

# Printing a Poster at BAC

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## Poster Printer

The wide-format printer is located on the main floor of the BAC Library along the back wall.

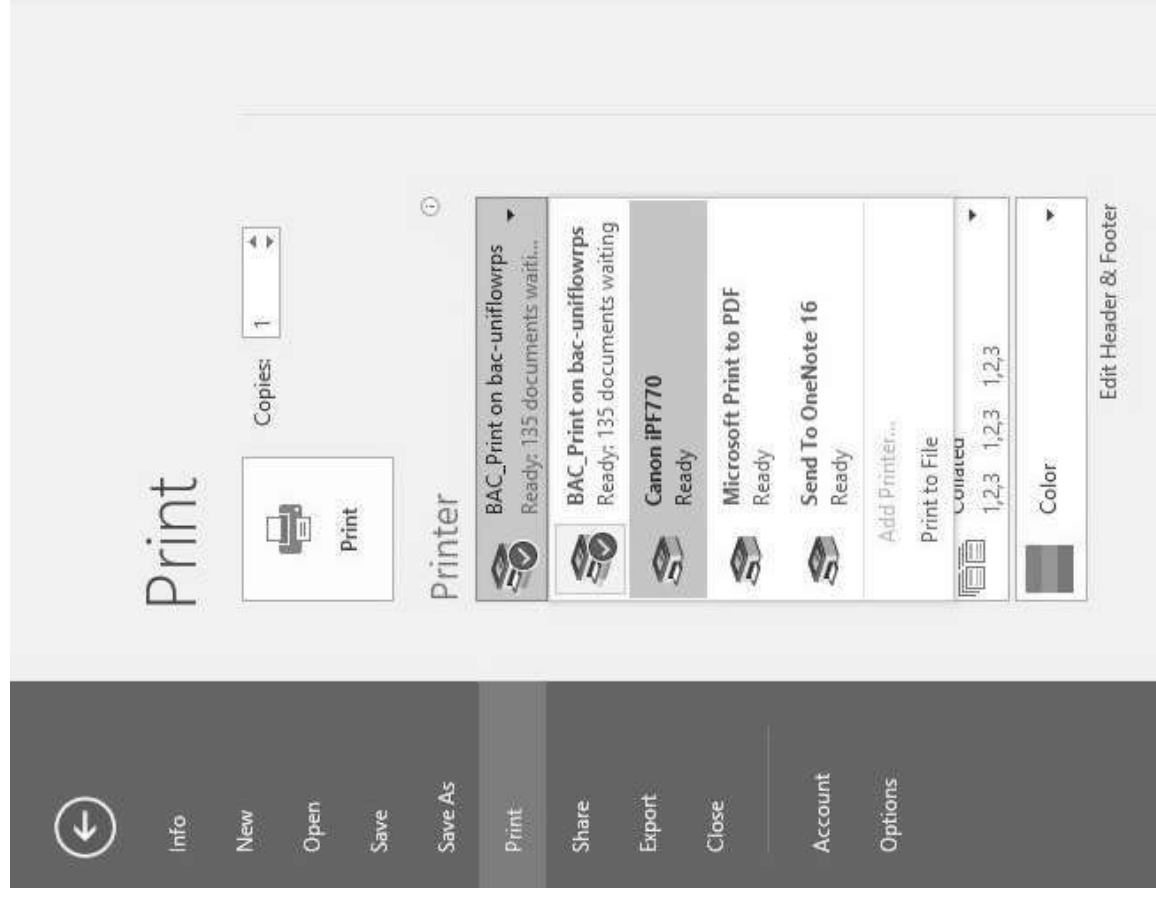
You have to go there and log into one of the adjacent computers to print the poster. (Currently it appears that only the computer next to the window is working).



## Selecting the Printer - PowerPoint

After opening the file and checking that it is just one page long, select print.

It will default to the BAC\_Print option, so you have to change the Printer to Cannon iPF770



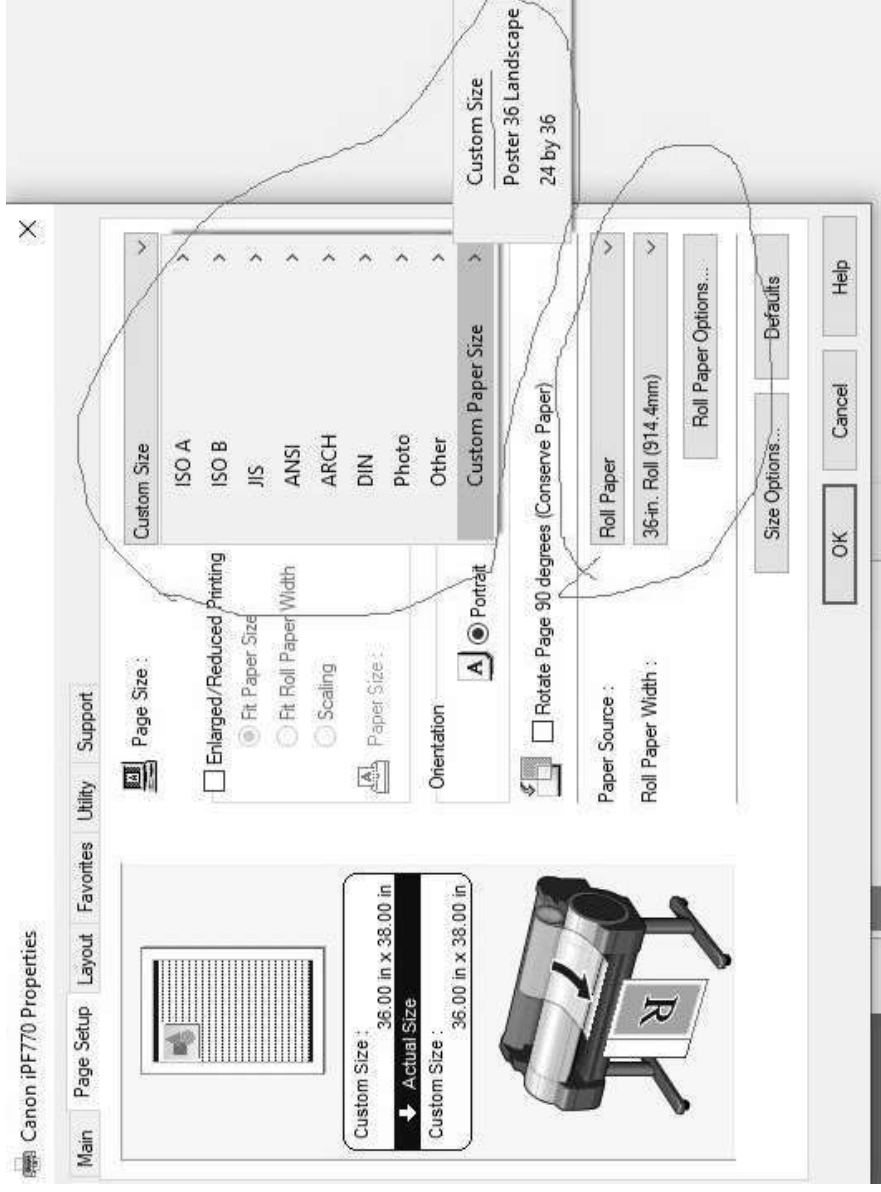


## Page Setup

Click on the Page Setup tab. It will default to 8.5 by 11, and must be changed.

First check to make sure that it is set for Paper Source: Roll Paper with the Full Page Width as 36 in Role (914,4mm)

From the Page Size drop down menu, select Custom Paper Size, and the Custom Size again.



## Enter your poster size

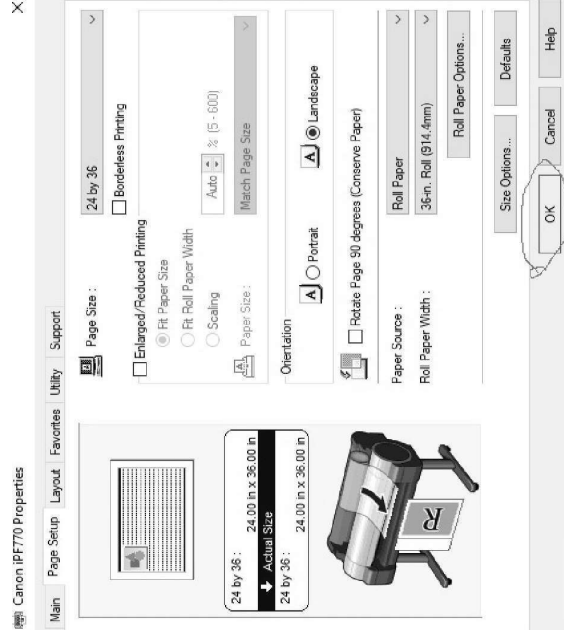
It is likely that your poster will be 36 inches in one dimension. Enter 36 in the top line as your width – Regardless of whether you are printing a 36x38, 42x36, 48x35 or other size.

Note that at least one dimension of the poster must be 36" or less.



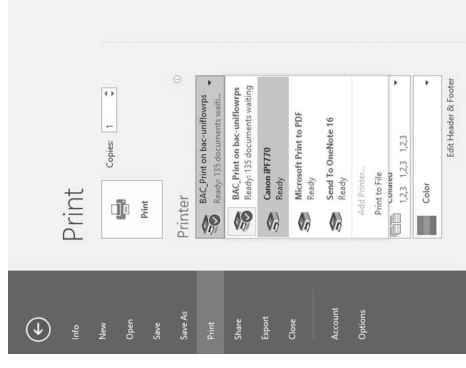
## Double Check

After you are certain that everything is correct, press OK.



The display will return to the opening print screen, except that the printer selection will be different.

Then press print again.



# Print Preview

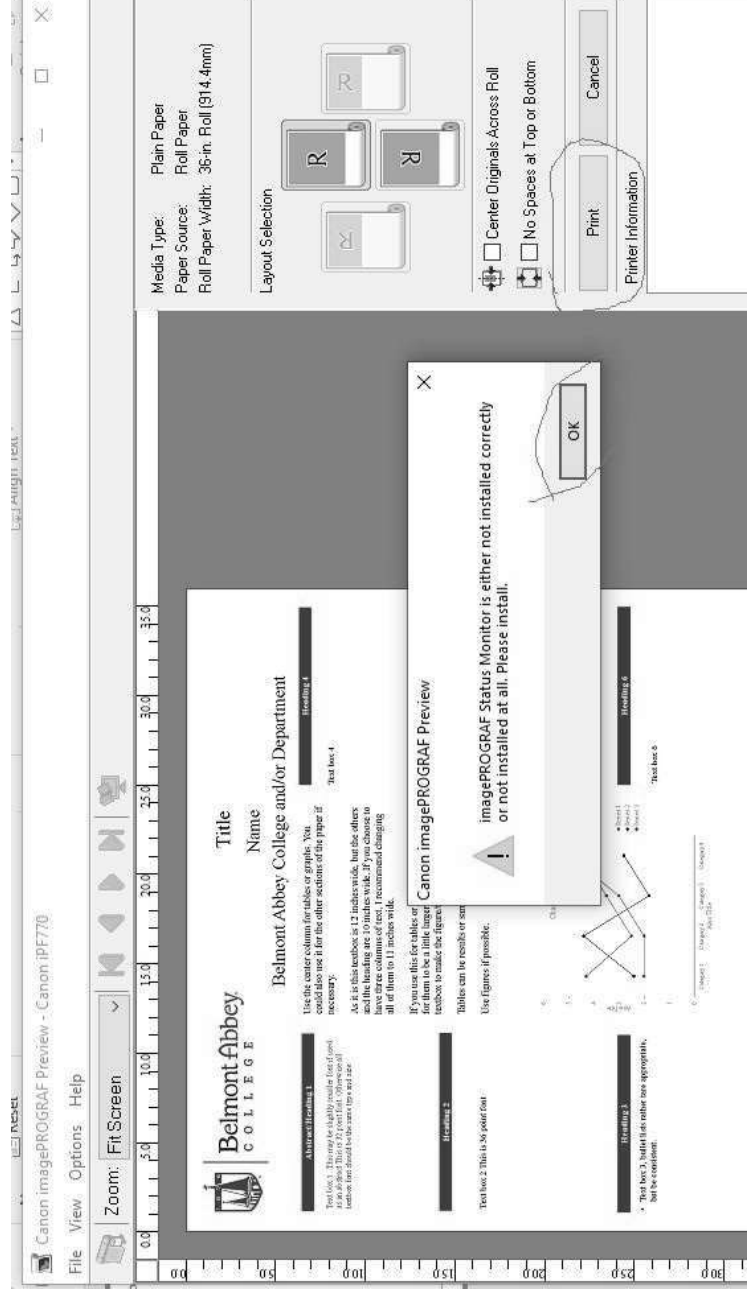
It will take from a few seconds to a minute or so, but next you should see the preview view of your poster.

Make sure that the poster preview shows the poster filling the paper.

If you get this error message, you can just click OK

Then you'll need to press Print on that screen.

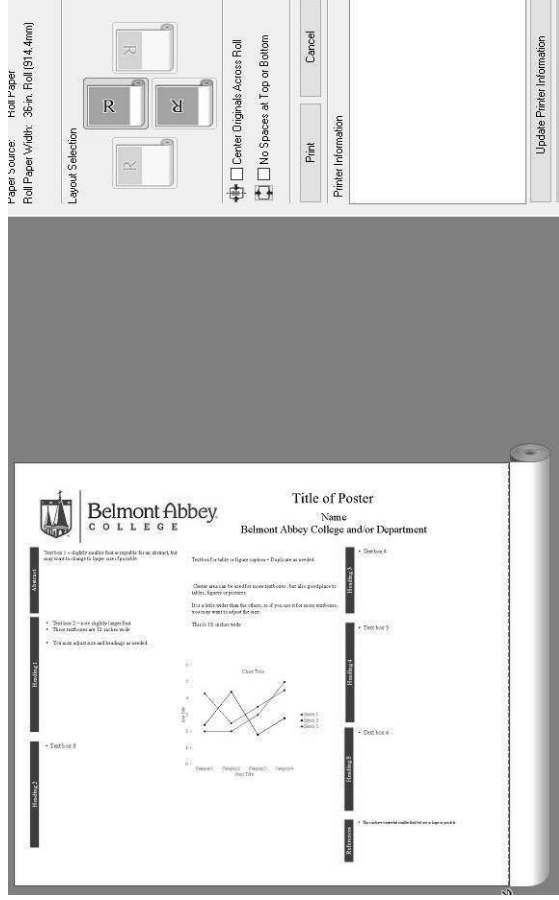
This example is for the 36x38 template



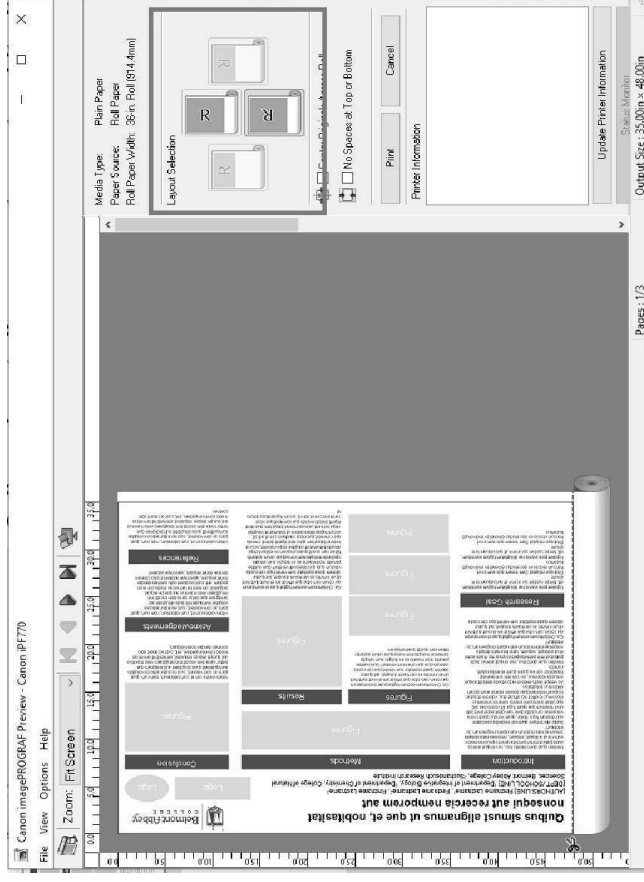


# If you use one of the larger templates, your Preview should look like this:

## 42X36 Template



## 48x35 Template

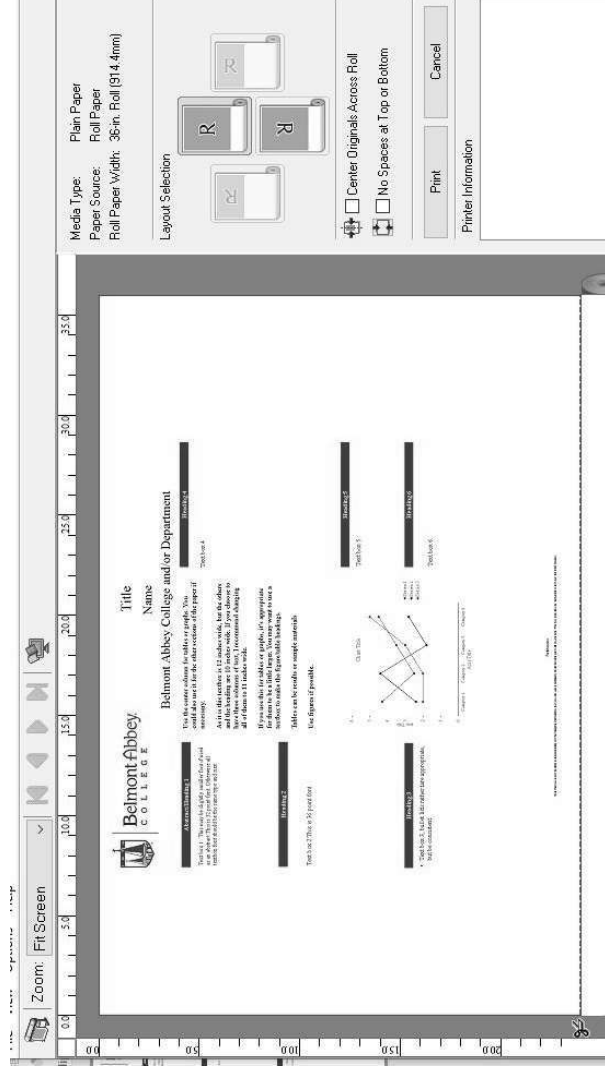


In this case you may choose to put the extra inch at the bottom or top of the page by clicking on the R. The yellow highlight shows which is selected.

Caution: Do not print  
it the preview looks  
like this

This is an indication that you  
put in the wrong dimensions  
on the poster.

This is what happens if you  
select one of the preset  
custom print options.



# PDFs

If you save your poster as a PDF instead of a PowerPoint, most of the steps are the same. However, the initial two screens are a little different.

For example, Adobe has a printer icon on the main task bar. (the Ctrl P works in both Adobe and PowerPoint)

Also the initial Print screen is different, but you still need to select CannoniPF770 as the printer and then click on Properties.

From here it looks the same.

