

PRINTING POSTERS AT SIO

...is a huge pain! There is an overview at <http://acms.ucsd.edu/info/sioplplot.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.

1. Initial considerations when making your poster:

- a. Your poster must be **36 inches wide** but has an unlimited length. But it needs a half inch margin on all sides otherwise words and figures can get cut off
- b. Make sure your Powerpoint or PDF fits the requirements
 - In Powerpoint, go to Design → Slide Size → set the specs
 - In Illustrator when you create a new document, you can change the size.
 - To resize, go to File → Document Setup → Edit artboards to drag it to your desired size.
 - Save it as a .pdf file so that you can use Adobe pdf reader to print it from the PC. If you are using a Mac, try to print using Adobe instead of Preview.
- c. If you have colors that are similar, they may appear differently in print than displayed on your computer. Your computer displays in RGB color mode, whereas all printers print in CMYK.
 - In illustrator, you can reformat to CMYK using File→ Document Color Mode
 - In Powerpoint, you can't do this conversion. However, you can convert your images from RGB to CMYK when you bring them into powerpoint.
- d. [ONLY IF YOU'RE DOING IT REMOTELY FROM YOUR OWN COMPUTER] **install the driver for the sioplplot printer** by following the instructions here: <http://acms.ucsd.edu/students/print/remotepprint.html>
 - You can skip this step if you're going to print from the computers in Eckhart, which may be easier. The rest of the steps apply to either situation.
 - Generally, printing from the PC at Eckhart is easier and it takes only 10-15 minutes to print. Printing from PCs are easier since it is easier to navigate the printing options. USB connections are available so you can upload your .pdf or .ppt file onto the PC.

2. Setting up all necessary accounts

- a. 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.
 - (Paper for a 3'x4' poster can cost up to \$4 and ink charges are >\$4 depending on background colors and figure colors)

- b. You need to set your printing account to “**Premium Access**” at sdacs.ucsd.edu/cgi-bin/lapremium . This is because the plotter charges more money than a typical printer. If you skip this step, you will receive an email informing you that you need this access before proceeding.

3. When you are ready to print (from your desk or Eckhart)

- a. 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 printing
- For a trial run, select “**sioplot_np DesignJetT1100ps in siolib-220**”
 - The “np” means “no print”. This is for a check and also to send you an email with the quote of how much your poster will cost. You should not skip this step, as detailed below.
 - Log in and keep this page open in the web browser. (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).

- b. **Format the poster size and fonts** (very necessary) at <http://acms.ucsd.edu/services/printing/posters/scripps.html> in order to have the correct print settings.

On this page, navigate to the bottom → **Print your Poster**

→ select your powerpoint vs. pdf and Mac vs. PC settings

Then follow the illustrated instructions

- **These settings adjust the paper size** and this step needs to be done!! Otherwise, the plotter will print an 8.5” x 11” image on a sheet of paper that is 36” wide.
- Also, the **fonts need to be changed**--otherwise your text boxes will not take up the same amount of space and special characters might be altered.
- If you are printing from the PC in Eckhart, the instructions for printing a .pdf for Windows are located next to the PC.
- 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).

- c. 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 (or Adobe) 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
 - To **check** that your poster file was actually **sent to the printing queue**, search for your username at ieng9.ucsd.edu/~lp/sioplplot_np . If it was not sent, it could be an error in printing account money or your “premium access”.
- d. **Make sure the plotter is on!!!!!!** If you are not at Eckhart or want someone to check, call Gilbert, Olivia, or someone in the Grad office.
- e. To **print your actual poster**: go to the “**sioplplot DesignJet T1100ps in sio-osb-10**” on the
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 ieng9.ucsd.edu/~lp/sioplplot 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.
 - It will take about 5 minutes for your poster data to be sent to the big server on campus and sent back to the plotter. On the little screen on the plotter, it will tell you when it is receiving data and should display the name of the job (typically your username)
- f. Go get your poster in Eckhart (up the stairs and behind the help desk)! 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.