

HP DesignJet 500PS Poster Printing Guidelines

We cannot print posters with less than 48 hours notice.

Please submit requests **1 week in advance** through TicketDog <http://sbs.arizona.edu/support> to reserve a time to print the poster.

Posters designed in PowerPoint for Mac OSX won't always open correctly in the Windows version. The printer manufacturer has not released a driver for OSX, so we cannot print from Office:Mac. **If you design on a Mac, please make a final check** on Powerpoint 2003 or 2007 for Windows before submitting the final version.

Poster printing process:

1. Schedule your print time by making a TicketDog work request online at: sbs.arizona.edu/support
2. In Microsoft PowerPoint for Windows, use **File – Page Setup** to define the poster's dimensions.
 - a. Select the "Orientation" as **Portrait** or **Landscape**.
 - b. Select "Slides sized for:" as **Custom**.
 - c. Enter the poster's **actual size in inches** in the "Width:" and "Height:" boxes. The poster printer paper is on 42" wide roll.
 - i. If a poster is in *Portrait mode*, the width cannot be greater than 42" but there is no limit on the height. Allow at least ½" margin on all four sides.
 - ii. If a poster is in *Landscape mode and the width is less than 42"*, the height can be anything less than 42". Allow at least ½" margin on all four sides.
 - iii. If a poster is in *Landscape mode and the width is greater than 42"*, the height *cannot* be greater than 42". To print such a large poster, we have to rotate it 90°. **Be sure to allow a 1" margin on all four sides** because the printer cuts off the edges of rotated posters.
3. Either send a reply ahead of time through the TicketDog ticket and attach the PowerPoint file, or bring the file on a flash drive at the reserved time so that we can copy it onto the computer that we use to print the posters.
4. Be prepared to spend a few minutes looking over the poster to make sure all the fonts, colors, and margins are ok.
5. The actual printing of the poster takes about 40 minutes.

If the psychology department's poster printer is unavailable

There are some other options on campus:

1. The Express Document Center in the Main Library has a 36" wide poster printer. For information about their poster printing service and their prices, see <http://www.library.arizona.edu/services/photocopy/documents/lfp-policies-prices.pdf>.
2. OSCR's Multimedia Learning Lab has a 44" wide poster printer. Posters cost \$5 per square foot and are printed by appointment only. For more information, see <http://www.oscr.arizona.edu/ml>