

# How to Make your Posters on the HP 5500 Printer in the Environmental Remote Sensing Laboratory

## Business Details

Posters are widely used in science for communicating a lot of information. This memo won't deal with the "best" ways of communicating; there are lots of other white papers dealing with that. This memo deals strictly with the process by which members of the CSU College of Science can use the printer in the Environmental Remote Sensing Laboratory for printing posters or other large-format items. If the details of your application aren't covered here, contact Dr. Clapham at 687-4820. This memo is also oriented primarily toward the COS Research Day, where students and faculty across the College will be printing large numbers of posters.

The printer is available to all members of the College of Science. The Dean's office will pay for supplies and paper for professional (college) use of the printer, including posters for Research Day, other professional meetings, and other research applications.

You will print your own posters; we will not do it for you. We will, however, make it as easy as possible.

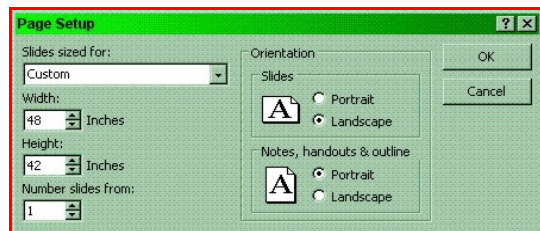
First, some **DOs** and **DONTs**.

**Do:** Please remember that this printer is a shared resource that is being used by a lot of people. Try to sign up for early time slots, and be prompt when usage is heavy.

**Don't:** Don't waste ink. Especially, do NOT use a saturated background to your poster!

## Making your Poster

Most people use PowerPoint to make their posters, although you can, in principle, use any graphics program capable of making posters. Assuming you do use PowerPoint, be sure that your Page Setup has the orientation as *landscape* and your height as *42 inches* (figure 1). To get to Page Setup, click on **File -> Page Setup**. The width is normally *48 inches* for a standard poster, but there is some wiggle room on that score.



**Figure 1:** Typical Page Setup for PowerPoint in making a poster

Save your poster image on a CD, Floppy (if it will fit), or FlashDrive. Any external device with a USB port will also work.

## Using the Environmental Remote Sensing Laboratory

Two weeks before Research Day (i.e. 6 October, 2006), we will post a signup sheet in the ERS laboratory (SR G-71) so that you can reserve a time to print your poster. We will also have a student familiar with the printer available to answer questions. Please sign up for a time period as soon as you can. Based on experience so far, we will allow 30 minutes for each participant in Research Day.

At the time you have reserved, come to the laboratory with your image and log onto one of the computers in the lab. It doesn't matter which one you use. The student on duty will give you your user name and password. Click on the PowerPoint (or whatever other program you have used) icon, and open your image. Verify that it looks like what it's supposed to!

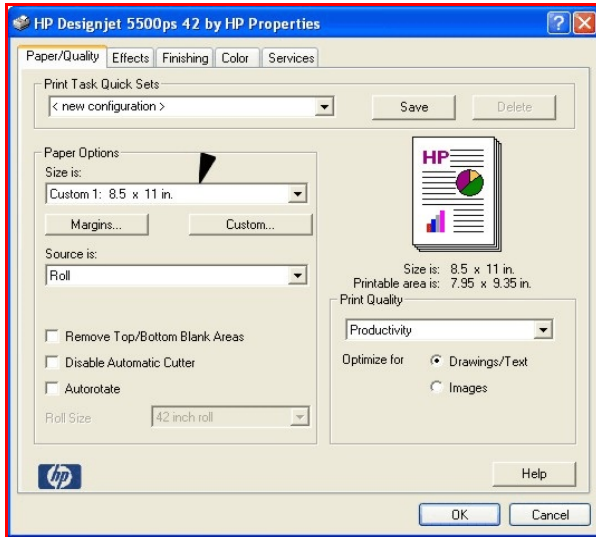


Figure 2: Setting the Paper Size

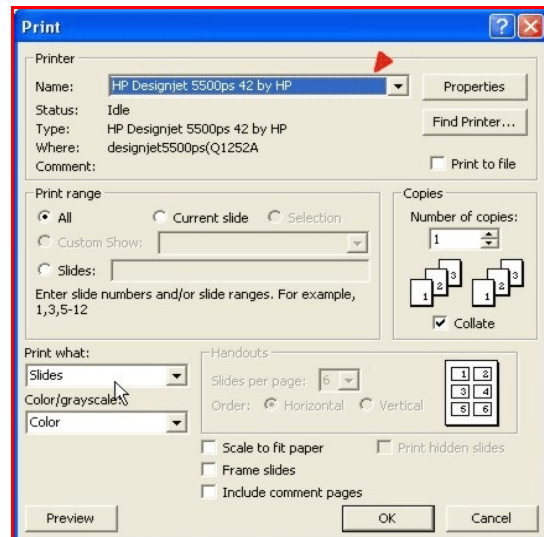


Figure 3: Print window from PowerPoint

Click on **Print**. The Print window will open (Figure 2). Change the printer from the default Magicolor 6100 to the large printer, HP DesignJet 5500ps 42 by HP .

Click on the **Properties** button. On this printer it is necessary to set the paper size! The properties window (Figure 3) will open. Change the Paper Size to one of the Custom settings. Then click on the **Custom** button. The Custom Size window will open (Figure 4). You will need to change the width to 42 inches and the length to 48 inches (or whatever you set your width to in PowerPoint). The numbers you enter here should be the same as those you used in PowerPoint – except that the height is represented by the horizontal line and the width by the vertical! When you have inserted the numbers, click **OK** for each screen, and your poster should print correctly. If you are asked if you wish to scale your print to one page, respond **yes**.

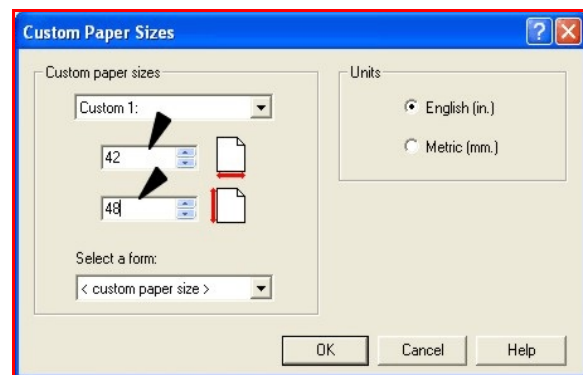


Figure 4: Setting the height and width of your printed poster

Note that posters are printed on two kinds of paper: heavy flat bond and shiny “photo” paper. Either is OK for COS Research Day; you will probably want the shiny paper for meetings. The flat bond paper can be taken off the printer as soon as it is printed. The shiny “photo” paper will take some time for the ink to dry, and the poster will remain in the printer while drying takes place. In either case, the printer will cut off your poster at the end of the drying time, and you can walk off with it!

That’s all there is to it!