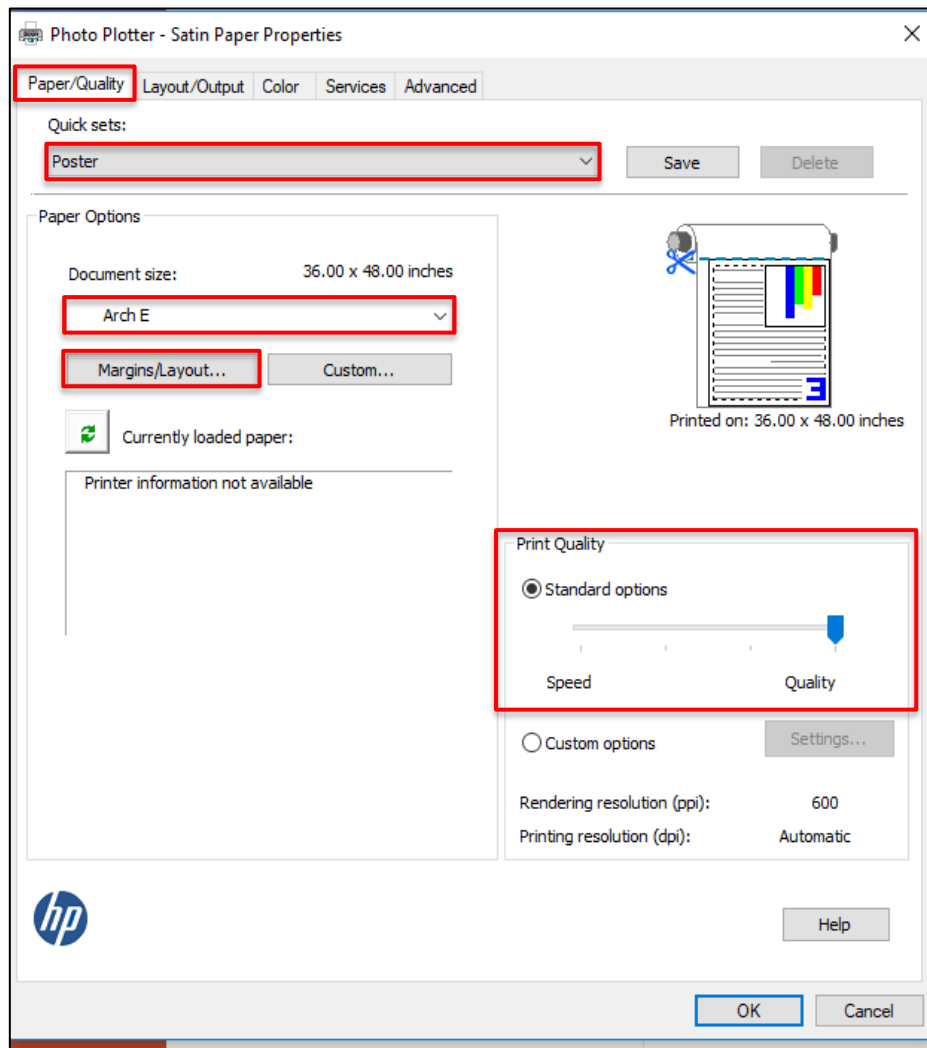


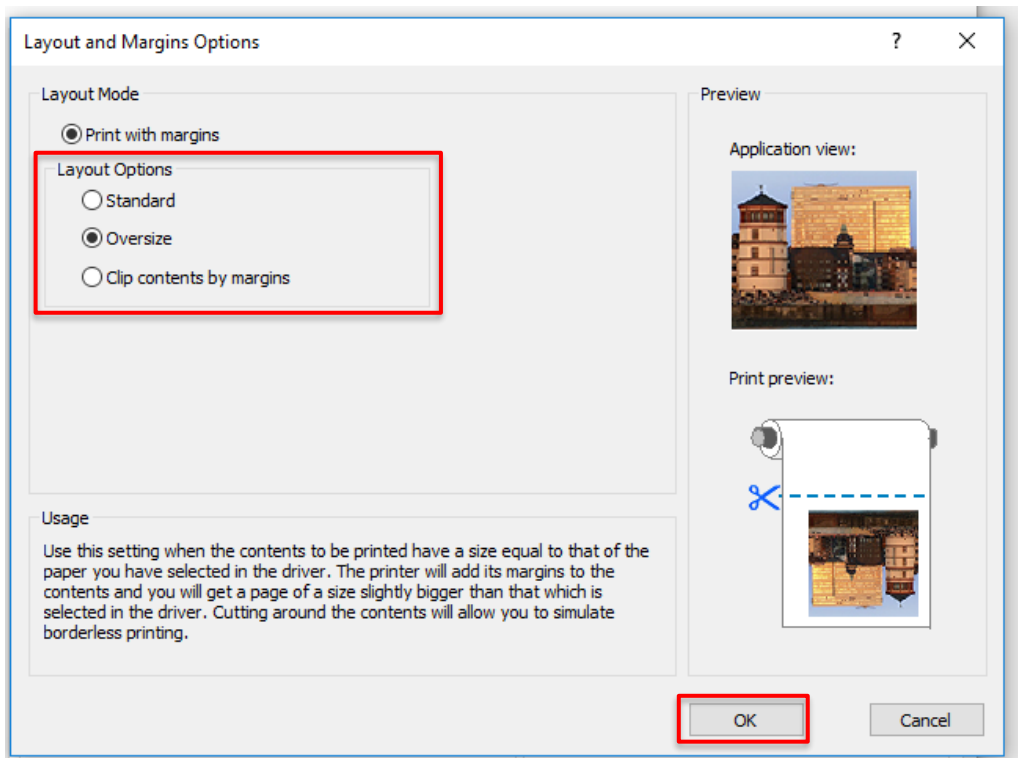
USF Health Research Day 2020 - Printing Instructions

Note: You must be logged onto a computer at the USF Main Library.

1. Save your research day poster as a **.PPTX file** on PowerPoint
2. Click **"File"** in the upper left-hand corner of the screen
3. Click **"Print"**
4. Select the plotter you would like to use (i.e., **"Photo-Plotter-Satin Paper"**)
5. Click **"Printer Properties"**
6. Change your Quick sets to **"Poster"**
7. Drag the blue bar for Print Quality to the far right on **"Quality"**
8. Change your document size to **"Arch E"** *You may need to search the drop-down to find Arch E*
9. Click **"Margins/Layout..."** *This button is under Document Size*
 - a. Change your layout option to **"Oversize"**
 - b. Click **"Ok"**

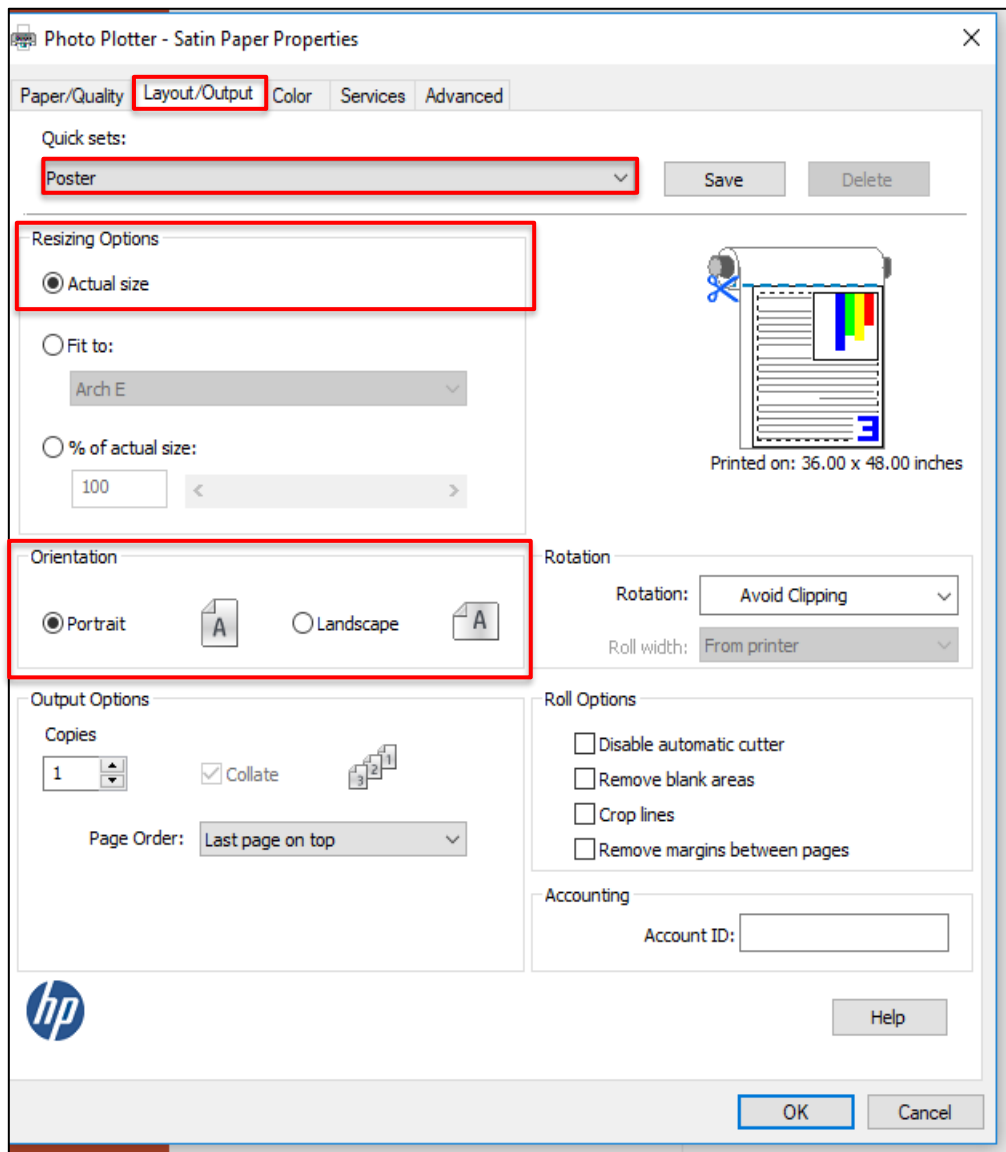


Your settings should look like the image above.



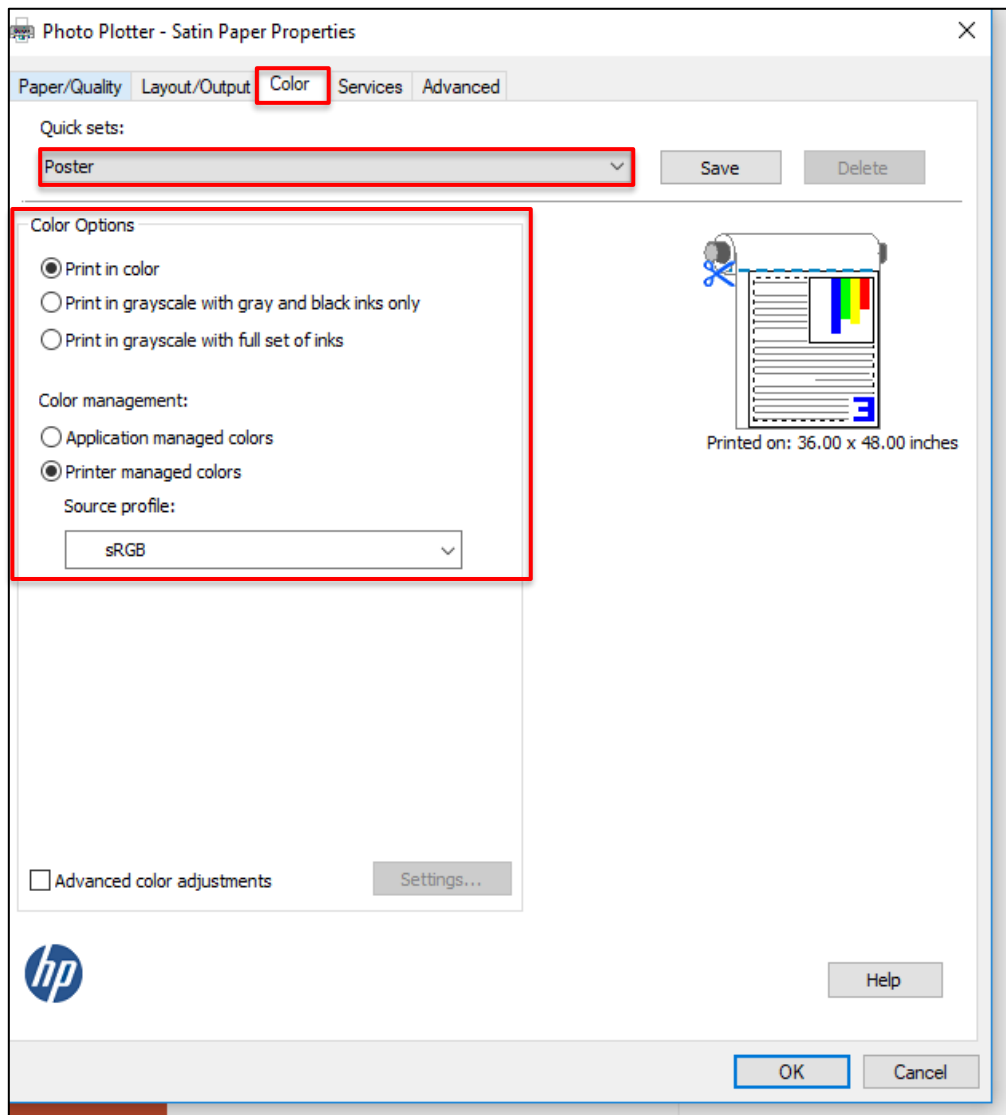
Your settings should look like the image above.

10. Click **“Layout/Output”** and adjust the following settings:
- Make sure **“Actual size”** is selected for resizing option
 - Make sure **“Portrait”** is selected for orientation



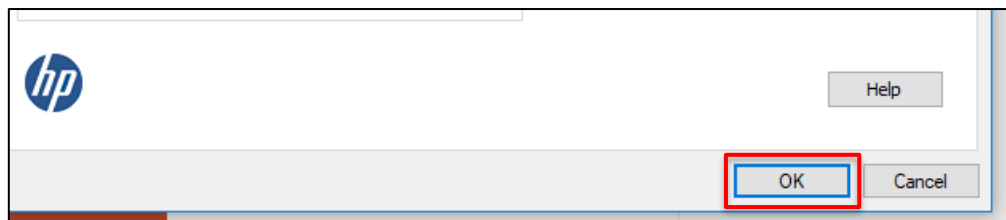
Your settings should look like the image above.

11. Click **“Color”** and adjust the following settings:
- Make sure **“Print in color”** is selected for color options
 - Make sure **“Printer managed colors”** is selected for color management



Your settings should look like the image above.

12. Click **“OK”** at the bottom of this window



13. Click **“Print”** to print your poster!