Printing to the Copy Center Poster Printer: **PowerPoint 2016**

Poster Printer available from computers on 2-West in the Main Library only.
**MSU NetID required!**

DISCLAIMER: You will be held responsible for any poster that you ask to have printed from the Copy Center Print Queue - always preview your print before sending to the plotter! If you need help, the staff at the Copy Center is willing to assist you!

❖ **NOTE: Maximum dimensions allowed for set up of posters in PowerPoint are 36"x56".**

Set up your poster:

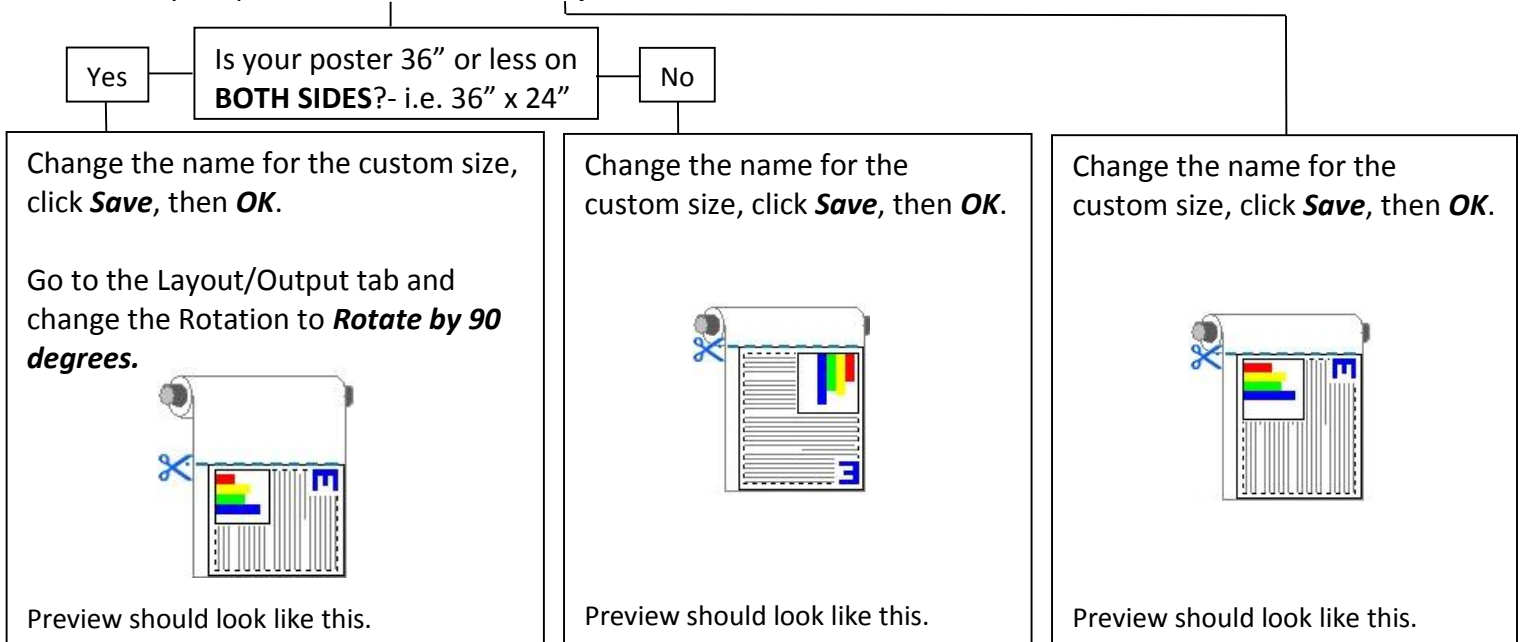❖ **NOTE: If slide is already formatted to your dimensions, skip.**

1. Click the *Design* tab across the top.
2. Select the *Slide Size* button on the top right.
3. Select "*Custom Slide Size*".
4. Enter your desired **Width** and **Height** dimensions for poster.
5. Click "*OK*".
6. When size selection menu comes up select "*Ensure Fit*" (may not pop up, if formatted correctly).
7. Check for any changes to your poster and make sure no content is too close to the edges.
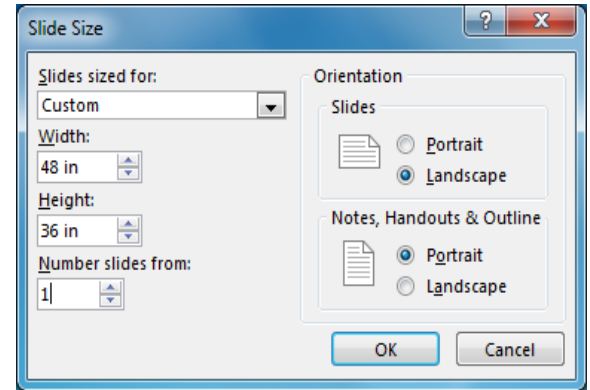
Print your poster:

1. Click the **File** tab in top left corner, then select *Print*.
2. Under the Printer drop down menu select *Copy Center Plotter*.
3. Click *Printer Properties* button (right below the printer name).
4. In the Paper/Quality tab click *Custom* to enter your poster size.
5. Enter the smaller dimension in the **Width** box and the larger dimension in the **Length** box:

❖ Is your poster **Portrait** or **Landscape?**

| Yes | Is your poster 36" or less on **BOTH SIDES**?- i.e. 36" x 24" | No |

Change the name for the custom size, click *Save*, then *OK*.

Go to the Layout/Output tab and change the Rotation to *Rotate by 90 degrees.*

Preview should look like this.

Change the name for the custom size, click *Save*, then *OK*.

Preview should look like this.

Change the name for the custom size, click *Save*, then *OK*.

Preview should look like this.

6. Click *OK* to return to the Print box.
7. Look at the preview of your poster in the print box. If it does not look right, it will not print right!
   Correct any problems that arise. If you cannot correct the problems, please ask the Copy Center Staff for help.
8. If the preview looks the way you want, click *Print* in top left corner.
9. Inform a staff member at the Copy Center desk that you have sent your poster to the print queue.