

# Printing Posters to the Plotter

## Paying for posters

When your document has printed, it is automatically charged to your print budget account. If you do not have enough budget your document will not print.

You can check your budget and top up using a credit or debit card by clicking on **Print Budget** on a Lab PC homepage or at <http://studentinfo.lancs.ac.uk/webpay/>

You can also top up using coins at the kiosks located in the library (there is a change machine if you only have notes.)

The various types and costs per page are:

- A2 £2 A1 £4 A0 £8

## Creating your poster

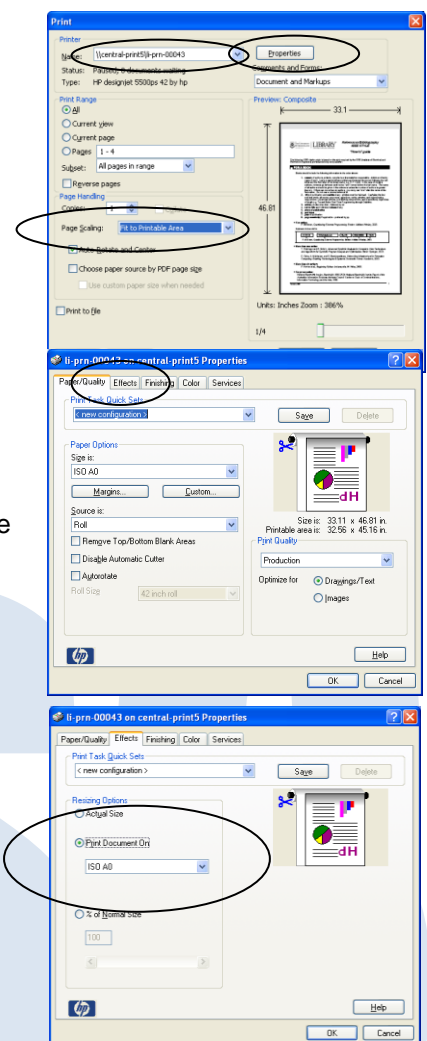
It is possible to create a poster without having to produce an original document of the intended poster size. This reduces the size of the file and speeds up the printing process. It is recommended to create the page at A4 size, and then scale it up to the required size when sending to print. You can create your poster in any application.

Before you print it, we recommend that you save it as a PDF. This can be done in any Microsoft Office application by clicking on the Office Button, then Save As... then PDF or XPS. At this point select PDF. Once you have a PDF file follow the instructions below to print.

## Printing your poster

1. Open the PDF Document you wish to print (created earlier).
2. Click **File** on the menu bar.
3. Click **Print**.
4. In the box labelled **Name** select `\\central-print5\\li-prn-00043`  
Note: If you don't see the printer as an option, see **Connecting to the plotter** overleaf.
5. In the box labelled **Page Scaling**: select **Fit to Printable Area**.
6. Click **Properties**.
7. In the box labelled **Size is**: select the size you want to print the document, preceded by the letters ISO.  
This will either be ISO A2, ISO A1 or ISO A0.
8. Click on the **Effects** tab at the top of the page
9. In the **Resizing Options** select **Print Document On** and choose the same size you selected in step 9.
10. Click **OK** on the Properties Window
11. Click **OK** on the Print Window

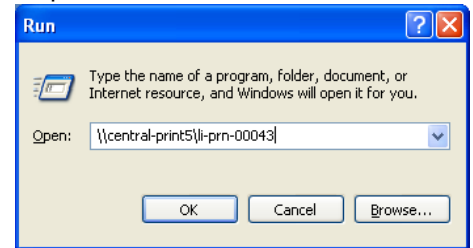
Your poster will now be queued to print on the plotter. It can be collected from the Library enquiry desk. Any posters not collected within a week will be disposed of.



## Connecting to the Plotter

The printer should automatically be mapped to any ISS lab machine when you log on. For staff computers within offices, the plotter must be mapped manually before it will appear in the available printers list.

1. Click the **Start** button.
2. Click **Run...** in the Start Menu
3. In the **Open:** box type:  
**\\central-print5\li-prn-00043**
4. Click **OK**
5. This will open the printer queue, and connect you to the printer.



If you wish to connect to the plotter from your own PC or laptop, please see the separate sheet **Printing Advice**. Follow the instructions for mapping a printer, and where it asks for the path for the printer, enter  
\\central-print5\li-prn-00043

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