Printing to the Copy Center Plotter Printer: PowerPoint 2007

Important: **Plotter** available from **all Full Application PCs** in the library.
If you need assistance from the copy center staff you **Must Use a Computer on 2-West.**
MSU NetID required!

DISCLAIMER: You will be held responsible for any poster that you ask to have printed from the Copy Center Print Queue. Always preview your print before sending to the plotter and ask at the Copy Center if you need any assistance!

- ❖ **NOTE: Maximum dimensions allowed for set up of posters in PowerPoint are 36"x56".**
  However, poster can be scaled to a maximum size of 36"x108". (see back side for instructions)

To set up and preview your poster (for posters up to 56" long):

1. From the menu tab across the top select *Design* and a new thumbnail menu will open up underneath the menu tab.
2. On the in the top left select *Page Setup*.
3. Enter your chosen Width and Height dimensions for poster. (*see note above for maximum dimension allowed)
4. Click *OK*.
5. This may resize you poster, distorting or moving the images and text. Fix any changes to the poster before printing if necessary.

To Print your Poster from PowerPoint :

1. Click on the *Office Button (File)* from the top left corner, then select *Print*
2. Under the Printer Name drop down menu select *Plotter in Copy Center (PS)*
3. Click *Properties* button (to right of printer name)
4. Click *Paper Quality* tab (across the top)
5. In the "Paper Options" Box click on *Custom* to enter your poster size
6. Enter your Width and Length dimensions
    - **NOTE: IF PRINTING A LANDSCAPE POSTER (wider than it is long) YOU MUST REVERSE YOUR DIMENSIONS – ENTER YOUR WIDTH IN THE LENGTH BOX, AND YOUR LENGHT IN THE WIDTH BOX**
    - If you get an error message click *OK* to have the system fix it
7. Enter a name for your new custom size, click *Save* to save the size, then click *OK*
8. Check the small preview image to the right to be sure your poster dimensions are correct
    - If your poster 36"or less on both sides, save money:
        - ➢ Click on the *Features* tab, and check the "rotate by 90 degrees" box. Check the small preview image to the right to be sure it will print long edge first
9. Click *OK* to return to the *Print* box
10. Click *Preview* button in bottom left corner of Print box. If it does not look right in any way go back and fix it!
    - If any text or images are very close to the edges, you will need to move them to allow for a ½" margin.
11. If the preview looks the way you want, press the *Print* icon in the upper left corner.
12. From the print box Click *OK* to send print to the plotter
13. Pick up and pay for your plot at the Copy Center

For posters longer than 56 inches:

* For posters longer than 56" you must scale your poster down then send it as a PDF to the plotter at it's full size.

To set up and preview your poster:
1. From the menu tab across the top select *Design* and a new thumbnail menu will open up underneath the menu tab.
2. On the in the top left select *Page Setup*.
3. Select *Custom* from *Slides sized for:* menu.
4. Enter ==Width== and ==Height== dimensions for poster to ==half of desired length==. (See Dimensions Chart below).
5. Click *OK*.

Dimension Chart for PowerPoint Posters Longer than 56 Inches.
(Maximum size allowed is 36"x108")

Scaled Down Size for Page Setup Menu	Actual Size of Poster (PDF Document)
12 x 30	24 x 60
12 x 36	24 x 72
12 x 42	24 x 84
12 x 48	24 x 96
12 x 54	24 x 108
18 x 30	36 x 60
18 x 36	36 x 72
18 x 42	36 x 84
18 x 48	36 x 96
18 x 54	36 x 108

To convert a PowerPoint poster into a PDF:

1. While poster is open in PowerPoint, click on the *Office Button (File)* from the top left corner, then select *Print*.
2. Under the Printer Name drop down menu select *Adobe PDF* and check the *scale to fit paper* box near the bottom then press *OK*.
3. In *Save PDF File As* box, name the file, and save to desired location as a PDF file.
4. Click *Save*.
5. *Adobe PDFMaker* converts the poster.
6. Poster will automatically open as a .pdf file in Adobe Reader 9 when successfully converted.

To print a PDF larger than 56" to the plotter:

1. Select *File - Print*.
2. Select *Plotter in Copy Center (PS)* from *Name* menu.
3. Select *Fit to Printable Area* in *Page Scaling* menu (left-side of print preview box) Click *Properties* button (to right of printer name)
4. Click *Paper Quality* tab (across the top)
5. In the "Paper Options" Box click on *Custom* to enter your poster size
6. Enter ==Width== and ==Length== dimensions.
   > ***NOTE: YOU MUST REVERSE YOUR DIMENSIONS – ENTER YOUR WIDTH IN THE LENGHT BOX, AND YOUR LENGTH IN THE WIDTH BOX.**
7. Enter a Name for your new custom size, click *Save* to save the size, then click *OK*.
8. Check the small preview image to the right to be sure your poster dimensions are correct
9. Click *OK* to return to the *Print* box.
10. Check the Preview on right side of Print box*,* if the preview is not correct, click *Properties* button and try again.
    - If any text or images are very close to the edges, you will need to move them to allow for a ½" margin.
11. Click *OK* to send print to the plotter.
12. Pick up and pay for your plot at the Copy Center.

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