Poster Printing Instructions

Printing from a USB plugged into the plotter not recommended

Any computer in the lab connected to the printing network can print from the plotter

1. Open the PowerPoint file prepared. Check that the file is set for 40 x 32 inches, this can be found under "Design" > "Slide Size" > "Custom Slide Size." If the NSCL template was used it should already be the correct size for the NSCL poster display frame.
2. It is recommended to run a scaled test-print on a standard printer before printing on the plotting printer.
3. Check that there is enough of the correct paper in the plotter and that ink levels are okay (Plotter located in room 2040). Email helpme@nscl.msu.edu to have the paper type changed, or more paper/ink installed.
4. Use printer "Nuclear-Plot on WINPRINT".
5. Select "Printer Properties".
6. Select "Advanced".
7. Print Quality is automatically set to "Speed," change it to "Quality" to avoid lines on the poster.
8. Set the paper size using, "Paper Options" > "Document size" > "ANSI E." (If your poster is not 40 x 32 you may need to find what the correct paper size is for your poster) Hit "OK" to exit both pop-up screens.
9. Under Settings, for "Full Page Slides" un-check "Scale to fit paper."
10. Hit print.
11. Check that the printer says "Processing" on the display. If plotter is not getting the data email helpme@nscl.msu.edu.
12. When the poster is done printing, the display will show a count-down until the ink is dry enough for the machine to release the poster. Do not touch the poster until the plotter has released it.

Email library@nscl.msu.edu with questions regarding these instructions.

Last Updated: July 23, 2014