

Poster Printing on Esmeralda 12.07.17

GENERAL INFORMATION

- **Location**
 - The poster printer is located in Room 1006, Bldg 937 next to Broida Hall.
- **Hours:**
 - **8 a.m. to 5 p.m.** Monday to Friday except holidays.
- **Time:**
 - A print job per poster takes between **8 to 15 minutes** to complete.
- **Reservation:**
 - Printer is available on a first come, first served basis. No reservations are required.
 - However, **large groups must make a reservation.** Please contact us at posterprinter@itst.ucsb.edu or ITST Computing at support@itst.ucsb.edu to schedule special arrangements to use the printer.
- **Max Paper Width:**
 - 36"
- **Cost:**
 - **\$40 per poster**
- **Important:**
 - Please **do not** change the paper or ink on the poster by yourself. Please contact support@itst.ucsb.edu or call x8108 for support.
 - Additional questions or if you require help to print your poster, please call x8108 for support. If possible, we will come and assist you during normal business hours.

POSTER PREPARATION

- **Please print a smaller version** of your poster on a regular sized sheet of paper (8.5"x11") using a regular printer before printing on the large format printer.
- Find out your **Account Number (x-xxxxxx-xxxxx-x required)** and **Project Code (xxxxxx optional)** information from your department
- **File format must be either** MS PowerPoint or PDF.
If using MS Powerpoint, please use the following guidelines:
 - From the DESIGN tab, click Slide Size, choose Custom Slide Size (See Figure 1):
 - Slide size for: Custom

- For a wide poster: Choose Landscape, 48-inch width, 36-inch height
- For a tall poster: Choose Portrait, 36-inch width, 48-inch height

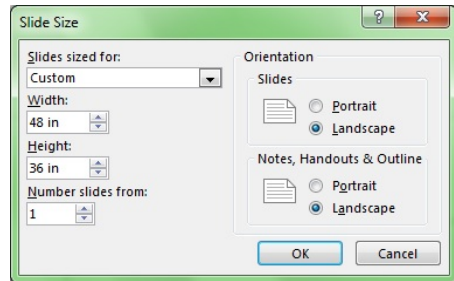


Figure 1: Example of MS PowerPoint Page Setup

- Add text and graphics as you normally would. **Please DO NOT use SOLID COLORED BACKGROUNDS as they use too much ink.**
- Allow at least a 1-inch margin on each side.
- If you created your poster on a Macintosh, please open it then save it under a Windows PC.
- Bring your poster to ITST on a PC-compatible zip disk or save your poster on a network accessible from ITST such as on a web server, sftp server or an email account.

POSTER PRINTING

Poster Printer (HP Designjet z6100) [Esmeralda]

DesignJet printer should be on. If **red light** is glowing next to the power button on the right panel, the printer is on and in idle mode. Press the **OK** button. (See Figure 2 and Figure 3 below for details.) The display should show “**Ready.**” **Please do not print if the printer’s status is not READY!**

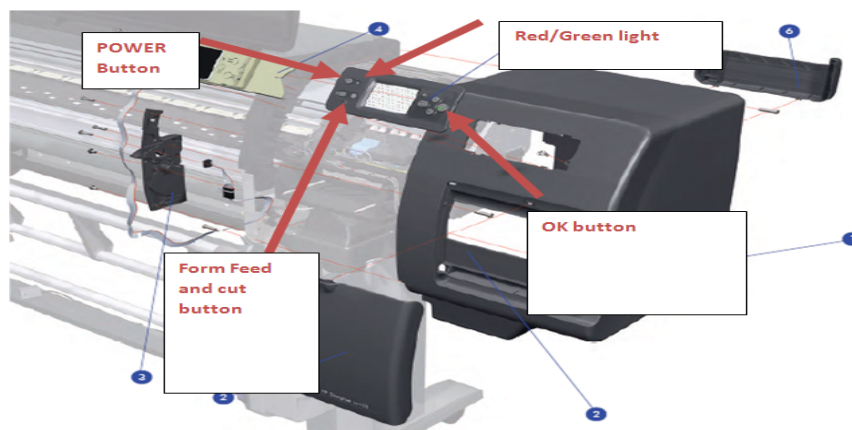


Figure 2: Right Panel



Figure 3: Prepare the printer

- **Computer**
 - You must **ALWAYS** log onto the printer server computer with your current information. The following is the look of the initial login screen:

ITST Large Format Printer Payment Form

Please enter the information fields below before printing your poster.
A confirmation email will be sent to you for your records.
*** All Fields Are Required**
Except Project Code


ITST INSTITUTE FOR TERAHERTZ COMPUTED AND TECHNOLOGY

First Name
Last Name
Department
PI/Instructor's Name

Account Number to Charge 8- - -
Account Number's format 8- xxxxxx - xxxxxx - x
Project Code (Optional) format:xxxxxx

E-Mail Address
Number of Copies
Phone Number

For Assistance,


Contact
ITST Computing
Brodia Rm5215
805-893-8108
support@itst.ucsb.edu

Please choose a printing option:
Please choose one

Printing Poster Size <= 48x36 without full color background \$40
Printing Poster Size <= 48x36 with full color background \$80
Printing Poster Size > 48x36 without full color background \$80
Printing Poster Size > 48x36 with full color background \$120

Reset Submit

Figure 4: Initial Login Screen

If you do not see the initial login page on the computer, please double click on “Poster Printer Form icon” on the desktop. See Figure 5 for details.

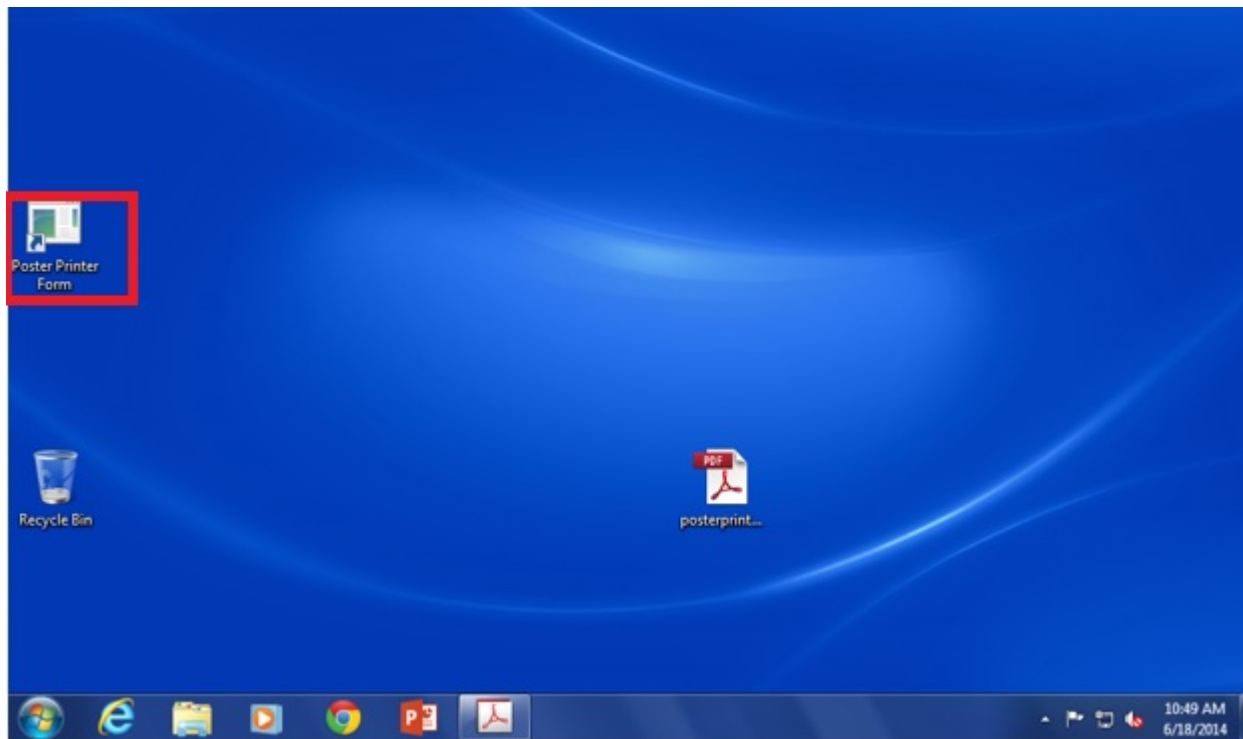


Figure 5: Poster Printer Form

The above “ITST Large Format Printer Payment Form” will pop up (Please see Figure 4 for details). Contact an ITST staff member if you have any questions.

- **After Login**

- Step 1:**

- Please **save** your poster file to the desktop and open it. If you don't know how, please follow the figures below.

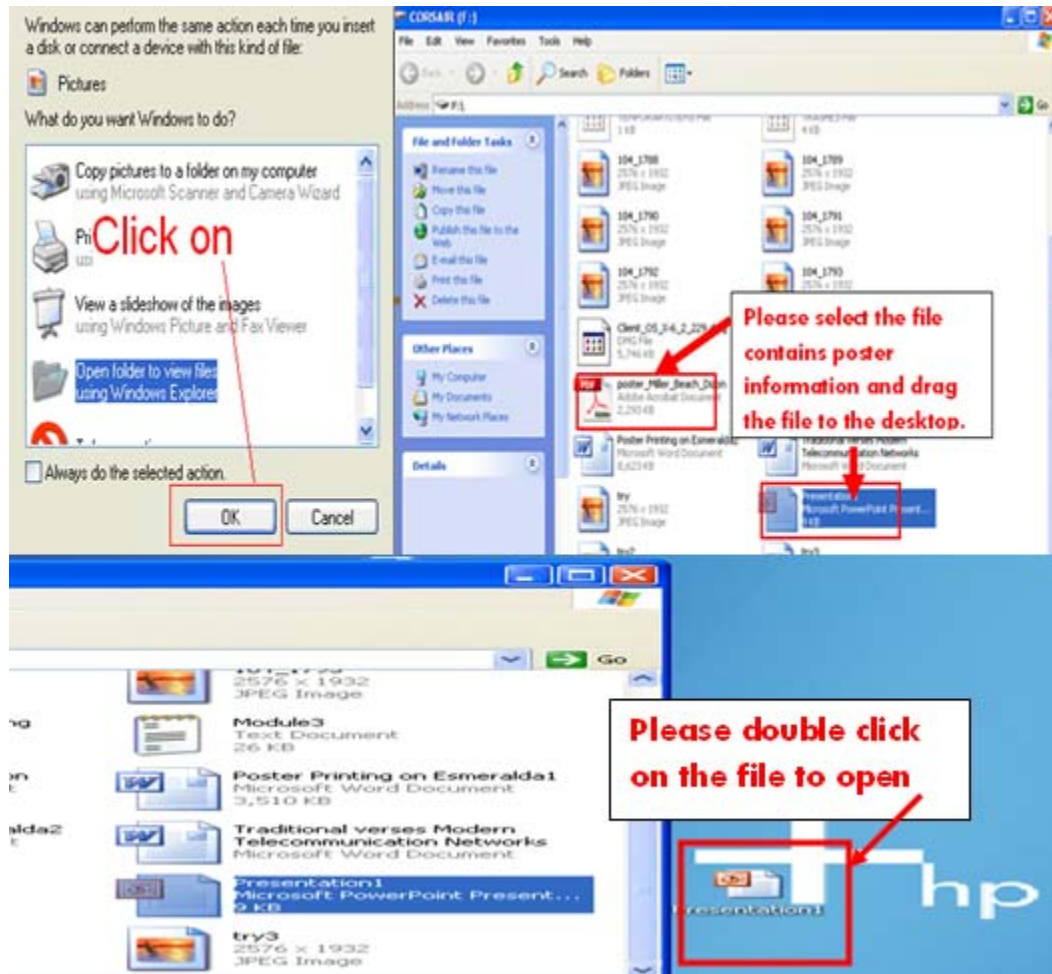


Figure 6: Save file to desktop and open file

Step 2:

- **Print from PowerPoint file**
 - From the **File** menu, choose **Print**.
 - Select Printer name: Esmeralda Direct
 - Click on **Properties**: Under **Paper/Quality** tab, **Paper Options** section, **Document size** should be “ES”. (ES is a preset 36x48 or 48x36 poster size, if you need to print other size, please adjust poster size by using the Custom button. After adjustment, you HAVE to close the document and save the change and re-open the document again.)You may need to change the **Orientation** between “**Portrait**” and “**Landscape**” according to your poster dimensions.
 - **Click on “OK” Button**

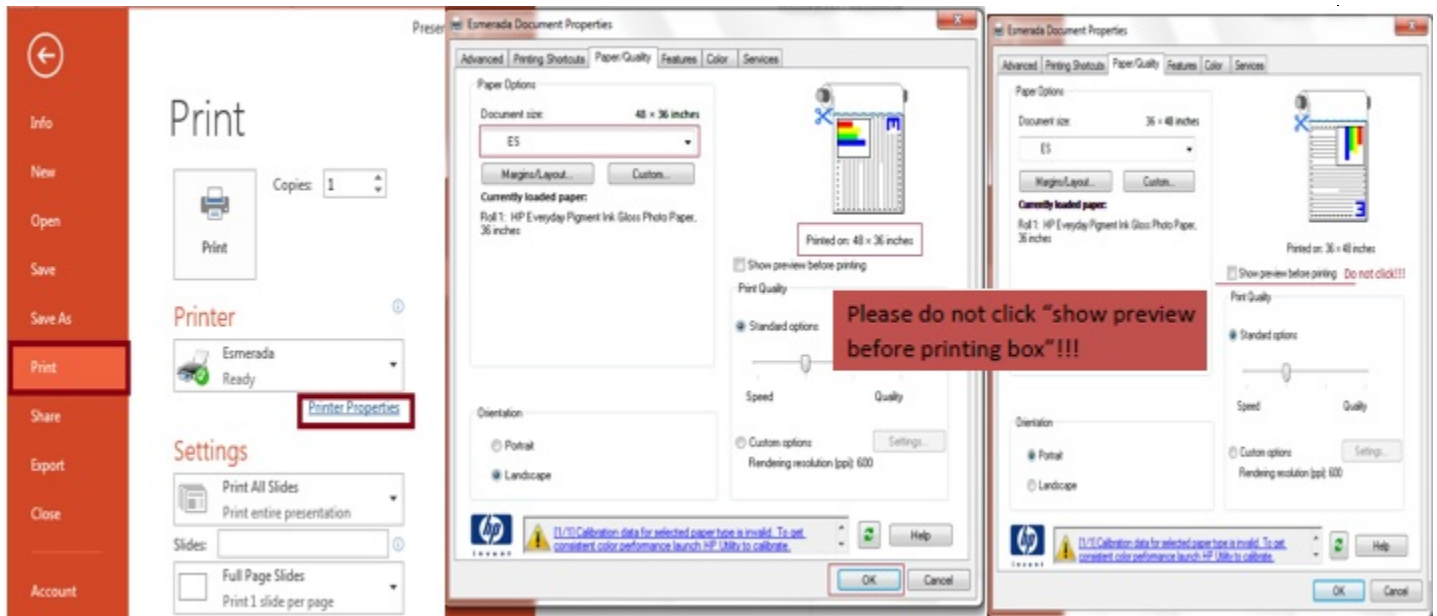


Figure 7: Example Settings for Esmeralda PowerPoint Printing Properties

Please always check the “**preview**” image on the right to see if the poster will print out correctly. Please see Figure 8.

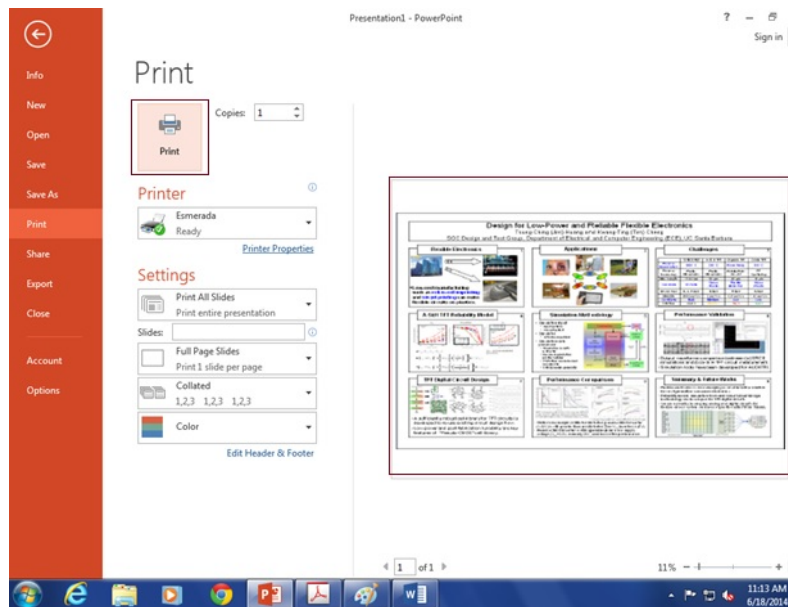


Figure 8: PowerPoint Preview

Click on “Print ...” Button to print.

- **Print from PDF file**

- From the **File** menu, choose **Print**.
- Select Printer name: Esmeralda Direct
- Click on **Properties**: Under **Paper/Quality** tab, **Paper Options** section, **Document size** should be “ES”. (ES is a preset 36x48 or 48x36 poster size, if you need to print other size, please adjust poster size by using the Custom button. After adjustment, you HAVE to close the document and save the change and re-open the document again.)You may need to change the **Orientation** between “**Portrait**” and “**Landscape**” according to your poster dimensions.

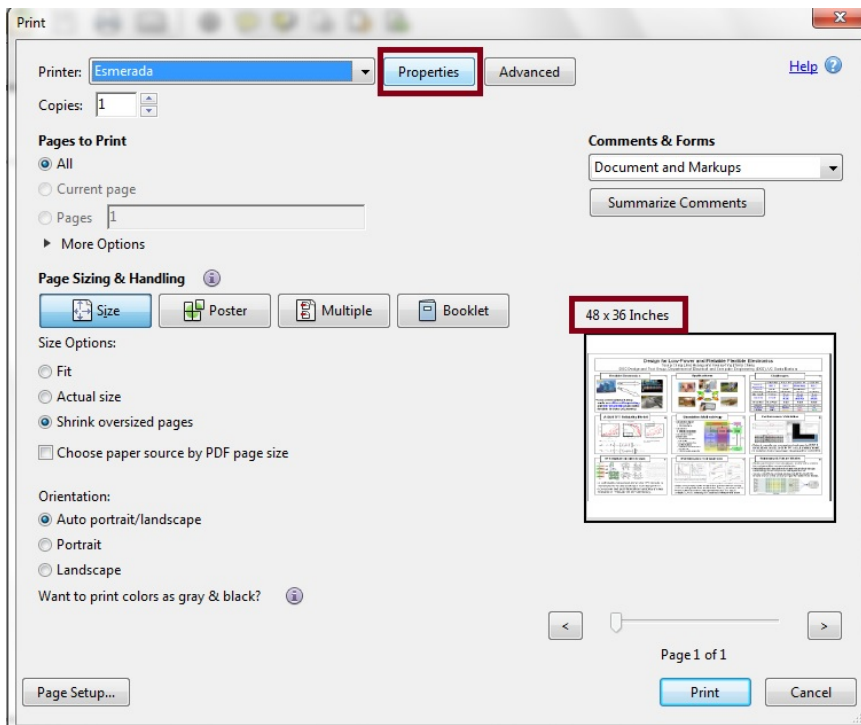
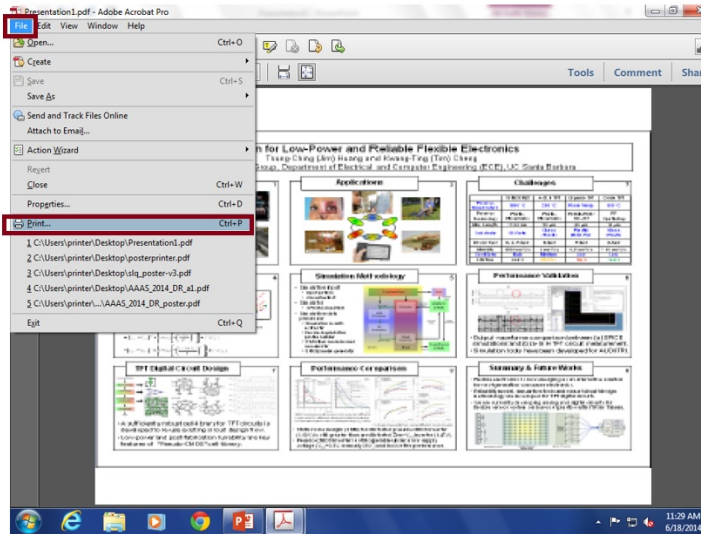


Figure 9: Example Settings for Esmeralda PDF Printing Properties

Click on “Print” Button.

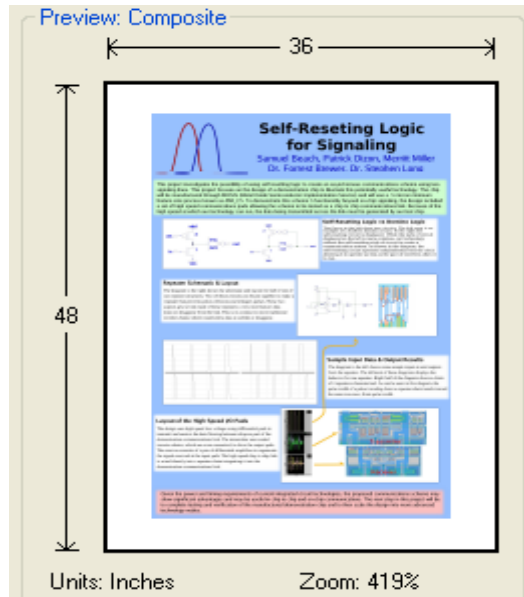


Figure 10: PDF Portrait Preview

Step 3:

Watch your poster as it prints. **YOU MUST BE PRESENT AS THE POSTER PRINTS.**

- Your poster may look perfect on the computer screen, yet text or figures may be cut off at the margins or they may shift (unexplainably) to unexpected areas of the poster. If you spot any errors that you wish to change, **immediately** press Cancel on the right panel of the printer. Do this as soon as possible. **Please conserve expensive ink and paper.**



Figure 11: Cancel Button

- Please lay the poster flat after it prints for few minutes to dry. Keep the printed side from touching the ground (or your fingers) so the ink doesn't smear. You can use the tray below the printer to catch your poster. Please see Figure 12 for details.



Figure 12: Use printer tray to catch poster

The printer will cut the poster for you soon after your poster is done printing. Press “Form Feed and Cut” button (please see Figure 13) on the right panel of the printer if it does not.

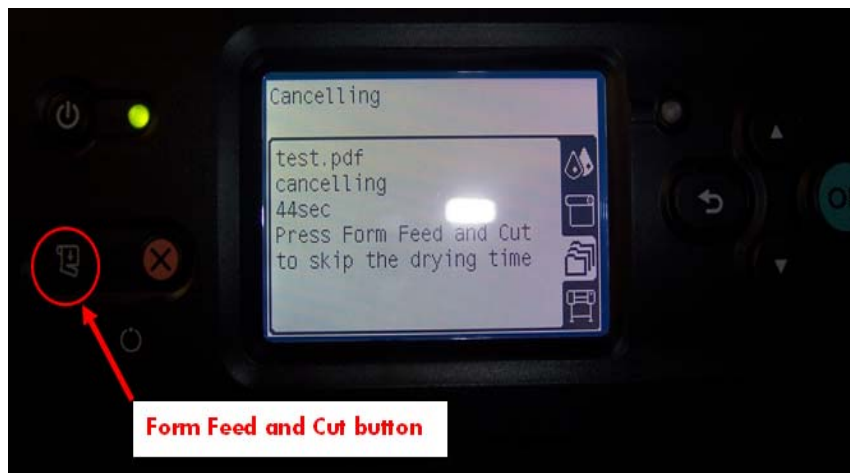


Figure 13: Form Feed and Cut button

Step 4:

Remember to log off the computer by clicking on: **Start -> Log off** when you are done printing. (Please see Figure 14 for details.)

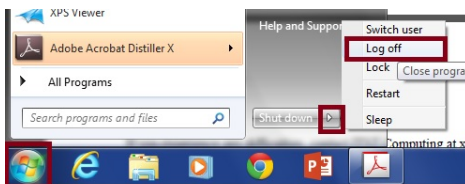


Figure 14: Log off computer

Troubleshooting

If you experience any difficulties, contact ITST Computing at x8108 or support@itst.ucsb.edu for ITST computer support. Note that we only support posters created in MS PowerPoint and PDF format. Please come in when you are ready to print.

If the printer needs paper, printhead or ink cartridge replacement then, please contact ITST Computing at x8108 or support@itst.ucsb.edu. **PLEASE DO NOT ATTEMPT TO DO THIS YOURSELF.**

Thank you.