**How to Print a Large Format Poster in the Department of Geosciences:**

The Plotter and Computer are located in the State Geologists Office in Morrill IV S.

The Plotter is loaded with a 36" roll of paper. Posters can be 36" by any length.

The computer to print from is on the far right wall as you enter the room. If access is needed outside of normal business hours see your faculty advisor for the key code or access.

The password for the machine to log onto is located on a sticky note on the monitor.  Follow the case of the writing.  Log onto the machine, beware it takes a while to log in and start the machine.

Navigate to the desktop and click on the icon that says "Eclogite Log-In". Insert your eclogite (department email ID) username and password.  This gives you permission to print to the plotter.

Insert your USB or navigate using an internet browser to your cloud based file storage system.

Open your File in the software you used to create the poster (PowerPoint, Acrobat, Illustrator, Photoshop are all supported). Creating and printing your poster in Illustrator is the preferred method because Illustrator communicates with the plotter and selects the paper size automatically. If you use PowerPoint and draw lines, curves, circles, arrows, etc. with the drawing tools, you must save or convert the poster to PDF format because the vectors created by drawing cause loops to show up when the image is processed to a plotter format.

Make sure your content is displayed correctly. Some fonts found on Macs may be missing on the PC, and not all symbols survive a Mac to PC conversion. If this happens, convert the poster to PDF on your Mac and try again.

For Adobe Illustrator:

Select File-> Print / Change the choice in Media Size to Custom, and the program will show the size you used to create the poster. If the image of the

poster on the left looks OK, click on Print at the bottom right. If it looks like the edges of the print may be to close to the edge, try scaling to 98%.

For PDF and PowerPoint:
Select File-> Print /  and click on Properties or Printer Properties, depending on your program

Check the Document size drop down menu to see if your poster size is listed. If not, click on the Custom button and change the Name from custom to your poster size (36x42 or 36x55 for example) and under Width, type 36 and the length of your poster in the Length field. Make sure that Inches is selected and click on Save. Click on OK and reopen Properties and find your size in the Document size list and click on OK then Print.

The printer should start up by itsef within a few seconds and begin processing. The processing usually takes about a window but can take up to 3 or 4 minutes.

Open Chrome and type in http://172.31.48.246/ in the address bar. You should see your poster at the top of the list.`Click on the box to the left of your poster and then click the Hold button at the top of the page. Wait about a minute and then click on the Refresh button. If the icon on the right of your poster does not change to a magnifying glass, click every 30 seconds until it does. Click on Preview and make sure that the poster looks OK and is oriented properly and then click on Continue.

Fill out one of the Invoice forms on top of the printer. The PO# line should have the speed number for the office to charge to. List the service as 1 Poster 36 x (your poster length), multiply them and divide by 144 to determine the number of square feet in your poster and then multiply by 2 to determine the amount. Turn the invoice in to Marsha in the front office.