

Username: Poster1  
Password: bmpposter

Bring poster on a flash drive or a CD

### Printing Instructions for posters done in PowerPoint

- Make a copy of the file of the poster that is going to be printed in the folder "Poster Printing" it is located on the desktop.
- Open the RIP Center software. (There is a shortcut on the desktop)
- If there are any jobs that are buffered in RIPCenter please delete them. (Buffered print jobs are listed below)
- Open up PowerPoint.
- Open up your PowerPoint presentation that you saved on the desktop.

### In PowerPoint

- Go to File→Print.
- When the print dialogue box appears.
- Click on properties (this is located in the upper right hand corner of the print dialogue box)
- Then click on the advanced (this is located on the bottom right hand corner)
- Another dialogue box appears. Where it says Paper Size there is a down arrow. Click on the arrow. Scroll up to the dimensions "60X80".
- Click on ok
- Click on ok again
- Click on ok
- Poster is printing (To a virtual printer that is sending your poster to RIP Center)
- Click on RIP Center Rip Queue
- Your poster is being prepared to be previewed by you to see if it looks ok
- Click on your poster name

- Click on Preflight this allows you to fix the margins on your poster
  - If the poster seems to have white edge you need to fix the size.
  - Click on preview and size.
  - The maximum print area should be a 42-inch roll.
  - There should be a lock in the box next to magnification only.
  - Magnification should be set at 1.0000
  - Fix the edges of the poster. Drag mouse with dotted lines.
  - The Width of the poster CANNOT be greater than 40 inches and Height CANNOT be greater than 60 inches.
  - After the edges are fixed click on apply.
  - Your new poster will appear.
  - At the top there is a tab that says "Print" click on it
  - Click on submit.
  - The poster will be back in RIP Center Que.
  - Click on the printer HP Design Jet.
  - On the right there is a box that says "Status" there should be a green light on.
  - Before printing make sure no other programs are running except RIP Center.
  - Click on Print
- The print will take time to do

Any problems or question contact Luca Leone @X68301 or Karen Logan @X66238