

How to Print a Poster on the Plotter



What You Need to Print

- Boise State Identification Card or BroncoPrint Card
- Value on the card

What You Need to Know

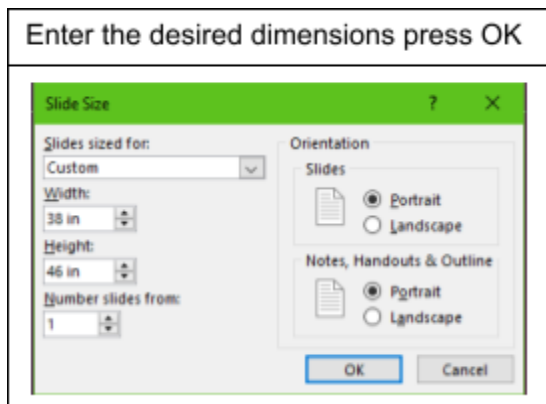
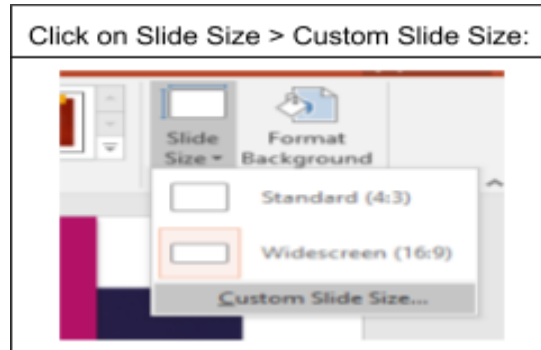
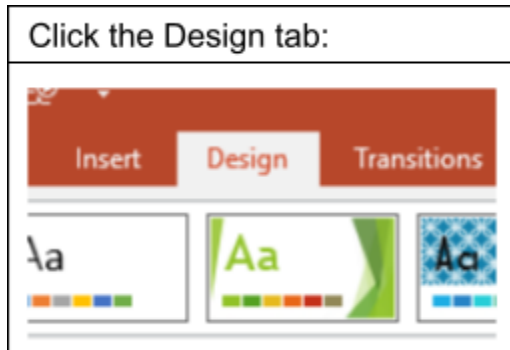
- The Library's plotter is located on the 1st floor next to the Circulation desk.
- The cost of printing to the plotter is approximately 1.5 cents per square inch
 - Example: a 44x36-inch poster will cost about \$23.76 ($44 \times 36 \times 1.5 = 2376$)
- Printing time varies widely
 - expect about 10 minutes printing time for typical print jobs from start to finish
- The plotter is loaded with a 42" roll of photo-quality paper, allowing print jobs up to 41.8" on the short edge of the image. **Please use 41.8" for the small side. Ex. (60 x 41.8)**
- Printed posters are susceptible to wrinkling. Handle with care.

Add Funds to BroncoPrint Account

Go to My.Boistate.edu and log in using your information. Click on the My Account tab. Click on BroncoPrint Account then on the blue Add Funds button.

From there enter the amount necessary for the print job with available funds and enter credit/ debit card information and press continue. \$5.00 is the minimum required to add funds.

Checking Size From PowerPoint Slide



If your height and length are already at your desired size for poster (example Height x Length, 36x48, 36x44 etc.) Skip to the Prepare Print Settings section. If not go to the Two Methods Section.


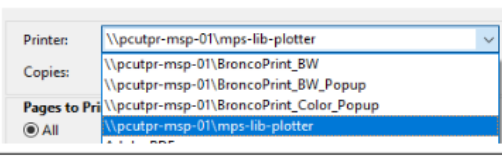

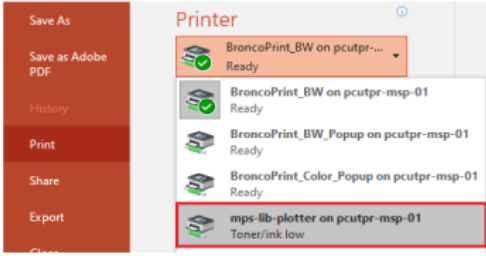
Steps

Opening a PDF in Adobe Acrobat Pro or Reader




Prepare Print Settings

These steps are necessary to tell the printer what 'Paper Size' to use. If these settings are not properly configured, the image will not print to the desired dimensions.

In Adobe Acrobat Pro for PDFs	Adobe Acrobat Pro for PDFs (Does not have 'Fit picture to frame')
	
For PowerPoint: First press the File button in the top left corner.	PowerPoint (Does not have 'Fit picture to frame')
	

Adobe Acrobat Pro for PDFs: Click on Properties

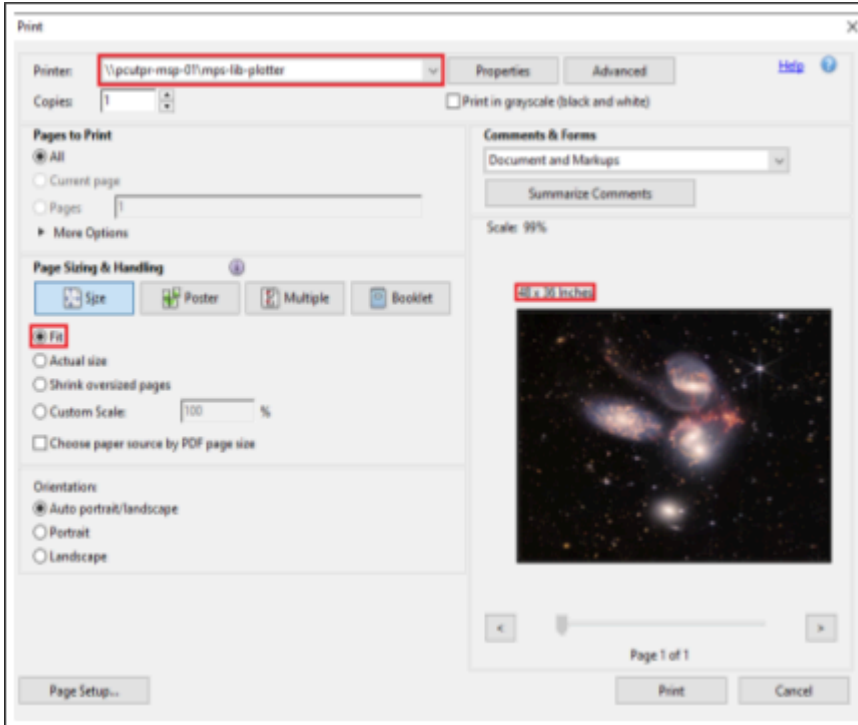
PowerPoint: Click on blue button below the printer labeled Printer Properties


Small edge must be less than 42 inches

If both of your dimensions are larger than 42 inches then your image is too large to print without cropping it for the plotter. The paper we currently have loaded into the plotter is 42 inches wide and the print settings are dependent on the width or length of whichever is larger.

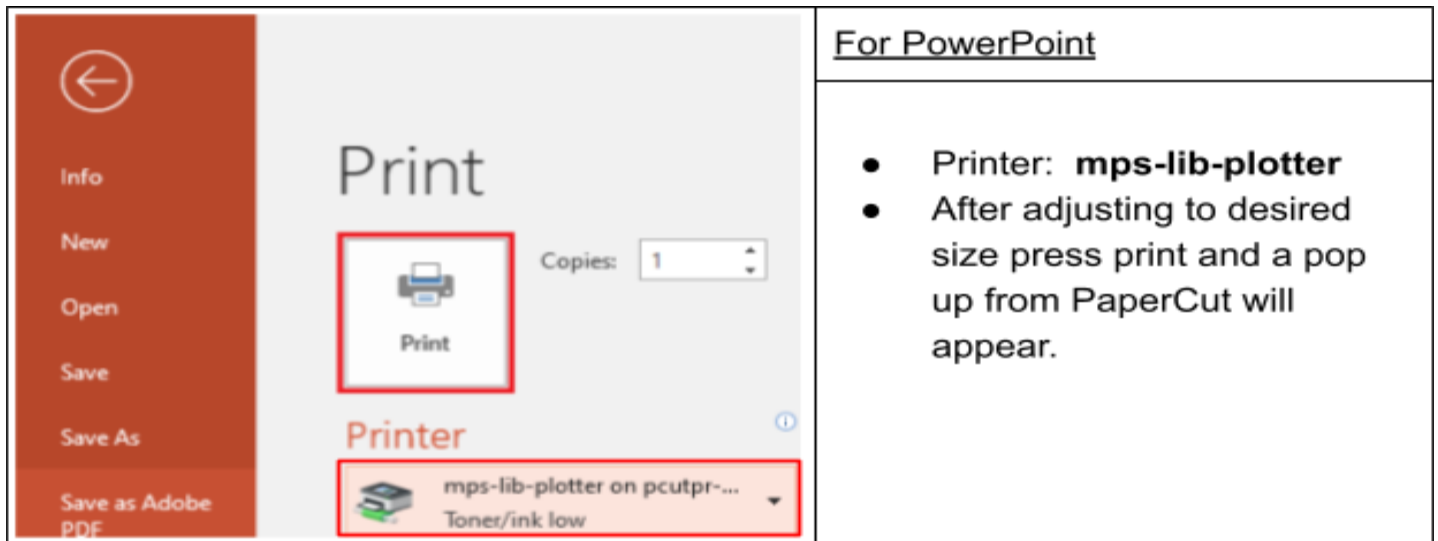
Print

From Adobe Acrobat Pro or Reader when you click OK in the Document Properties window, the Print Pictures window should appear with Paper Size properly selecting the Custom Paper Size you created.



For PDFs

- Printer: **mps-lib-plotter**
- Paper Sizing: Your poster size should show above image preview(Ex. 36x48, 36x44, ect.)
- Click Fit under Page Sizing & Handling. If file size is already desired size should not cause any pixelation, will if upscaling from smaller size.



If all of these settings are correct, click Print. A PaperCut popup will appear, prompting for your Boise State Username and password. Once entered correctly you will see an Attention popup in the bottom right corner that tells you your print job is in the queue and you can now use the Plotter Release station to find your job and print. It is important to double-check the price matches the paper size you created. To calculate the cost, multiply your dimensions by .015. For example, a 36 x 48 would cost you $36 \times 48 \times .015 = \25.92 . If the cost does not match your sizing then something went wrong during the setup process and you need to go through the instructions again or ask for help with the plotter.

Note: your account is not charged for the print job until it is released from the queue at the PaperCut Release Station.

Now you're ready to go to the BroncoPrint Release Station next to the Plotter to swipe your Boise State ID card, select the job, tap Print, and the job will be released to the Plotter. It will take several minutes for the plotter to prepare and print your poster depending on size and images on the poster. When the job is finished printing, the Plotter will automatically cut, and drop the poster into the catch basket below, if it's not out pull out.

Note: there will most likely be extra white space that is attached to your print. You will not have been charged for this paper. Optionally from here you can cut the white space off using scissors or a cutting board. The circulation desk next to the first floor entrance to the library can lend out scissors if needed.

NOTE:

If you would like to have your students use a department account for releasing print jobs, please contact us at libcompserv@boisestate.edu to discuss the options. If you have already created that mechanism, please touch base to ensure everything is current before you begin sending your students over.