

How To Print a Poster For The RCOS Expo

If you have any questions while following this guide, please speak with the IT Helpdesk in the VCC!

As we approach the end of the semester, it is VITAL that you print your poster well ahead of your scheduled date to avoid long print queues and misprints!

1. Create your poster using the proper size format (48" width x 36" height). Save it as a **PDF**.
 - 1.1. Email the **PDF** to your school email or put it on a flash drive.
2. Go to the VCC and sign into one of the desktop computers using your RPI credentials.
 - 2.1. If you emailed the file to yourself: Log into your school email on the computer by going to outlook.office.com. Sign in using your **full** RPI email address and password. Download the file to the computer.
 - 2.2. If you saved the file to a flash drive: Insert the flash drive into the USB port on the side of the monitor.
3. Open the Adobe folder on the desktop, and open Adobe Illustrator 64-bit.
4. Select **File – New**.
5. Change **Units** to **Inches**.
 - 5.1. **Enter the dimensions: Width = 36 in, Height = 48 in.**
 - 5.1.1. Printing using these settings will result in a printer watermark printed on the bottom-right (if viewing landscape) or top-right corner. To avoid having the watermark cover content, enter the following dimensions and follow the additional steps **highlighted in yellow**.
 - 5.1.1.1. **Enter the dimensions: Width = 36 in, Height = 54 in.**
6. Click **OK**.
7. Click **File – Place**. Navigate to where you saved the file and import it.
8. Move the file to the center of the page. Rotate the image if it's misaligned. **If the file is sized correctly you should not have to expand or shrink the image.** If you need to expand or shrink the image to make it fit, please check your size settings wherever you created your poster.
 - 8.1. If viewing in landscape: **Drag the file to the left side.** This will leave several inches of white space on the right side where the watermark will be printed.

8.2. If viewing in portrait: **Drag the file to the bottom.** This will leave several inches of white space on the top where the watermark will be printed.

9. Once you are satisfied with the placement of the visuals, click **File – Print**.
10. **Select a printer.** Color is preferred, paper type is up to you! *Printing charges will be posted to your bursar account after your print is sent.*
 - 10.1. Matte (regular paper)
 - 10.1.1. **vcplot (color – \$8 / \$9) / vcplotbw (black & white – \$6 / \$6.75)**
 - 10.2. Glossy (glossy paper)
 - 10.2.1. **vcplotg (color – \$11 / \$12.38) / vcplotgbw (black & white – \$9 / \$10.13)**
- 10.3. **If you don't see the printer you want, speak with the IT Helpdesk and they will enable it on the machine.**
11. Select **Media Size – Custom**. If prompted, re-enter the dimensions from step 5.
12. If the print preview on the left side of the window looks correct, **click Print!**
 - 12.1. **If the print preview does not look correct, speak with the IT Helpdesk adjacent to the computers.**
13. Once you have sent your print, go to the IT helpdesk window and check the print queue monitor. If your print was received successfully your RPI username will appear under the printer's name **within a few minutes**.
 - 13.1. **If you do not see your username appear within a few minutes of printing, speak with the IT Helpdesk.**
14. Printing takes a variable amount of time depending on the type of paper you selected and how busy the printers are. When it's time for you to pick up your print you can find it in the **corner bin corresponding to your last name**. Prints are brought to the bins **every hour on the hour**.
 - 14.1. Matte printers: 1-2 hours
 - 14.2. Glossy printers: 2-3 hours
15. Once you pick up your print, take it out of its wrapping and inspect it.
 - 15.1. If the print is incorrect (size / blurry / location on page / etc), speak with the IT Helpdesk and they can help you submit a **print refund request** and help you re-print it.
 - 15.2. **Cut off the extra whitespace that was added to account for the watermark label.**

- 15.3. Put your poster back in the wrapping and **bring it to your scheduled poster day!**