

Printing Posters in Mac OS X (Instructions apply to machines in Room 975)

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Basics

One edge of your poster can be no more than 41 inches. This is a physical limit of the poster printer. Typically, Height is the dimension set to 41 inches. The width of your poster corresponds to its length. Powerpoint is limited to printing posters no larger than 41" x 56". Please do not design a poster longer than 56" in Powerpoint – It WILL NOT print correctly.

Please watch the printer closely as it begins printing. If it is not printing correctly, or starts by spooling multiple inches of blank paper, immediately hit cancel so as not to waste paper.

Note: The HP DesignJet 800PS driver is buggy and has serious orientation issues, which can be very frustrating. This is a long-standing bug acknowledged by many users in the HP Support Forums. If you are having trouble, we highly recommend you convert/print your poster to a PDF file with all objects (including fonts) embedded. Then open the document in Adobe Illustrator CS and follow the Illustrator directions below.

Instructions for Adobe Illustrator CS

Adobe Illustrator CS does not use the HP printer driver for page setup and orientation, thus it is the most intuitive and consistently straightforward way to print poster from Mac OS X.

1. After you have composed your poster, check the dimensions in File->Document Setup. **The height should be 41 inches or less.** Orientation should be landscape. These settings correspond to the setup of the Art Board on which you designed your poster.
2. Use the **Page Tool** to set the printable area. Page Tool is located by hold-clicking the Hand Tool in the toolbar. [Please see the note posted on the far wall of Room 975 for more detailed instructions.](#)
3. Go to the File->Print dialog. Under Media, the Size drop-down should be set to Custom (**DO NOT USE "DEFINED BY DRIVER"**). It should automatically set the dimensions equal to those in Document Setup. The orientation also should be auto-set to Landscape. **DO NOT CLICK ON PAGE SETUP.**
4. The print preview pane should show your poster rotated 90 degrees. If this is the case, you may proceed with printing. Make sure you are printing to the HP DesignJet 800PS (975hp800ps.cns.nyu.edu).

General Instructions for Other Applications

Note: Again, if you have trouble printing directly from another application such as Canvas, Powerpoint, or Photoshop, see the note above about converting to PDF and opening in Illustrator CS.

1. When printing, we highly recommend you **use the preset sizes available in the HP DesignJet 800PS driver. These sizes are 42" x 60", 42" x 72", and 42" x 84"**. Use the next largest size from your poster design dimensions. If you must create a custom paper size, be aware you may have orientation difficulties.
2. Go to File->Page Setup (In Powerpoint, this is actually in Page Setup->Options). **Change the "Format For" drop-down menu to "975hp800ps.cns.nyu.edu"**. In Paper Size, choose one of the previously mentioned preset paper sizes. Leave the orientation on Portrait.
3. **Make sure that you are printing to the DesignJet 800PS (975hp800ps.cns.nyu.edu).**

Troubleshooting Tips

1. If you are using a custom paper size, try one of the preset sizes mentioned above, and make sure that Page Setup is set to format for 975hp800ps.cns.nyu.edu.
2. Try using the printer driver rotate function. To use this, change the "Copies & Pages" drop-down to "Printer Features.
3. Try pasting all elements of your poster into a new document and rotate it 90 degrees.
4. Try printing from Adobe Illustrator CS.
5. Try printing from the Windows XP machine in Room 975.