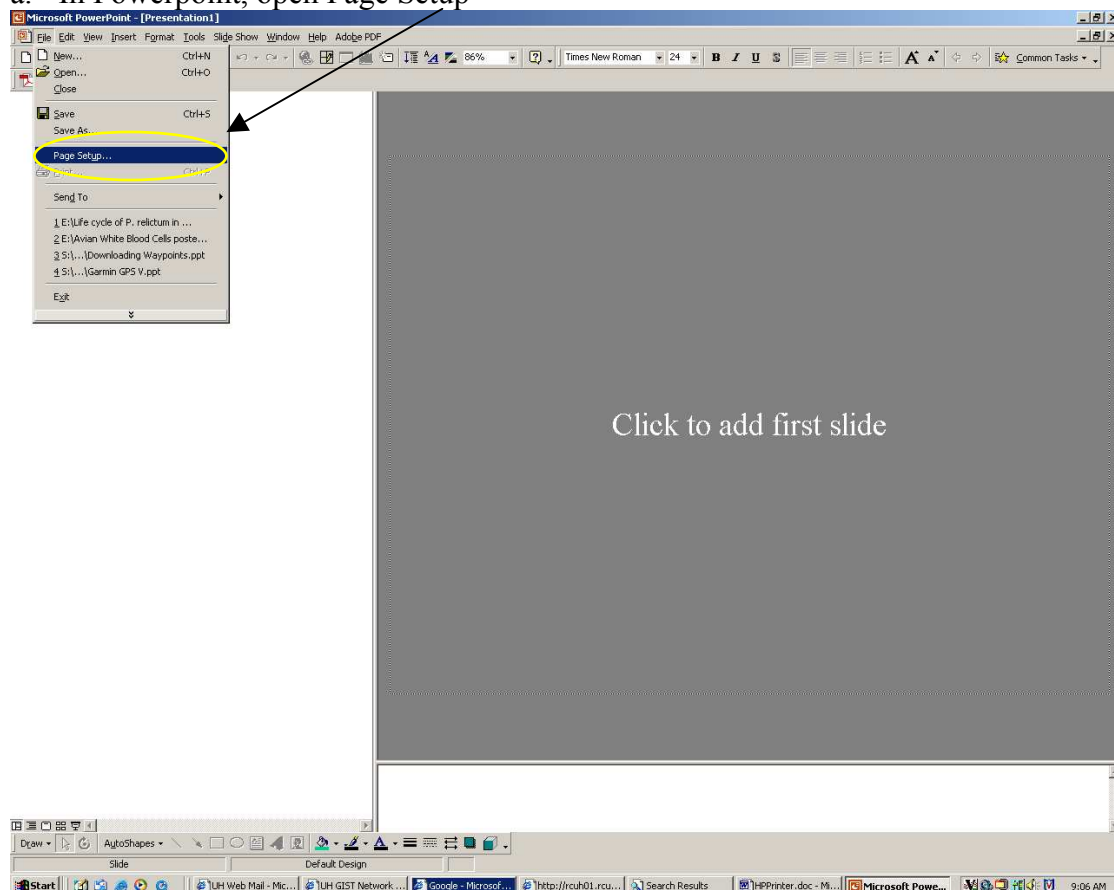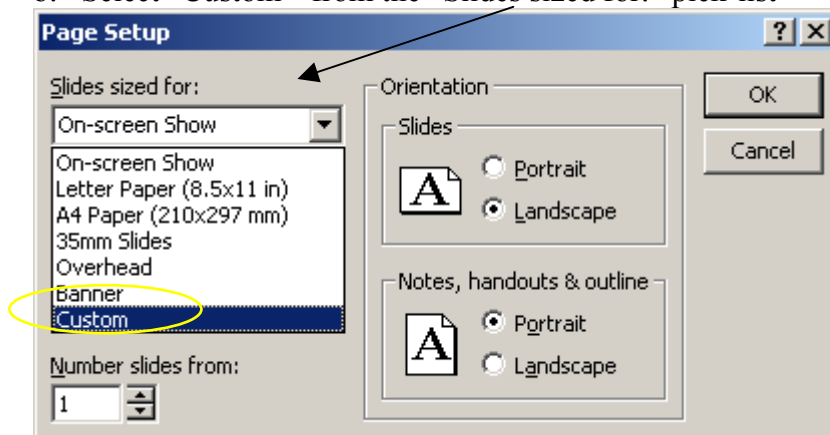# How to Prepare a Poster for the HP Designjet 5500ps Large Format Printer

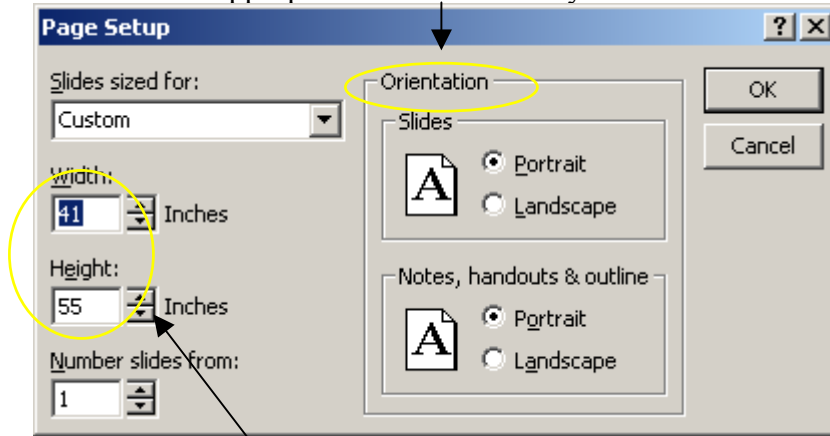1. The printing will be done through Powerpoint.

    a. In Powerpoint, open Page Setup

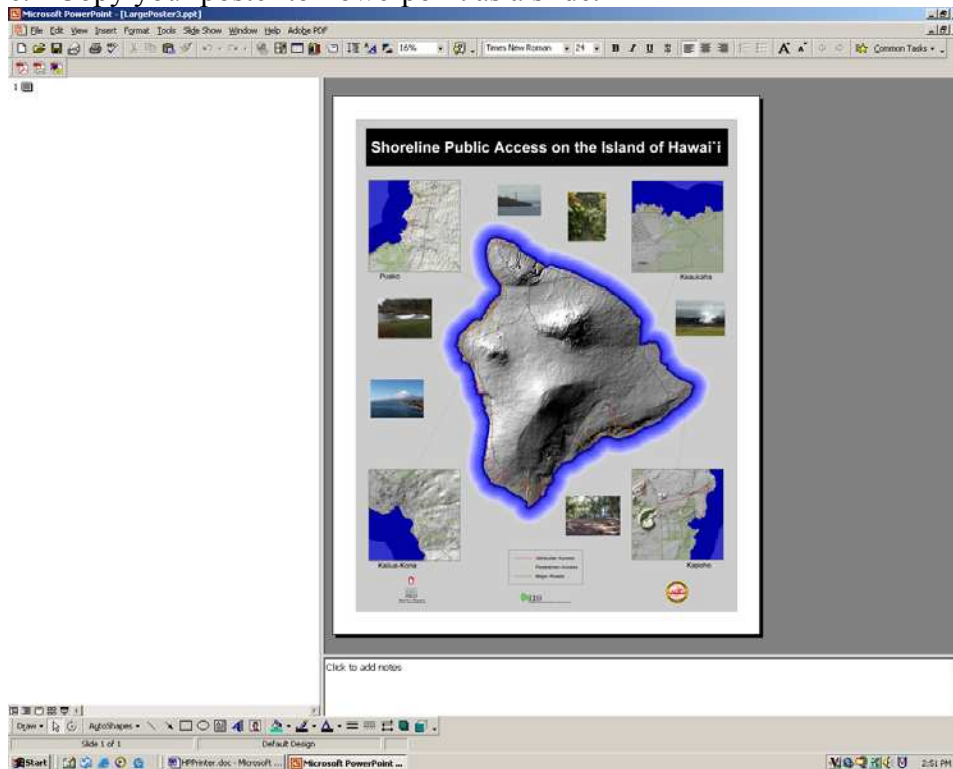   b. Select "Custom" from the "Slides sized for:" pick-list

c. Select the appropriate Orientation for your slide.

d. Be sure to give yourself a small border for wiggle room: set "Width" & "Height" so that it is at least one-half inch greater than the desired size of the poster. Also the printer is unable to bleed to the paper edge-width of 42 inches, as such if you use the maximum width of 42 inches your poster will have one-half inch white border on two sides.

e. Copy your poster to Powerpoint as a slide.

f. Save the Presentation with an appropriate name.

2. Burn your Powerpoint presentation to a CD. If you are using any unique fonts please also burn those font files on to the CD.

3. Complete the Large Format Poster Work-Order (found below) and deliver it with the CD to the Spatial Data Analysis Labs office in Kanaka`ole Hall room 273A.

4. As soon as the poster is printed you will be notified that it and your CD are ready for pick-up.

EPSCoR UH Hilo - Information Technology for the Environment

HP Designjet 5500ps Printer

LARGE FORMAT POSTER **WORK-ORDER**

Division/Department/Program:_____

Requestor Name:_____

Requestor Phone:_____   Date:_____

Poster Size

Requestor e-mail:_____   wxd:_____

Bill to Account:_____   total sq. ft:_____

Project Title:_____

@ $5.00 /sq. ft

Authorizing Signature:_____   Total Cost:_____