

USING THE HP DESIGNJET T795 PLOTTER in CSE 252



General Facts for HONOR'S DAY

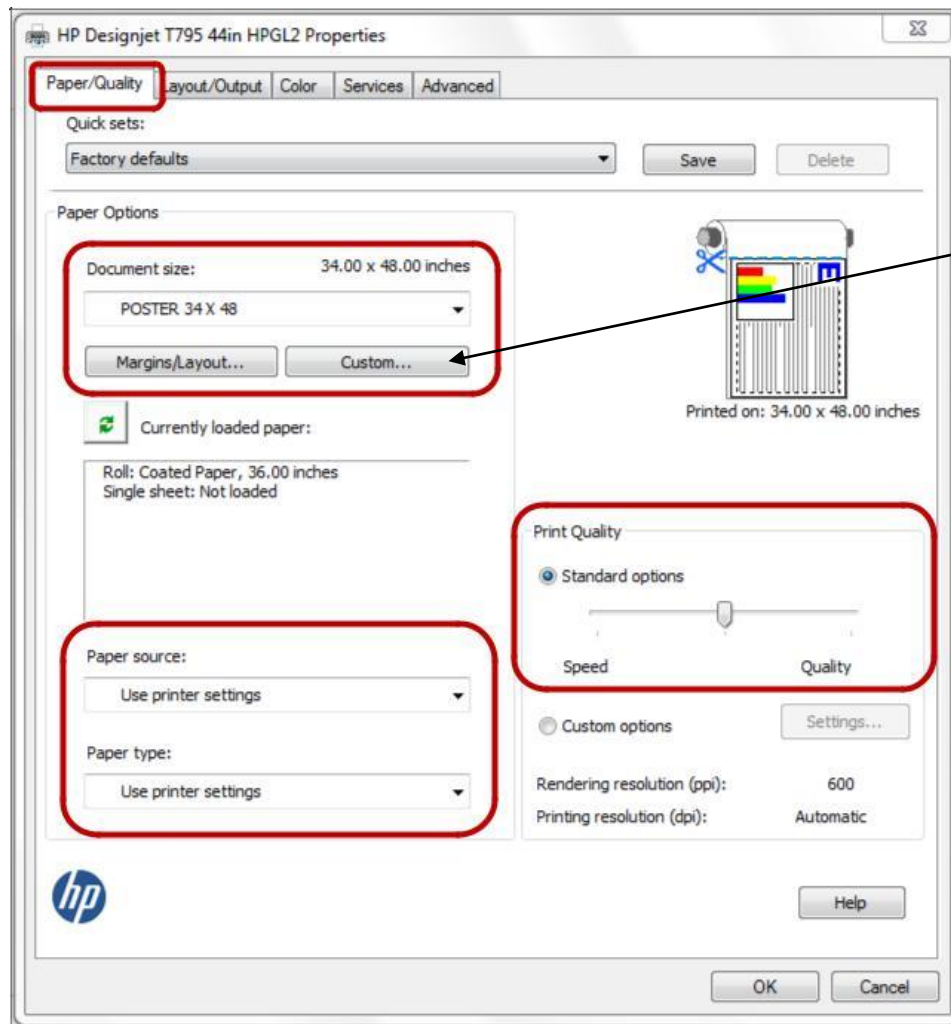
- For Honor's Day, the first poster is FREE. There is a **\$20 FEE** for printing additional posters.
- The available plotter paper is 36 inches wide.
- In CSE 252, the plotter is connected to the nearest computer.
- We monitor all use of the plotter, so those wishing to print a poster must log in as themselves. Information is recorded as to who is printing, and how much ink and paper was used for each print job.

Initial Poster Size and Colors

- **Poster Background Colors:**
 - When designing your poster, NO dark-colored background colors. Use white whenever possible. In this way, the plotter's ink will last longer.
- **Set Poster Size (if you don't already have access to a poster template):**
 - Posters should be no larger than **36 inches by 48 inches**.
 - Set the size of the poster in the settings of the program (i.e., PowerPoint) that you will use to create the poster **BEFORE** you start creating your poster.
 - Place a 1-inch border inside the PowerPoint slide to leave space for a white border around the poster. (The printer does not print to the very edge of the paper.)
- **Setting Poster Size using PowerPoint:**
 - Click the **DESIGN** tab on the top of the screen. Click on **SLIDE SIZE** located near the right end of the ribbon.
 - Click **Custom Slide Size**. In the new window, under "Slides sized for", select **CUSTOM** (bottom of the list).
 - Enter your poster width (48") and height (36").
 - On the right side of that same window, check that the orientation for your slide is **LANDSCAPE**. Click **OK**.
 - In the new window that pops up, click on **Ensure Fit**.
 - When done creating the poster, **save it as a PPT**. Plan to print the poster using a **PPT** (PowerPoint) file.

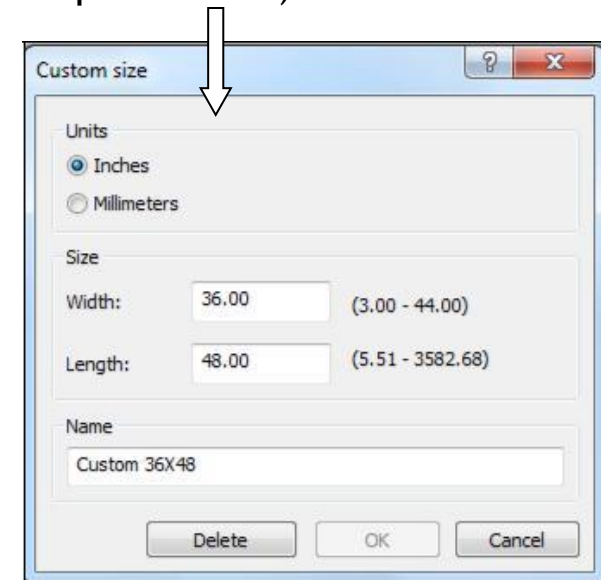
Printing Your Poster:

- To set the page size for the plotter when you are ready to print, open your poster file in its native program, and click **FILE > PRINT**.
- Under Printers, select **HP Designjet T795 44in**. Click on the **PRINTER PROPERTIES** link.
- On the **Paper/Quality** tab, change the settings to match those in this image...

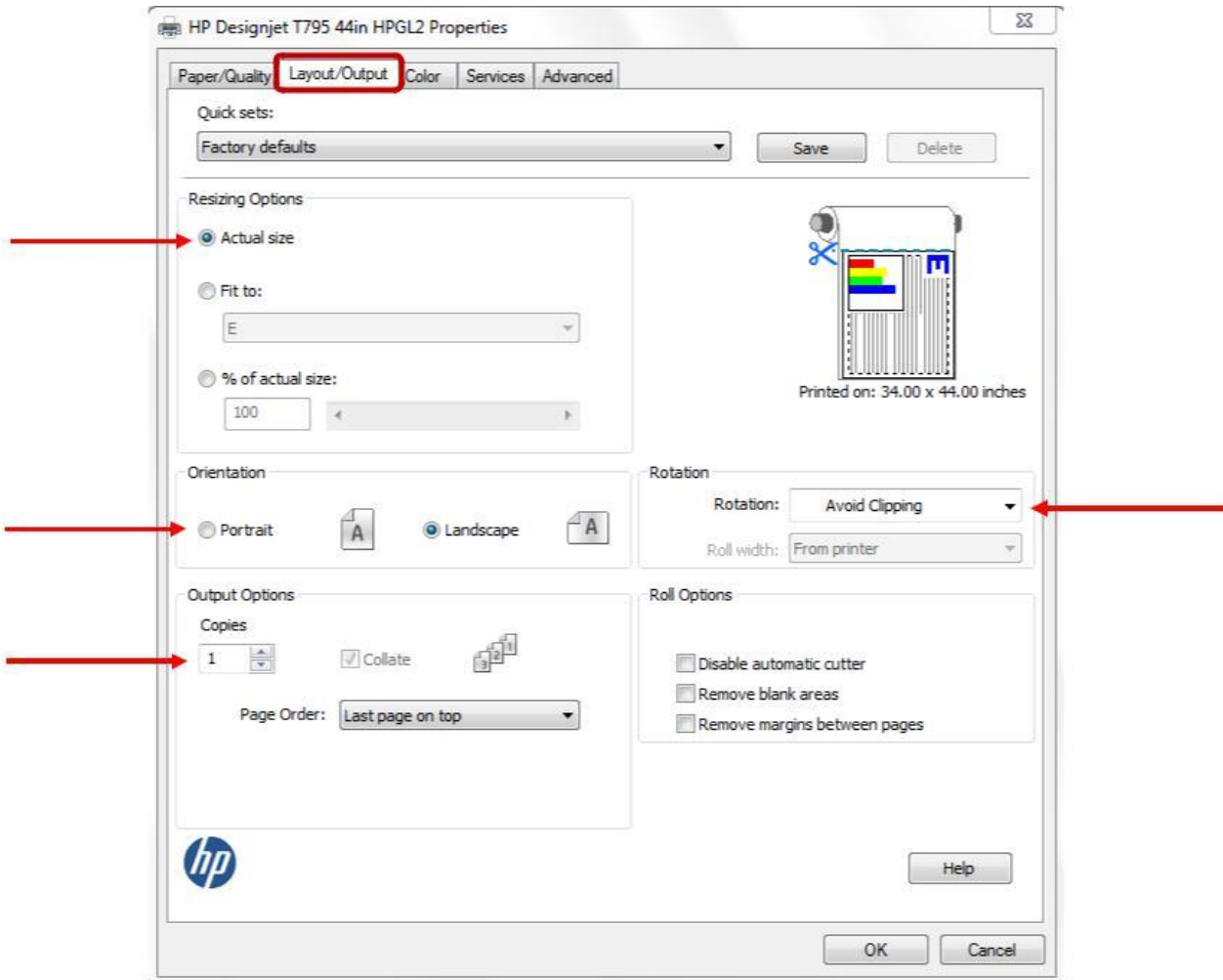


PLEASE NOTE: If your poster size is different from the one shown in this image (34 X 48):

Click on the **Custom...** button to create another poster size option. (Example below.)



Then click on the Layout/Output tab, and check to see that the settings match those in this image...



When the print settings are done, click **OK**. Once you're satisfied that it will print correctly, click **OK** to start printing. It may take a few minutes for printing to finish.

Cyndi May 1/22/2019