

How to print your poster in size A0, A1 or A2

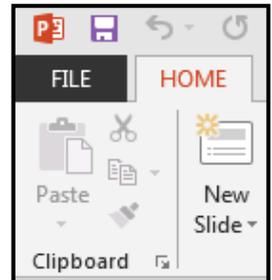
As part of your course you may be required to print a poster in A0, A1 or A2. Students often choose to create posters in Microsoft PowerPoint. For printing purposes however, we recommend that you then save your poster in a PNG, JPG or PDF file format.

To print posters in one of these sizes, please use the large format plotter. This is available in the Perry Library – in the 2 West Training Room. Posters explaining our print size and price structure are on display in this area.

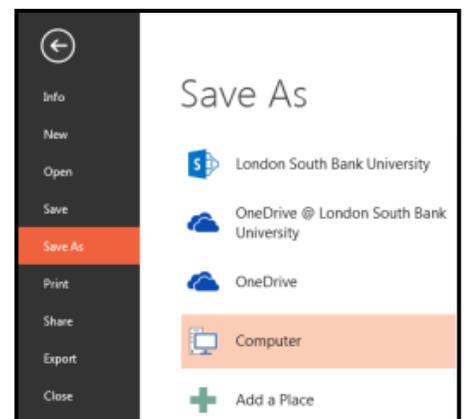
How to save your poster for printing

Saving the file as an image

1. When you have completed your PowerPoint poster, click on **File**.



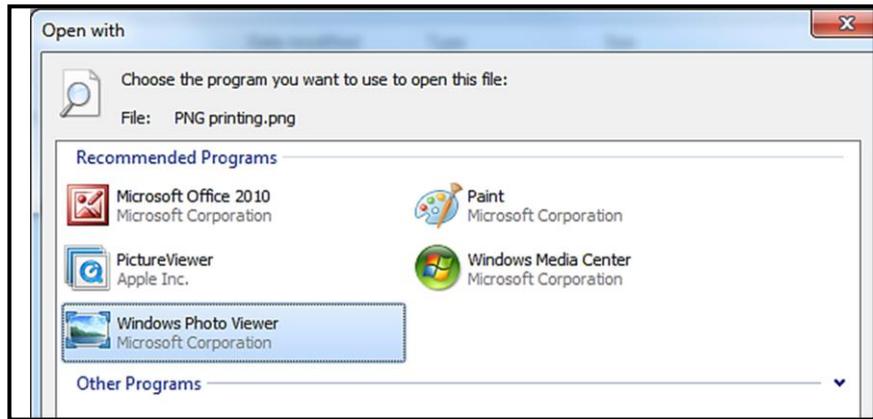
2. Select **Save As...** then click on **Computer** or **This PC**.
3. The **Save As...** dialog box will appear. **Browse** to your I: Drive, Desktop or USB memory stick.
4. Choose a file name for your poster.
5. From the **Save as type** drop-down menu, select **PNG, JPG** or **PDF**.
6. Click **Save**.
7. You will be asked if you want to save every slide or the current slide only. Choose **current slide only**.



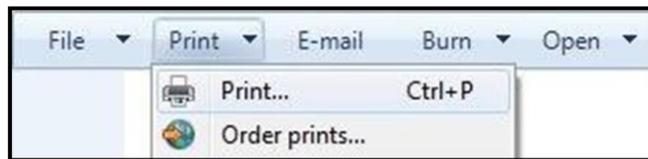
Printing your Poster in A0, A1 or A2

Printing a PNG or JPG file:

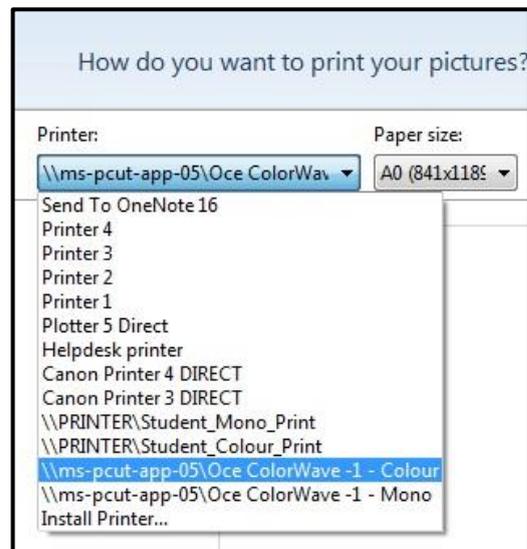
1. Open your poster from where it has been saved e.g. I: Drive, Desktop or USB memory stick
2. To open the file, **right-click** on the filename, select **Open with...** and choose **Windows Photo Viewer** from the listed programs.



3. At the top of the window, you will see the following options: Click on the drop down menu arrow next to **Print** and select **Print** again.



4. A dialogue box will open asking 'How do you want to print your pictures?' Click on the drop down menu arrow under **Printer** to show available printers.
5. **Please check the availability of the plotter** before sending your poster to print.



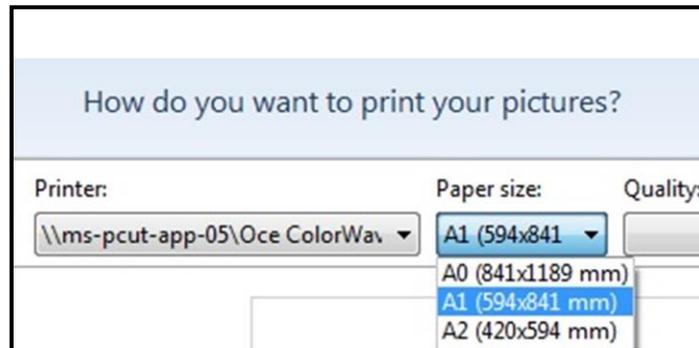
To select a plotter see next page:

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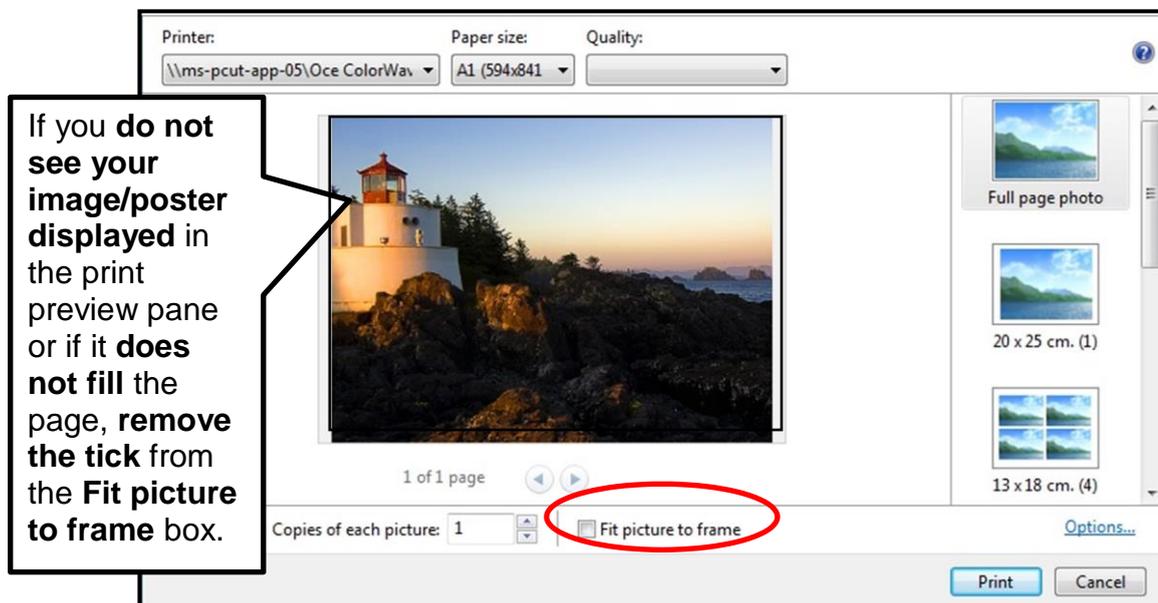
For **colour printing** select \\ms-pcut-app-05\Oce ColorWave-1-Colour

For **Black and White printing** select \\ms-pcut-app-05\Oce ColorWave-1-Mono

6. Choose the **size** of your print A0, A1 or A2 from the **Paper size** drop-down menu.

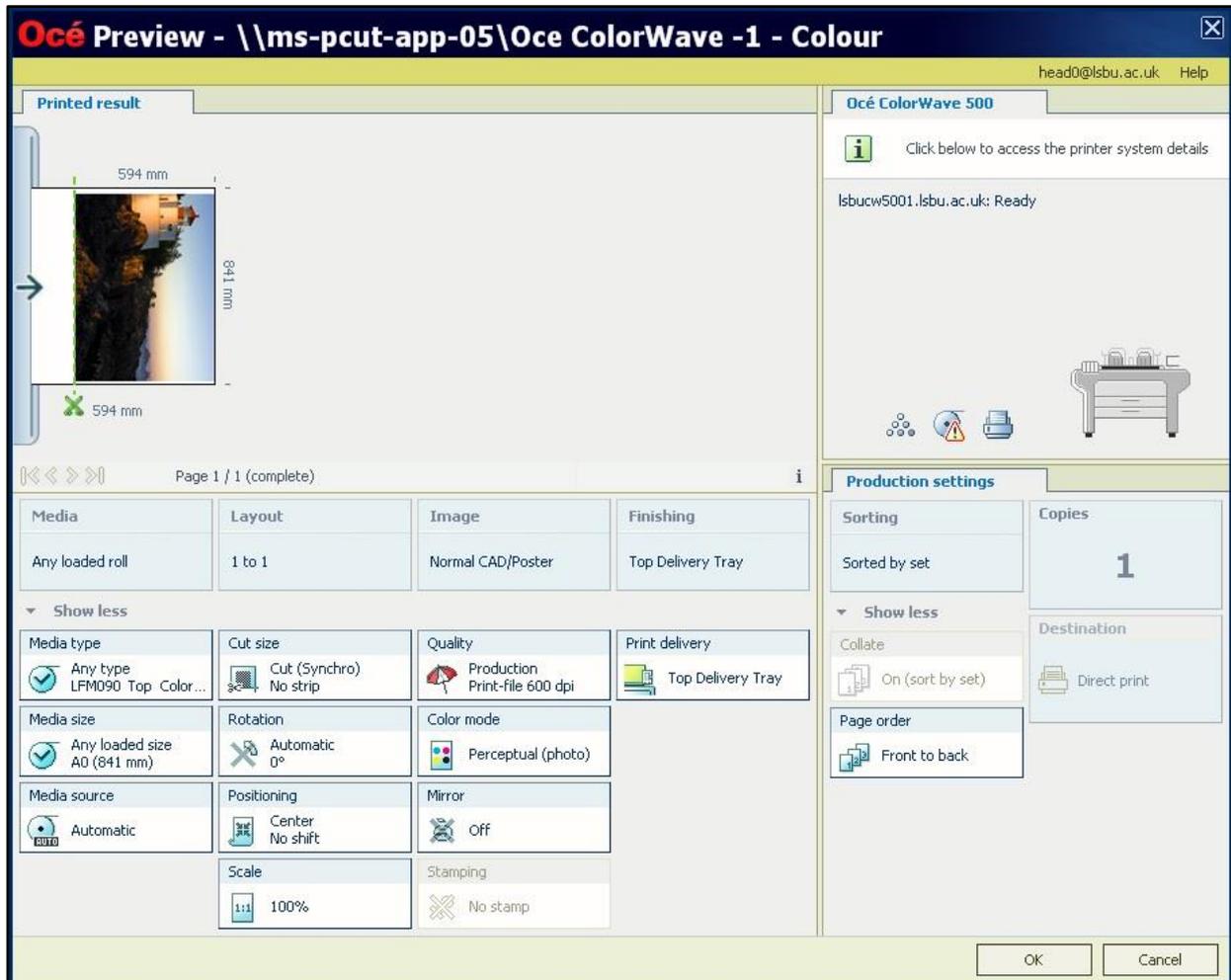


7. **Always check your print preview** before clicking on the **Print** button.



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8. The following information will appear on your screen.



The default settings displayed have been set to provide optimal print quality. Press **OK** to print.

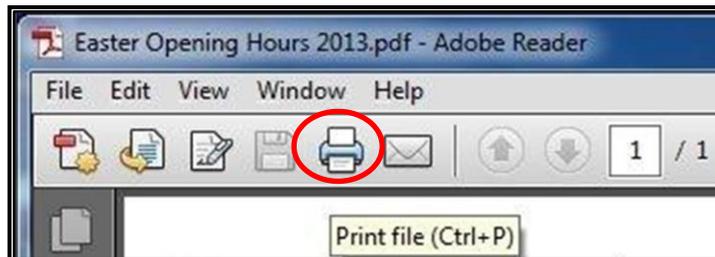
Go to page 8 of this guide for instructions on how to release your print job

Please note:

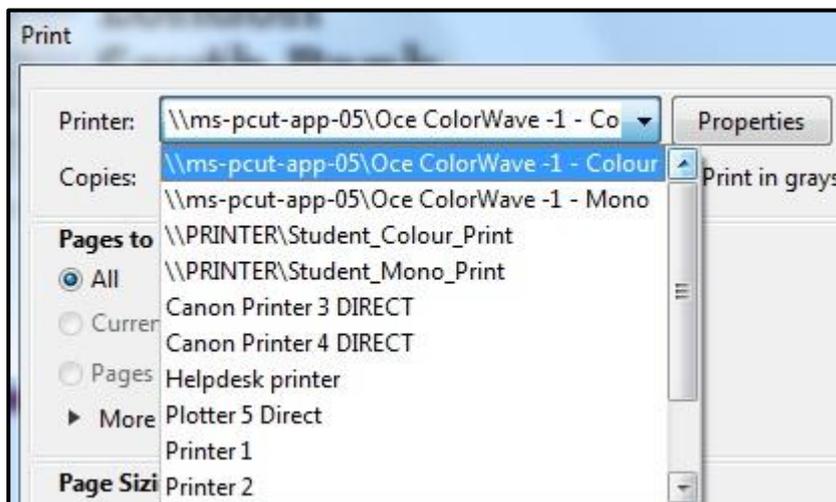
You should **print and collect each poster** before sending another, as we will not consider more than **one poster per user for refund evaluation.**

Printing a PDF file

1. Open your poster from where it has been saved as a PDF e.g. I: Drive, Desktop or USB memory stick
2. At the top of the window, you will see the following options:
Select the **Printer icon**.



3. A print dialogue box will open. Please click on the arrow to the right of Printer to show available printers.
4. There are a number of plotters available. **Check their availability** before sending your poster to print.

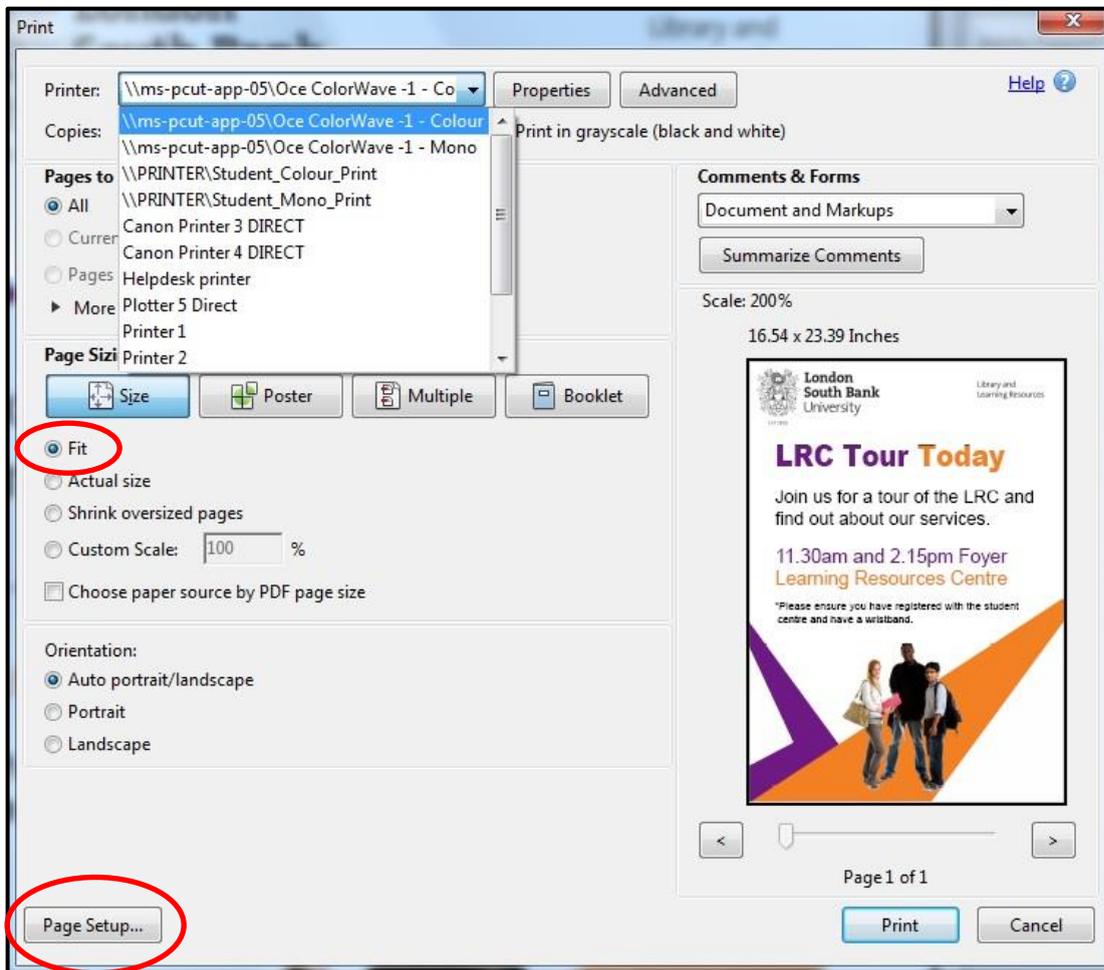


For **Colour printing** select \\ms-pcut-app-05\Oce ColorWave-1-Colour

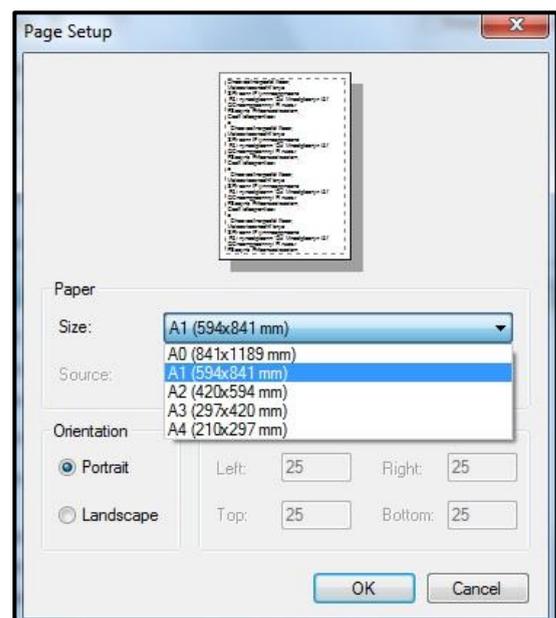
For **Black and White printing** select \\ms-pcut-app-05\Oce ColorWave-1-Mono

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5. Under **Page Size** select **Fit**.

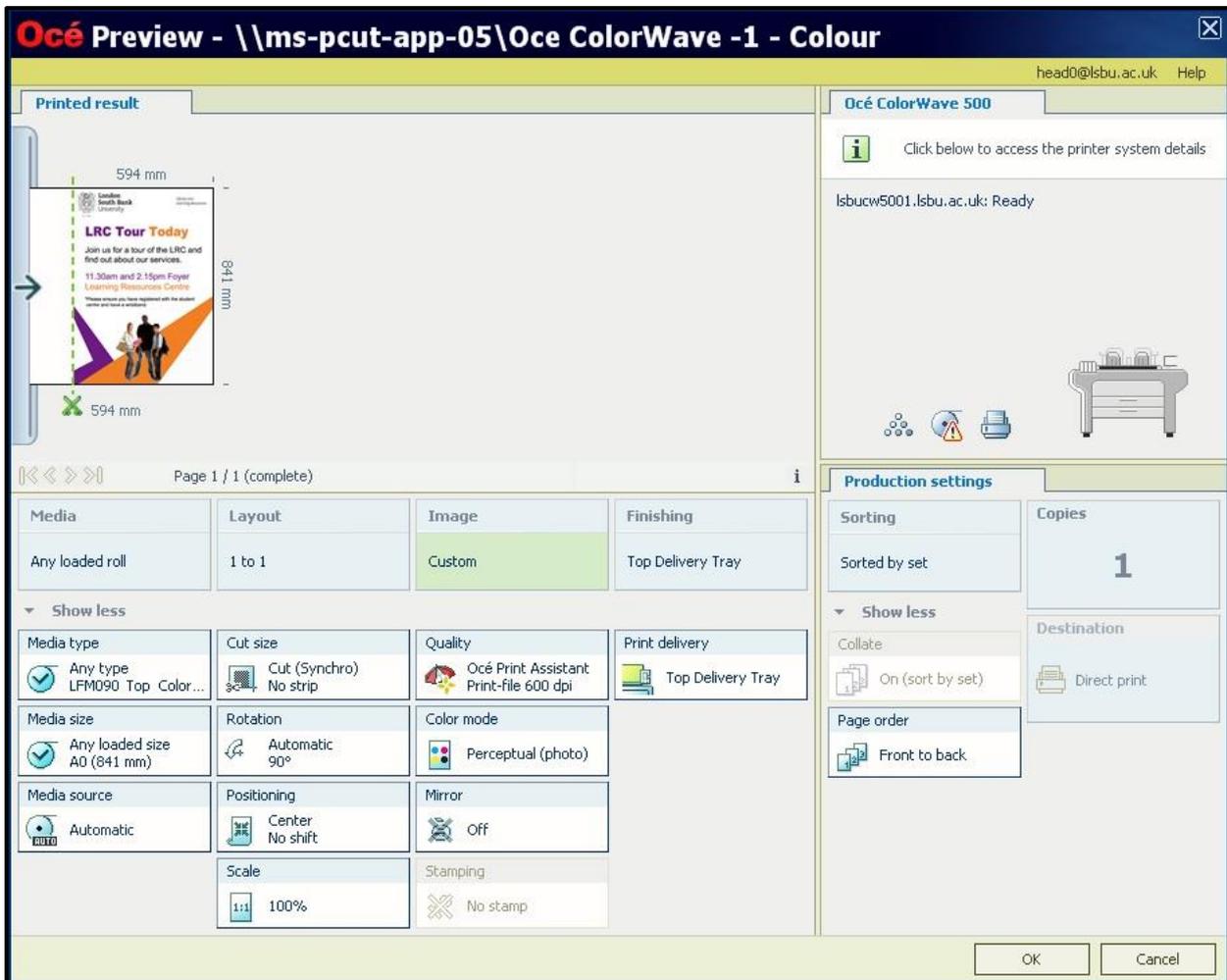


6. Click on **Page Setup** and choose your print size. Click **OK**.



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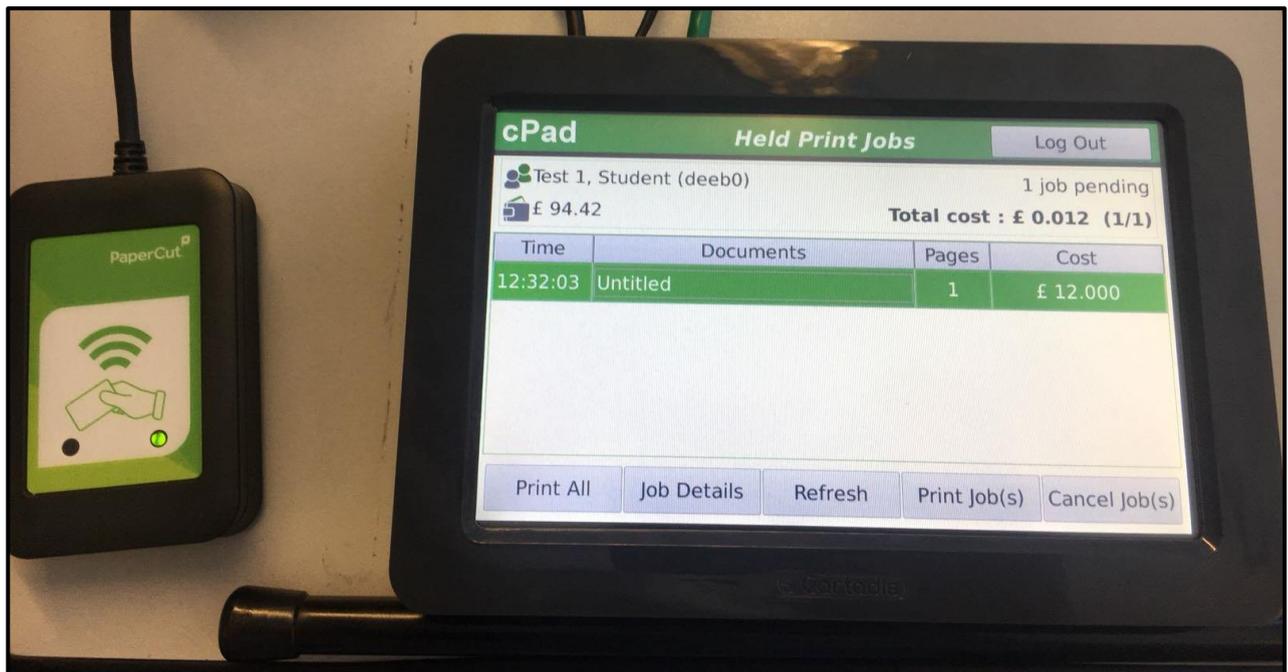
Please note:

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How to release your print job

Touch your card on the touch pad next to the plotter.

Your job will be displayed on the screen. Touch the screen to highlight your print job and then select **Print Job(s)** to release it.



For further information and support contact:
Tel: 020 7815 6678
Email: llr-ithelpdesk@lsbu.ac.uk
Visit: Student IT Support, 1 West, Perry Library.

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