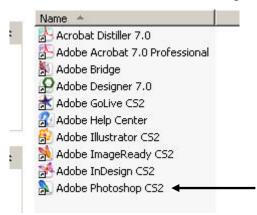
## **Printing a Poster in Adobe Photoshop**

This document outlines how to print to the large format printer (plotter) from within Adobe Photoshop. Typical file types for this could include .psd, .jpg, .tif, .gif and .png files. This document applies only to posters where at least one dimension is less than 36".

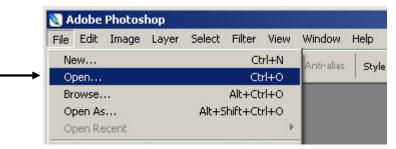
1. Double-click the "Adobe CS2" icon on the desktop



2. Double-click the "Adobe Photoshop CS2" icon



3. Click "File" and then click "Open"



4. Navigate to the folder containing the file to be printed, click the file and then click "Open"

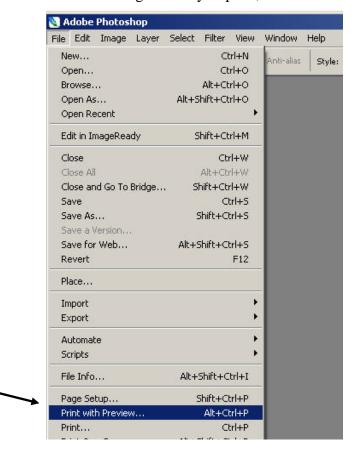
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Look in:	Printed Ma	aps 💌	] 🗿 🕸 📂 😁 -	• 💿
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Desktop				
My Documents				- 1
My Computer				- 1
My Network Places	File name:	G4142.18_C3_1892876x_Itasca	aStatePark.tif 💌	Open
TIACES	Files of type:	All Formats	-	Cancel

5. Check the size of the image – if the image file is over 50 MB and the resolution (DPI) is higher than 150, you may want to reduce the resolution to 150.

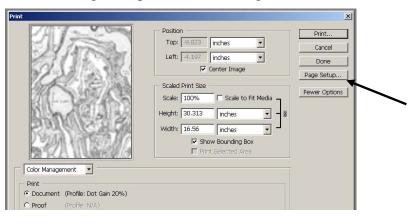
Please Note: If you are unsure of how to do this, please see the "Checking the Image Size & Reducing DPI" section at the end of this guide.

- 6. Check over the image file to make sure it is ready to print
- **Please Note:** You will need to know the dimensions of your image in order to print it if you are not sure of the dimensions of your image, please see the "Checking the Dimensions of Your Image" section at the end of this guide.

7. When the image is ready to print, click "File" and then click "Print with Preview"



8. Click the "Page Setup" button on the right side of the **Print** window



9. Click the "Printer" button on the lower-right side of the Page Setup window

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Source: A	Margins (inches)

10. In the "Name:" drop down menu, select the "HP DesignJet 1055CM PS3" from the menu and then click the "Properties" button

inter —	p			
lame:	Nortelius/HP LaserJet 8150 PCL 6	-	Properties	
tatus:	\\ortelius\HP DesignJet 1055CM PS3 \\ortelius\HP DesignJet 5500PS PS3			
уре:	\\ortelius\HP LaserJet 8150 PCL 6			
/here:	Nortelius Xerox Phaser 7700DN			
omment:	GeoPrinter			
	Microsoft Office Document Image Writer Snaglt 8			

**Please Note:** At least one dimension of your poster must be less than 36" in order to use the HP DesignJet 1055CM PS3. If both dimensions of your poster are larger than 36" please see a Borchert Map Library staff member for assistance. 11. In the "Paper Source:" drop down menu, select "Roll"

💣 DesignJet 1055CM_Gl	. on ptolemy Properties	? ×
Paper Size Layout View	Options Advanced	
Orientation	A C Landscape	
Application page size:		
ANSI A - 8 1/2 x 11	in.  More sizes.	
Paper type:	Coated Paper	
Paper source:	Not selected	
Roll size:	Sheet feed Not selected	
No scaling	Roll ZoomSma	art
Fit to this page:		
ANSI A - 8 1/2 x 11	in. 🔽 More sizes.	
O Use this scaling facto	or: 100 🛨 %	
Defaults	(Ø) #	
	OK Cancel H	lelp

12. In the "Roll Size" drop down menu, select "36 inch roll"

Paper type:	Coated Paper	•
Paper source:	Roll	
Roll size:	Not selected	⊡ //
	Not selected	
No scaling	24 inch roll	
-	36 inch roll	
O Fit to this page:	A2 roll	
	A1 roll	
ANSI A - 81/2 x 11	A0 roll	<b>_</b>

13. Click on the "More sizes" button under "Application page size"

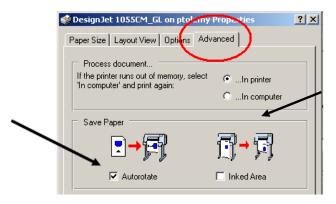
Application page size			
ANSI A - 8 1/2 x 1	1 in. 💌	More sizes	
Paper type:	Coated Paper	•	

14. Enter the dimensions of the poster in the "Width" and "Height" boxes.

<sup>p</sup> aper Sizes	? >	1
Used standards	Custom paper size	
🗖 ISO (A4, A3,)	Name: Custom 1:	
MNSI (A, B,)	Width: 24 📑 in.	
🗖 DIN (C4, C3,)		
🔲 JIS (B4, B3,)	Height: 36 📑 in.	
Architectural	Select a form:	
Extra wide	<pre>&lt; custom paper size &gt;</pre>	
🔽 American	<ul> <li>English (in.)</li> </ul>	
Versize	O Metric (mm.)	
OK Cancel	Help Defaults	

15. Once you are finished in the Page Sizes window, click the "OK" button

**Please Note:** If the longest dimension of your poster is less than the width of the plotter paper (36"), please click on the "Advanced" tab in the Printer Properties dialog, and click on the check box for "Autorotate" before continuing.



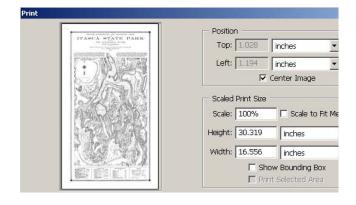
16. Click on the "Options" tab in the Printer Properties dialog. Under the "Quality" dropdown menu, select "Best (enhanced)"

Paper Size Layout Vi			<u>? ×</u>	
Color C Automatic C Automatic C Color as grayse		Color control.		
Quality: Copies:	Normal (final) Fast (draft) Normal (final) Best (enhanced)			
Configuration name: Defaults	< new configural	ion >	HEWLETT	
	OK	Cancel	Help	

- 17. Click the "OK" buttons until you get back to the Print window
- 18. Back in the **Print** window, uncheck the box to the left of "Show Bounding Box"

Top: 1.028	inches	<u> </u>
Left: 1.194	inches	-
V	Center Image	
- Scaled Print Size		
Scaleu Print Size		
Scale: 100%	🗌 🗐 Scale to	Fit Media _
Height: 30.319	inches	
Width: 16.556	inches	
Widdin [ 10,000	Incries	<u> </u>
	ow Bounding E	

19. The poster should now preview properly on the left side of the **Print** window



20. Click the "Print..." button

ITASCA STATE PARK	Position	Print
	Top: 1.028 inches	Cancel
STANK BEER	Left: 1.194 inches	Done
1-00 M	🔽 Center Image	Page Setup
	Scaled Print Size Scale: 100% Scale to Fit Media Height: 30.319 inches Width: 16.556 inches Show Bounding Box Print Selected Area	Fewer Options

21. Click the "OK" button to print the poster

Name:	\\ortelius\HP DesignJet 1055CN	4 PS3 💌	Pro	perties
Status:	Ready			
Туре:	HP DesignJet 1055CM PS3			
Where:	Map Library / Wilson S76			
Comment:	HP DesignJet 1055CM Plotter		🗖 Prir	nt to file
Print range		Copies		
• All		Number of c	opies:	1 🕂
C Pages	from: to:			
C Select	on	123	123	🔽 Collat

22. Once the small **Photoshop** window disappears, check the display on the HP 1055 Plotter to make sure it says "Receiving..."



23. The poster will print once the file has been fully received by the plotter

24. Once your image has printed, please see a Borchert Map Library staff member for a payment slip. The Wilson Library Copy Center accepts cash, checks or University Budget Numbers (CUFS #s) as payment. Once you have paid, the Copy Center will stamp your payment slip. Simply show the stamped slip to a Borchert Map Library staff member and you may take your printed image.

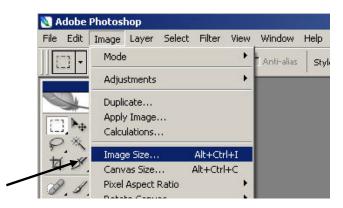
For your convenience, cardboard tubes are available in 18" and 36" lengths.

## Checking Image Size & Reducing DPI

DPI (dots per inch) is also called 'Resolution' and is a measure of how detailed an image file is. The more dots per inch, the larger an image can be "blown-up" without appearing pixelated. However, our plotter can only print up to 150 dpi, which means that if your image has a higher dpi (300, e.g.), it will be printed at 150 dpi, but will take at least twice as long to send to the printer.

**Please Note:** If your image is stored on writable media (flash drive, Netfiles, etc. NOT CD/DVD), you may want to copy your image file to the desktop before making these changes in order to preserve the original image.

To check the size of your image and the DPI, please follow these steps:



i. In the **Image** menu, select "Image Size..."

ii. The image size will be listed next to "Pixel Dimensions:" at the top of the **Image Size** window

Image Size		×
Pixel Dimensions: 43.1		ОК
Width: 4968		Cancel
Height: 9094		Auto
Document Size:		
Width: 16.56		
Height: 30.313	inches	
Resolution: 300	pixels/inch 💌	
Scale Styles		
Constrain Proportions		
Resample Image: Bic	ubic	

- iii. If your image size is larger than 30M and does have a DPI higher than 150, we highly recommend reducing the DPI before printing. To reduce the DPI, please follow these steps:
  - a. The current DPI settings for your image will be listed in the "Resolution:" box (as pixels/inch)

Image Size		×
Pixel Dimensions: 43	.1M	ОК
Width: 4968		Cancel
Height: 9094	pixels	Auto
🖵 Document Size: 🚽		
Width: 16.56	inches 💌 🗖 🔤	
Height: 30.313		
Resolution: 300	pixels/inch	
Scale Styles		
Constrain Proportions		
Resample Image: B	icubic 🗾	

b. Change the resolution to 150 and click the "OK" button

Width: 2484		Cancel
Height: 4547	pixels 🔸	Auto
– Document Size: –		
Width: 16.56	inches J	
Height: 30.313	inches	
Resolution: 150	pixels/inch 💌	
Scale Styles		

iv. You can see now that the image size is greatly reduced

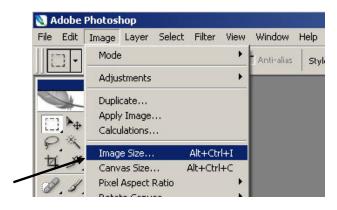
Image Size		×
Pixel Dimensions: 10.8M	4 (was 43.1M)	ОК
Width: 2484	nixels 7.	Cancel
Height: 4547		Auto
Document Size:		
Width: 16.56	inches T	
Height: 30.313		
Resolution: 150	pixels/inch 💌	
Scale Styles		
Constrain Proportions		
Resample Image: Bicu	ibic 🗾	

- v. Click "OK" to accept the changes to your image
- vi. Proceed with step #6 above

## Checking the Dimensions of Your Image

To check the dimensions of your image, please follow these steps:

i. In the **Image** menu, select "Image Size..."



ii. The image dimensions will be displayed in the **Image Size** window under "Document Size:"

Image Size	×
Pixel Dimensions: 43.1M	ОК
Width: 4968 pixels	Cancel
Height: 9094 pixels	Auto
Document elde:	
Width: 16.56	
Height: 30.313 Inches -	
Resolution: 300 pixels/inch 💌	
Scale Styles	
Constrain Proportions	
Resample Image: Bicubic	

- iii. Note the "Width" and "Height" and then click the "OK" button
- iv. Proceed with step #7 above