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# Procedure for the Use of the Plotter

#### FOR STUDENTS:

- 1. Ask your team assistant (for graduate students only)
- 2. Save your print on a USB stick, CD or DVD. Come to the Copy Room (2-256) at the IRC during opening hours. Use the Plotter PC and print out your documents.
- 3. In case of problems ask the students at the IRC desk for help.

# Please note that posters for private use cannot be printed out at the IRC.

#### FOR ADMINISTRATION AND FACULTY

- 1. Save your print on a USB stick, CD or DVD. Come to the Copy Room (2-256) at the IRC during opening hours. Use the Plotter PC and print out your documents.
- 2. In case of problems ask the students at the IRC desk for help.

#### OR

- 1. Send a ticket with the data to <u>irc-multimedia@jacobs-</u><u>university.de</u>.
- 2. Please come and pick up your poster during opening hours of the IRC.

Your IRC Multimedia Staff



# How to print out a Powerpoint poster using the IRC Plotter (Powerpoint 2007)

- 1. Click Office Button, then Print or type STRG+P
- 2. Choose Plotter HP Designjet 5000PS 42
- 3. Check Scale to Fit Paper

Print	? 🛛				
Printer					
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Comment:	Print to file				
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Enter slide numbers and/or slide ranges. For example,					
Print what:					
Slides Slides per page; 6 🔍	12				
Color/grayscale: Color  Order:  Horizontal	ertical S 6				
Scale to fit paper Frame slides	Print hidden slides				
Print comments and ing mark	OK Cancel				



4. Go to Printer Properties  $\rightarrow$  and choose under Print Task Quick

Sets: A1-configuration

🗳 HP Designjet 500PS 42 by HP Properties 🛛 😨 🔀					
Paper/Quality Finishing Effects Color Se	rvices				
Print Task Quick Sets					
A1-configuration	Save Delete				
Paper Uptions Size is C stom 1: A1 Custom Paper Sizes Source is: Roll	HP Size is: 594 x 841 mm. Printable area is: 584 x 807 mm. Print Quality				
Advanced Paper Settings	Maximum Detail     Optimize for				
Ø	Help				

- 5. Hit OK! Make sure you only print the slides you need!
- 6. Hit OK again!



# How to print out a PDF poster using the IRC Plotter (Adobe Acrobat 9)

- 1. File  $\rightarrow$  Print or type STRG+P
- 2. Choose Plotter HP Designjet 5000PS 42
- 3. Page Scaling: Choose Fit to printable Aerea
- 4. Check Autorotate & Center

Print			
Printer			
Name:	HP Designjet 500PS 42 by HP	Properties	
Status: Type:	Ready HP Designjet 500PS 42 by HP	Comments and Forms: Document and Markups	
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Printing I	ps Advanced	OK Cancel	



 Go to Printer Properties → and choose under Print Task Quick Sets: A1-configuration

HP Designjet 500PS 42 by HP Properties				
Paper/Quality Finishing Effects Color Servi	ces			
Print Task Quick Sets				
A1-configuration	Save Delete			
- Parer Intions				
Cipoli				
Custom Paper Sizes				
	Size is: 594 x 841 mm. Printable area is: 584 x 807 mm.			
Source is:	Print Quality			
Roll	Normal			
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	Optimize for			
Advanced Paper Settings	C .			
Advancea r aper Settings	<ul> <li>Images</li> </ul>			
(D)	Help			
	OK Cancel			

- 6. Hit OK! Make sure you only print the slides you need!
- 7. Hit OK again!