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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.

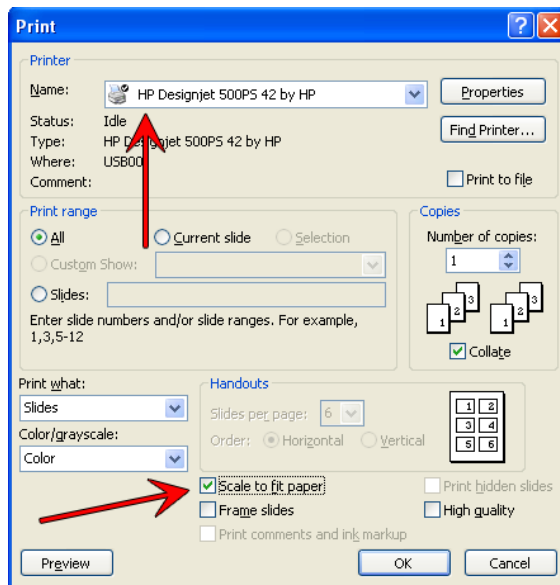
OR

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

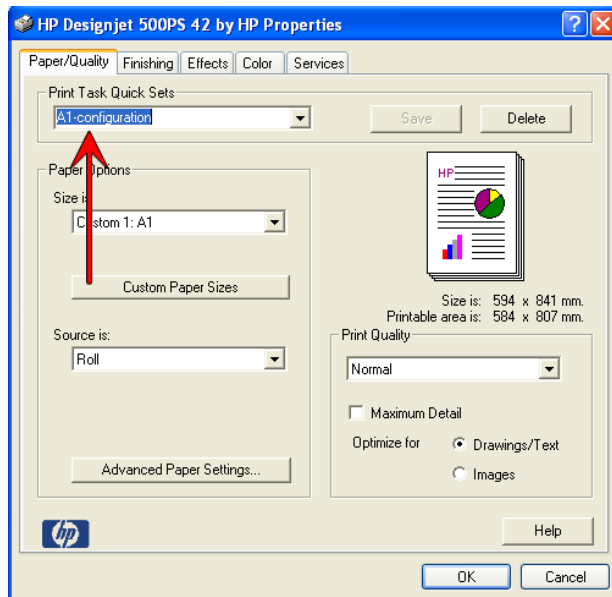
Your IRC Multimedia Staff

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**



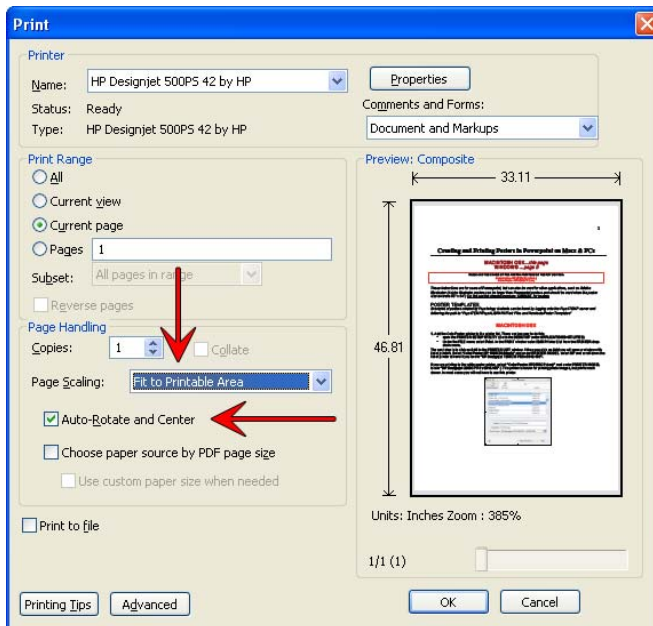
4. Go to Printer Properties → and choose under Print Task Quick Sets: **A1-configuration**



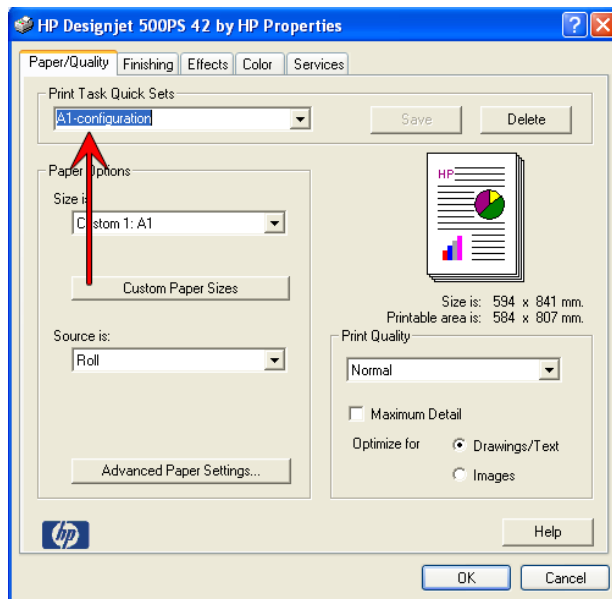
5. Hit OK! Make sure you only print the slides you need!
6. Hit OK again!

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

1. File → Print or type STRG+P
2. Choose Plotter **HP Designjet 5000PS 42**
3. Page Scaling: Choose **Fit to printable Aerea**
4. Check **Auto-rotate & Center**



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



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