

Making Large PowerPoint Posters on the HP DesignJet Printer

All ME students have the opportunity to make MQP posters electronically and print them directly in a large format. The following is a summary of how to use PowerPoint to make large posters and how to print them on the HP DesignJet 755CM printer in the Design Studio (234 Higgins Lab).

General Format.

I suggest that you make your posters 28 inches by 36 inches. In portrait mode the poster is 28 inches wide and 36 inches high, and in landscape mode the width is 36 inches and the height is 28 inches. There are two reasons for selecting these dimensions. The first is that the paper in the large printer is 36 inches wide. Selecting 28 inches for the other dimension gives approximately the same ratio as between the height and width of a standard 8.5 by 11 paper. By selecting “scale to paper” you can print a smaller version of your poster on an 8.5 x 11 inch paper.

I strongly suggest that you use Helvetica or Avant Garde font for the headlines of your poster, and possibly the text as well. Large text in sans serif fonts usually looks better on posters than serif fonts (look at road signs, next time you drive on the highway). For the title, I suggest using 96 point font. Use 36 for the list of authors and 18 point font for other text.

I also suggest that you use a white background. This helps speed up the printing of the poster and usually results in a visually pleasing appearance. When using pictures, try to use an original of as high resolution as possible.

Making the Poster:

You have two options.

1. You can download a poster from the ME website (click on Resources) in either portrait or landscape mode and edit it to put in information for your project. The poster template is a suggestion only. You can change it to fit your needs.
2. You can start with a blank PowerPoint template. To set the dimensions, select PAGE SETUP from the FILE MENU. Select “Custom” from the “Slides sized for” menu and “Portrait” or “Landscape” from the “orientation” panel. For portrait layout, type in 28 inches for Width and 36 inches for Height. If you use Landscape mode, type in 28 inches for Height and 36 inches for Width.

Printing the Poster

To make a small printout of your poster for preview, print to any standard printer with 8.5 by 11 inches paper and select “scale to fit paper” in the Print Dialog Box. I suggest checking “frame slides” also to see how the poster will fit on the paper in the large format printer.

To print out a full size poster on the HP DesignJet 755CM printer in the Design Studio (HL 234), you are to do the following:

By April 16th give Ben Higgins a CD which includes your poster in *powerpoint* (see Pam St. Louis for CDs). To make sure you are ready by April 20th (MQP Day) you need to **get your CD to Ben by 5 pm on Friday, April 16.** (Ben is located in HL249 or you can email him at higgins@wpi.edu).

Remember that it takes 2 hours to print your poster on the large plotter printer and there are over 40 teams. Posters will not be accepted after 5 pm on Friday, April 16th.

Please e-mail suggestions for improvement to pstlouis@wpi.edu.