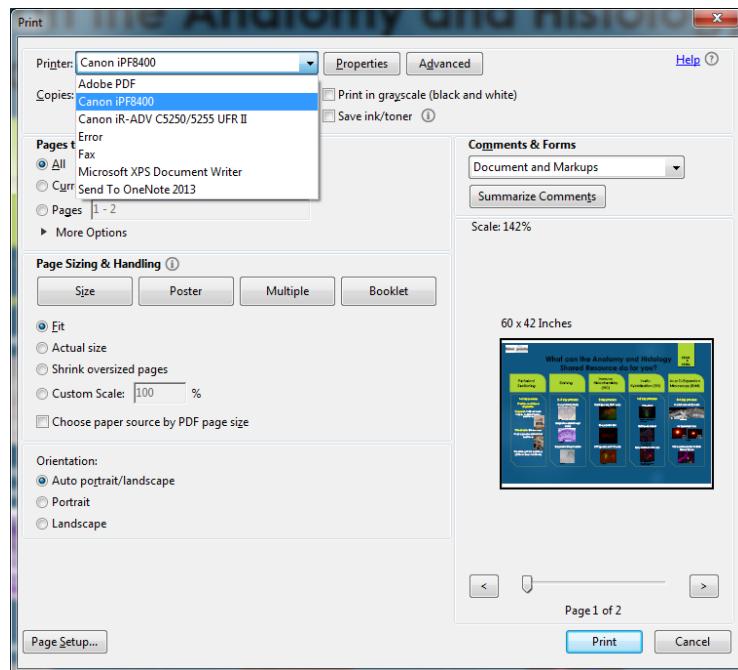
The Canon iPF8400 plotter is located in the library, in room 1C.184.

Janelia's rolling poster boards are 93" wide by 46" tall.

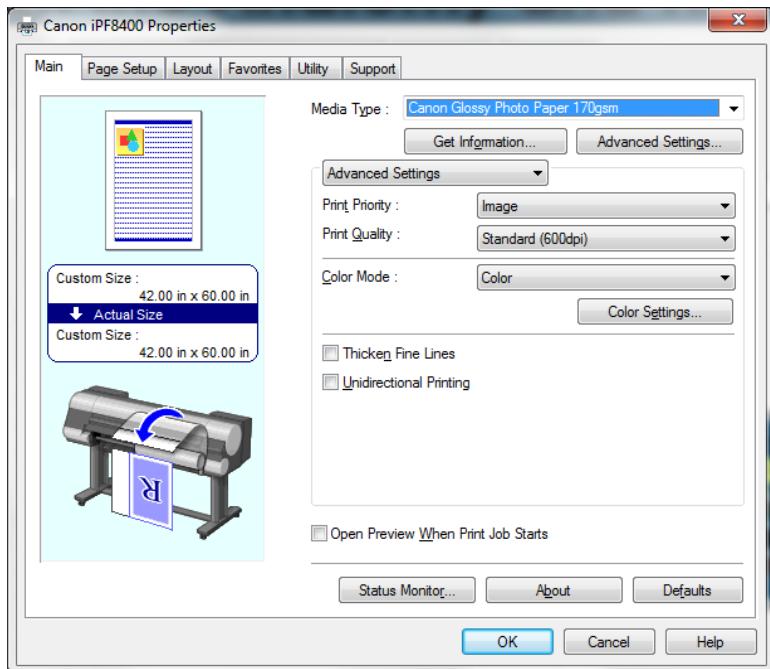
The poster printer paper is 42" wide.

## Windows

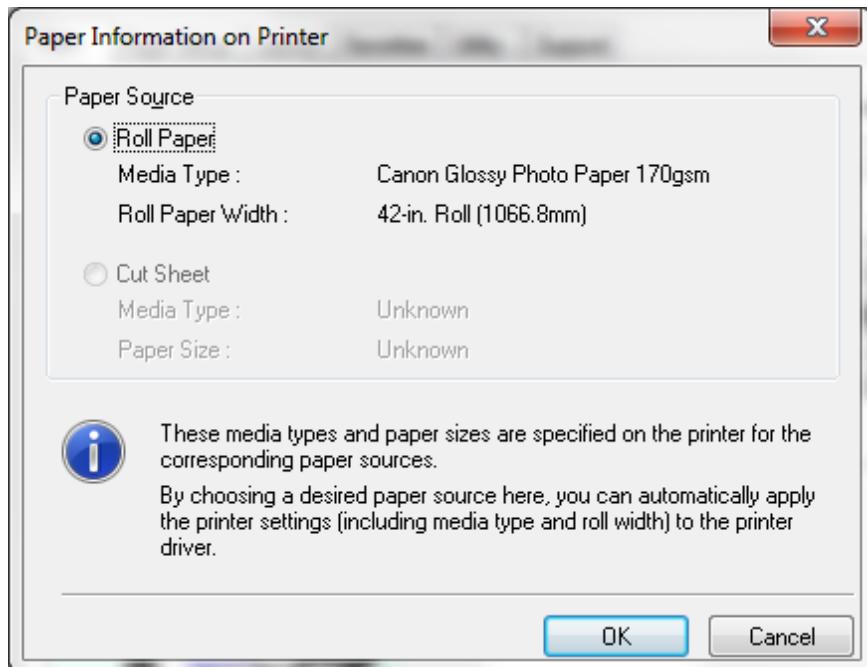
1. Open the PDF file you wish to print.
2. Click **FILE**, then click **PRINT**.
3. The "Canon iPF8400" should be the default printer. If not, select "**Canon iPF8400 Plotter**" from drop-down menu.



4. Click **PROPERTIES**.

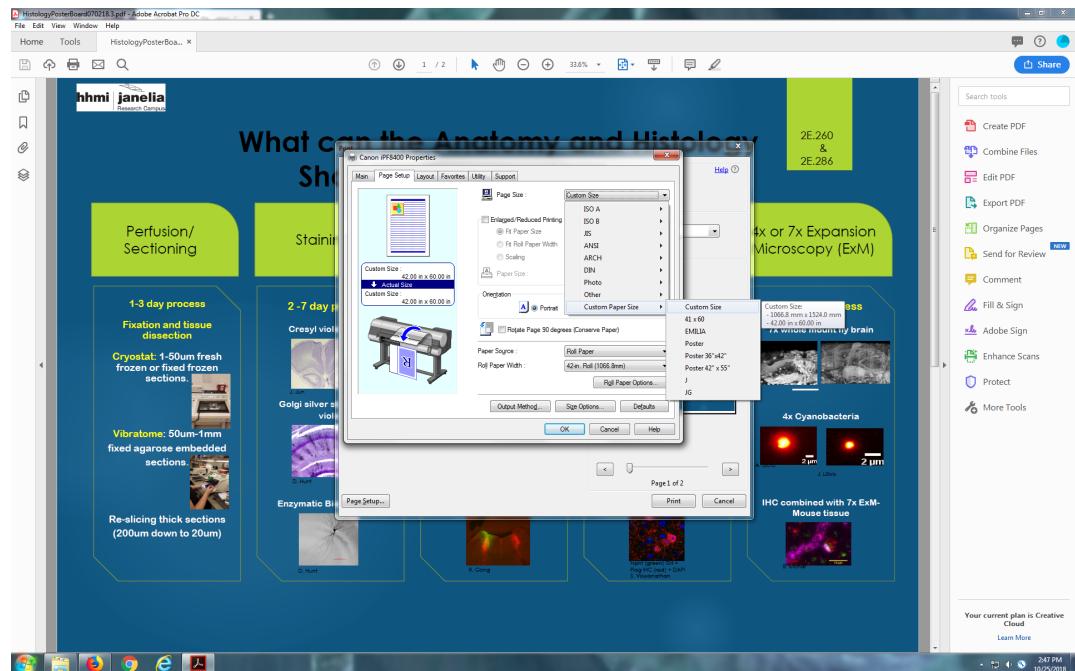


5. If this is a new roll of paper,..On **Main tab**: below **Media Type**, click **Get Information...** to automatically have the printer retrieve the paper-type that is currently installed. Click **OK** to select the type of paper installed.

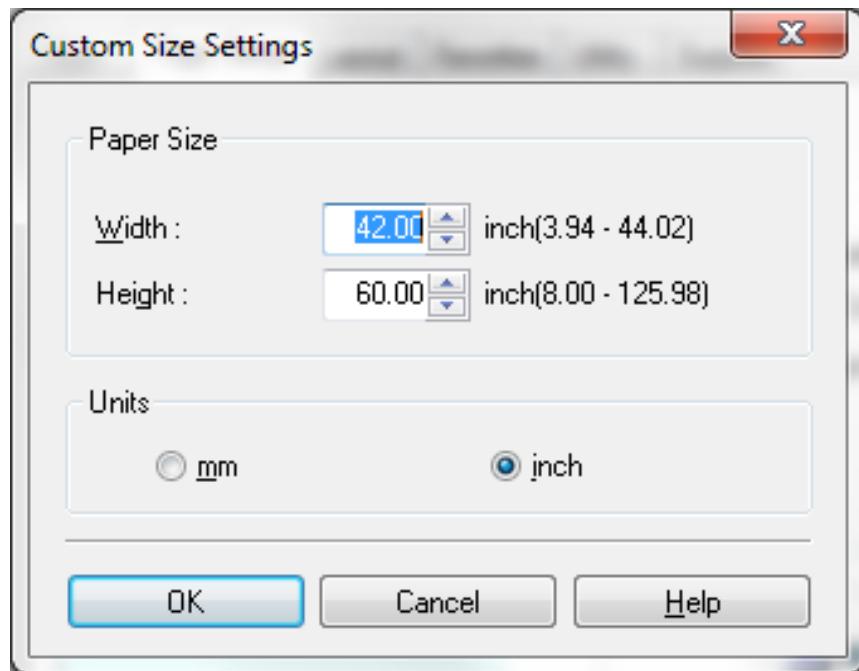


6. Click **Page Setup** tab.

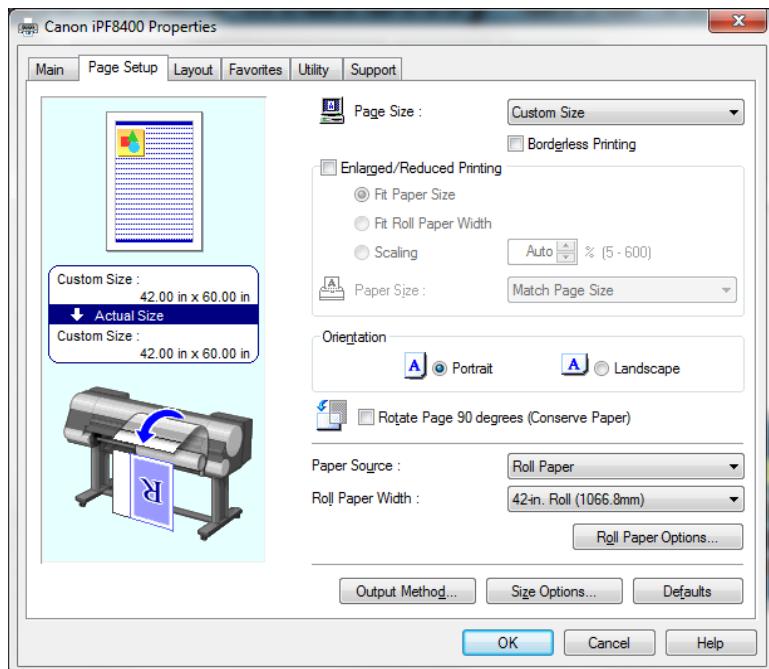
7. The default page size is 42" x 60". If your poster has different dimensions, on **Page Size** drop-down menu, select **Custom Paper Size**, then **Custom Size**.



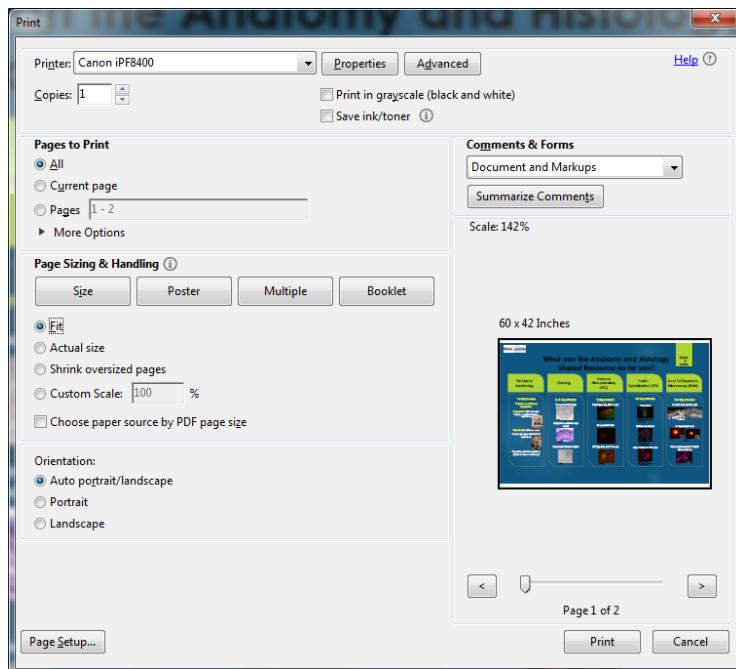
7. a. Enter the dimensions of your poster. Smallest number is always the width. Click **OK**.



8. Click **OK** on the Properties Window.



9. A preview of your poster will appear in the box. Best practice is to select "**Fit**" under Page Setting & Handling and "**Auto portrait/landscape**" under Orientation.



10. Click **Print**.

If you notice anything wrong with your poster, press the stop button on the printer's right-hand panel. Then select "Yes" by using the up or down arrow. Then press the OK button. This will stop the printing.

If you need help during business hours, contact IT Support at x4030 (or ask a librarian.)