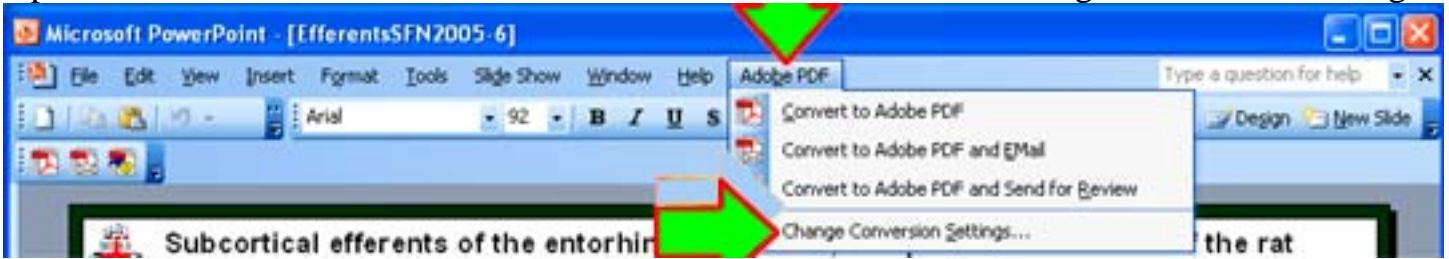
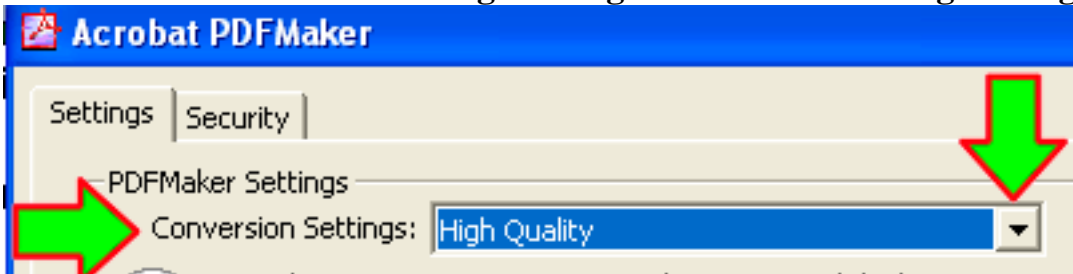


Instructions for printing PowerPoint Presentations on HP3500CP Poster Printer.

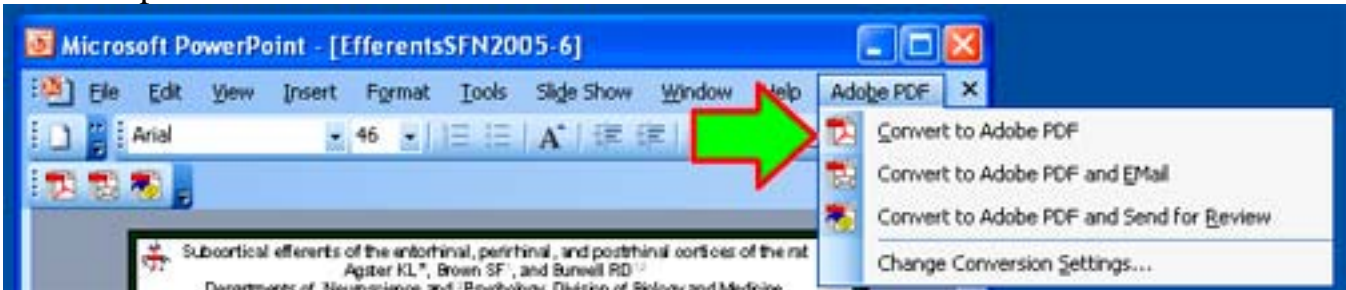
Open Poster in PowerPoint. On main menu select “Adobe PDF > Change Conversion Settings”



In Acrobat PDF Maker Settings Change Conversion Settings to High Quality. Click OK



In Powerpoint main menu select “Adobe PDF Maker > Convert to Adobe PDF”

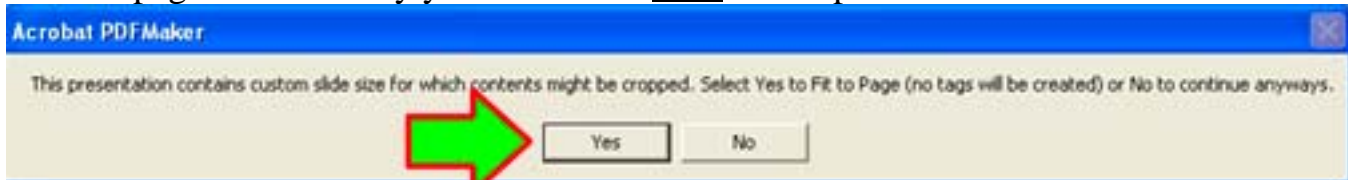


The “Save as Adobe PDF file” screen will appear: The Powerpoint file name will be shown as the default PDF file name . Change it if you choose and/or save it in a location of your choice:

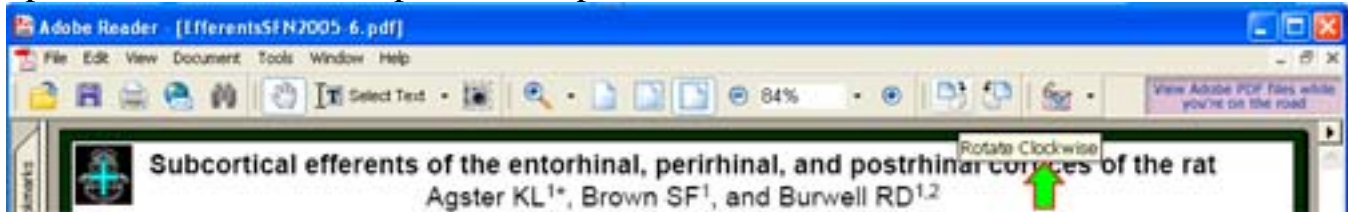


Click Save.

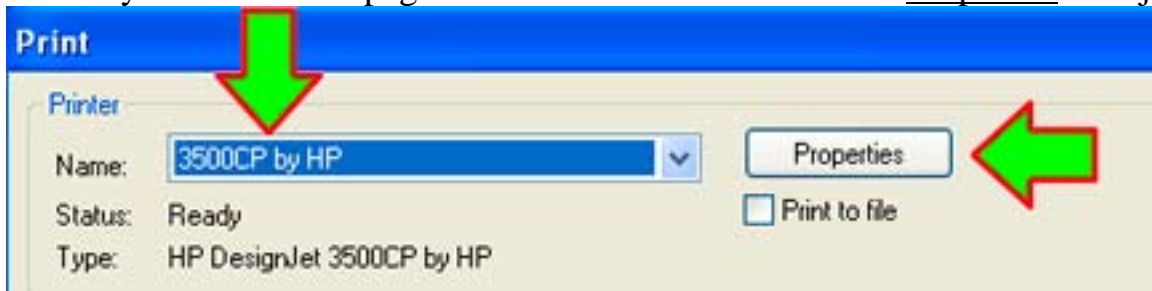
To save page size correctly you must click YES to this panel:



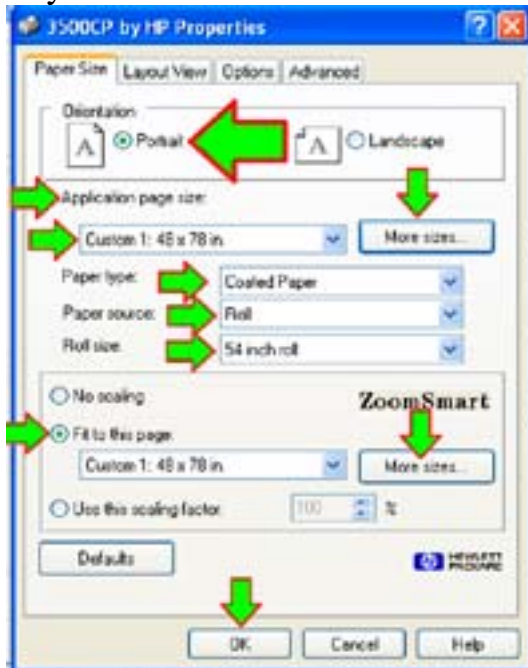
Your PDF will open in Acrobat Reader. Examine it carefully for correctness. Click "Rotate" option on the Tool Bar to position for printer.



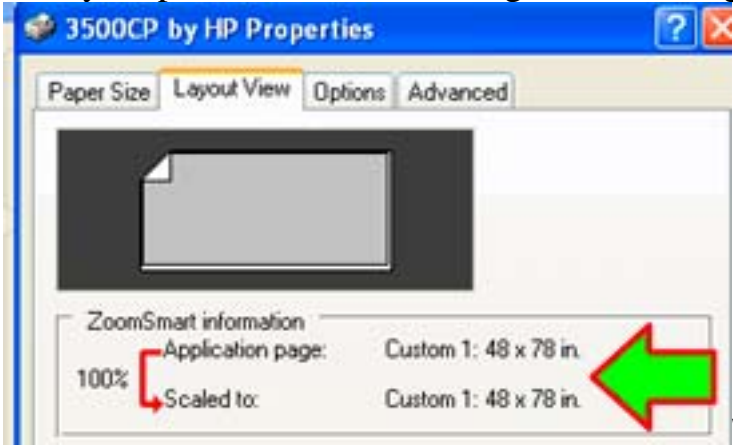
In Acrobat Menu Bar select File>Print. Select 3500CP by HP printer. The poster will appear correctly oriented BUT page size is not correct YET. Click Properties to adjust Page Size.



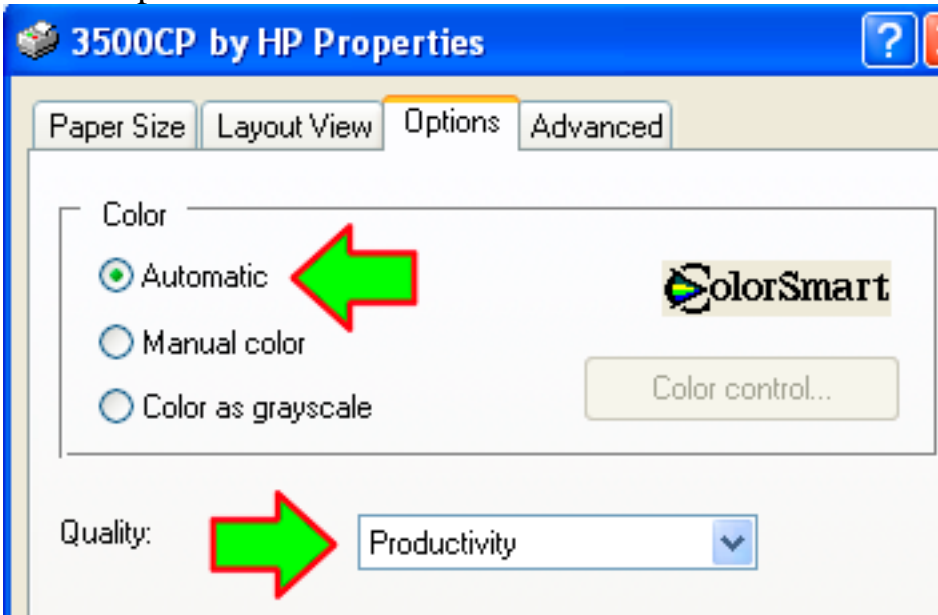
In paper size tab adjust setting to finished poster size using the "More sizes" buttons. Enter the same dimensions in the "Fit to this page" window. Make all other settings as shown. Click Layout tab



Verify output size. If not correct go back to “Page Size” tab and make corrections.

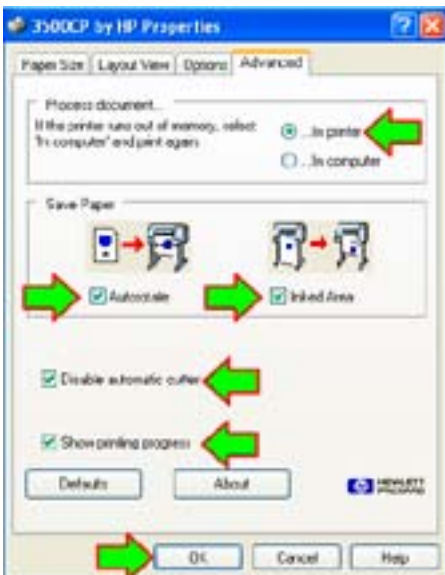


Click “Options” tab.



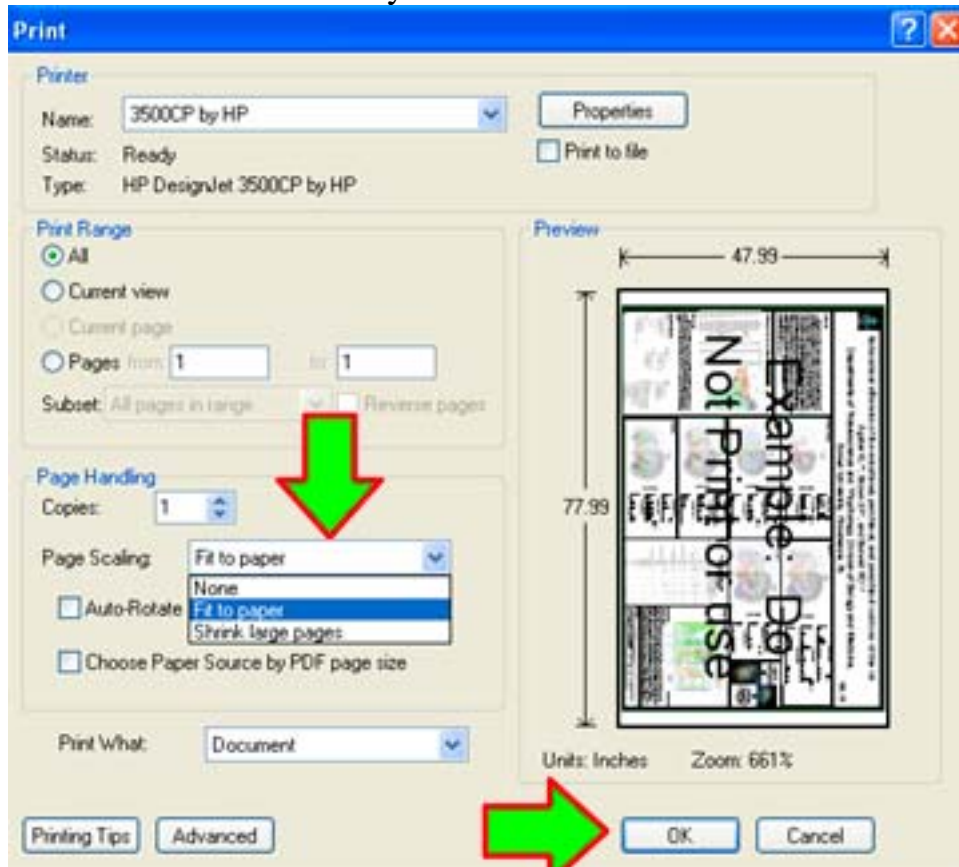
Select “Automatic” for color and

“Productivity” for Quality. Click the “Advanced” tab.



Make settings as shown. Click OK to save settings!

Print Page will appear. Open “Paper Scaling” menu and Reselect “fit to Paper”. Preview will now show Poster correctly sized.



Click Print to start print job.

When the poster has printed and ALL printing activity has ended, push “Form Feed and Cut” button on the printer panel. Then, the down arrow button, twice. The printer will cut the poster from the roll. Trim the poster and store in cardboard tube found near the printer.