

## PRINTING POSTERS AT SIO

...is a huge pain! There is an overview at <http://acms.ucsd.edu/info/sioplot.html>, but it alone was not enough for me to figure out how to do it so some more detailed, step-by-step information and necessary links are included below.

- Your poster must be 36 inches wide but has an unlimited length. But it needs a half inch margin on all sides so maybe leave
- Set up a Laser Printing Account at <https://sdacs.ucsd.edu/~icc/laser.php>
  - Add money to the account on the same website. For students it will bill straight to your student account. I recommend starting with \$30.
- Make sure your Powerpoint fits the requirements (note: most of this is written for PPT but you can also use a PDF. there's a link to the PDF info below.
  - The max for the SIO PLOT printer in the Old Scripps Building is 36 x 42 inches
  - In Powerpoint, go to Design >> Slide Size >> set the specs
- [ONLY IF YOU'RE DOING IT REMOTELY FROM YOUR OWN COMPUTER] install the driver for the sioplot printer by following the instructions here:  
<http://acms.ucsd.edu/students/print/remoteprint.html>
  - You can skip this step if you're going to print from the computers in the Old Scripps Building, which may be easier. The rest of the steps apply to either situation.
- Log on to <https://sdacs.ucsd.edu/accttools-cgi-bin/rpauth.cgi> for maintaining your "remote printing connection." This web page must be open during the time that you are going on powerpoint and choosing to print.
  - For a trial run, select "sioplot\_np DesignJetT1100ps in sio-osb-10"
    - The "np" means "no print" ... will get back to this later
  - For actually printing, select "sioplot DesignJet T1100ps in sio-osb-10"
  - Log in and keep this page open in the web browser with your printer choice selected. (There are a bunch of other printer options, if you want to print somewhere else on campus. But those may have a different paper type and/or dimensions).
- Follow the instructions specified at <http://acms.ucsd.edu/services/printing/posters/win-ppt.html> in order to have the correct print settings in Powerpoint.

- the above is for PPT on a PC. Other settings instructions, including driver installation, using a PDF rather than PPT, and doing this on a Mac, can be found here: <http://acms.ucsd.edu/services/printing/posters/scripps.html>
- NOTE: As far as I can tell, the printing specs will go away if you close powerpoint, so you have to re-set them again. You'll of course know you did it wrong if you get the preview email and it looks wrong (see next step).
- Make sure the 'remote printing connection page' is open in your browser. Start by selecting the "sioplot\_np DesignJetT1100ps in sio-osb-10", go to powerpoint with all the above settings specified, and hit print.
  - You should get an email shortly that includes a price quote and a link to a preview; look at this to make sure nothing is cut off.
  - This step may seem pointless, but I highly recommend doing it every single time just so you can see the preview!!
  - Also, if the price quote exceeds the amount left in your balance, you need to add more money BEFORE you print it for real -- go to <https://sdacs.ucsd.edu/~icc/laser.php>, log in, and add at least enough for the poster
- For the real deal: go to the "sioplot DesignJet T1100ps in sio-osb-10" on the 'remote printing connection page' and then print. You'll get an email when you submit and an email when it has printed
  - You can go to <http://acms.ucsd.edu/info/cplotqueue.html> to check where your print job is in the queue. Sometimes, like if you're printing right before a big conference, there may be many posters before yours. Each takes ~20 minutes. The Old Scripps Building is locked around 4:30 pm. So keep this in mind if you're printing something super last minute!!
- Go get your poster in the Old Scripps Building (first room on the left)! There is a little 'net' underneath that catches the poster, so while you ideally should be prompt in getting it as not to ruin the shape, it should be ok if you need some time.