How to Print a Poster on the Plotter

Objective

The purpose of this document is to assist with printing a .JPEG file on the Library's plotter in a cost-effective way and to achieve the best possible outcome.

What You Need to Print

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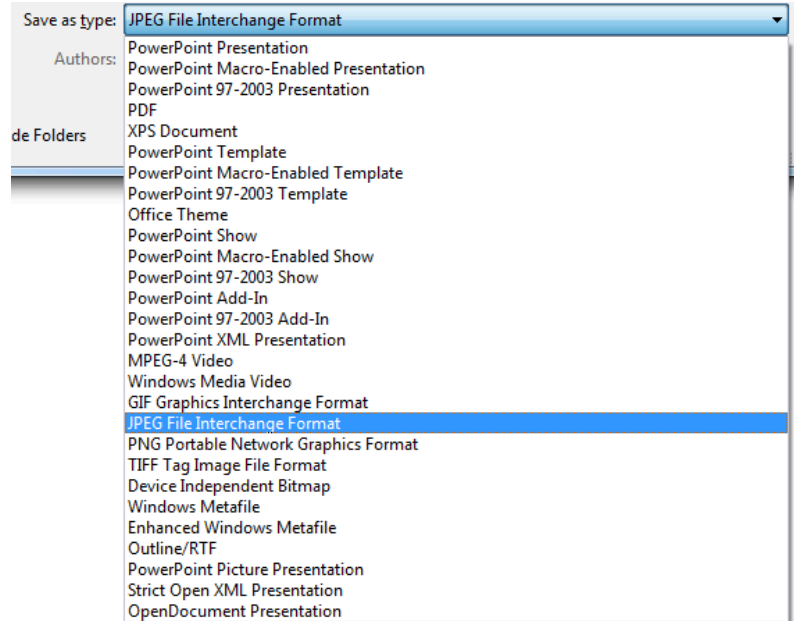- Value on the card

What You Need to Know

- The Library's plotter is located on the 2nd floor through the doors to the right when getting off the elevator.
- The cost of printing to the plotter is approximately 1.5 cents per square inch
  - Example: a 44×36-inch poster will cost about $23.76 (44 x 36 x 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.

Steps

Prepare .JPEG image file

We recommend using files in a .JPEG format file, because it can easily and accurately be manipulated in Paint.NET. PDF's can be easily exported as a JPEG in Adobe Acrobat, however not all applications will do so while maintaining image quality.

An important note for PowerPoint Slides only- PowerPoint slides in particular require a specific size setting before they can be exported, noted below the 'Opening a .JPEG in Paint.NET' Segment.

Save as type: JPEG File Interchange Format

Authors:

de Folders

- PowerPoint Presentation
- PowerPoint Macro-Enabled Presentation
- PowerPoint 97-2003 Presentation
- PDF
- XPS Document
- PowerPoint Template
- PowerPoint Macro-Enabled Template
- PowerPoint 97-2003 Template
- Office Theme
- PowerPoint Show
- PowerPoint Macro-Enabled Show
- PowerPoint 97-2003 Show
- PowerPoint Add-In
- PowerPoint 97-2003 Add-In
- PowerPoint XML Presentation
- MPEG-4 Video
- Windows Media Video
- GIF Graphics Interchange Format
- JPEG File Interchange Format
- PNG Portable Network Graphics Format
- TIFF Tag Image File Format
- Device Independent Bitmap
- Windows Metafile
- Enhanced Windows Metafile
- Outline/RTF
- PowerPoint Picture Presentation
- Strict Open XML Presentation
- OpenDocument Presentation

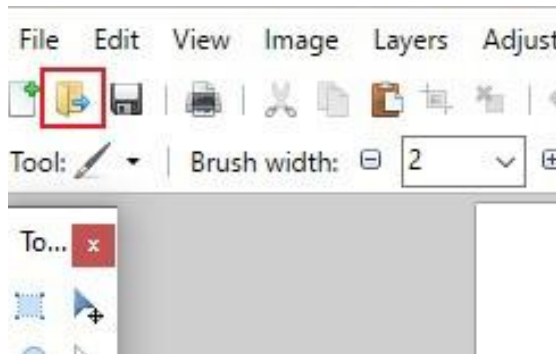# Opening a .JPEG image file in Paint.NET

Open Paint.NET

Press the Windows key on your keyboard.
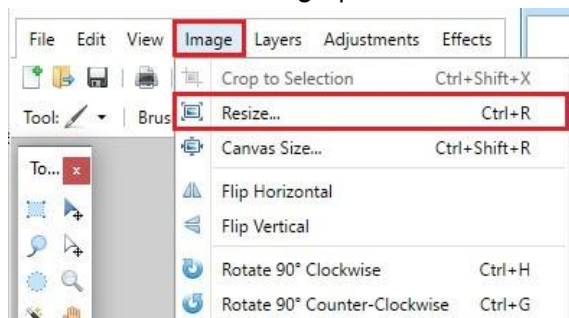Type Paint.NET and select the program from the results.
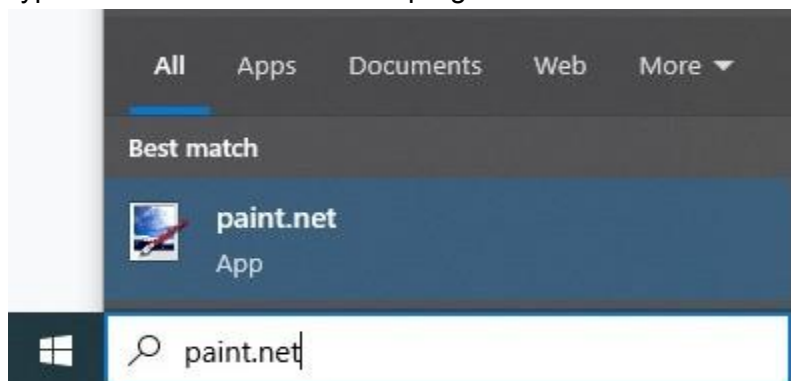
Open desired image

In Paint.NET, select the Open button and navigate to the image file you would like to print.
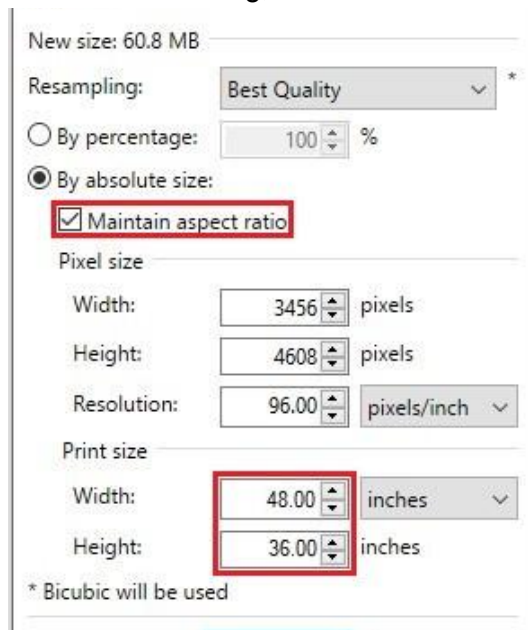

Verify image size (inches)

In Paint.NET, click Image | Resize.

In the Resize dialog, check the Width and Height (optionally, change the Print Size)

Some notes about Resizing an image:
- If you would like the printed image dimensions to be exact (to match a picture frame, for example), then uncheck the Maintain Aspect Ratio box. Note, however, this may distort the image.
- If you enlarge an image from the original size, this will reduce the quality of the print job.
- Resolution: PPI vs DPI
  - PPI and DPI are equivalent
    - PPI (pixels per inch) refers to pixels on display screen
    - DPI (dots per inch) refers to dots on printed media
  - For printing posters, depending on the size of the poster and the picture content, use a picture file with a minimum original PPI of 300; 600 PPI or greater would be better.
- [How do pixels and DPI and resolution and picture size and file size all relate?](#)
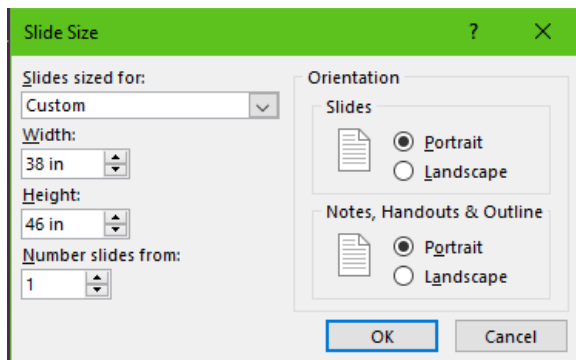
Exporting a PowerPoint slide to .JPEG
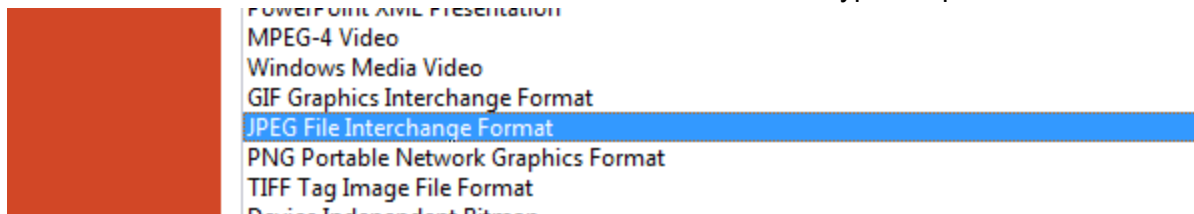
Click the Design tab:

Click on Slide Size > Custom Slide Size:
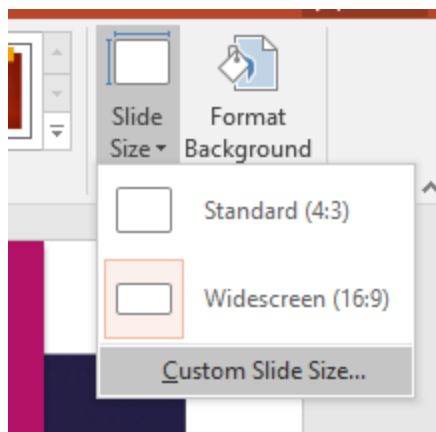

Enter the desired dimensions

Select File > Save As > Browse and select JPEG from the File Type Dropdown

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 Paint.NET, select the Print button from the main toolbar to bring up the Print Pictures window.
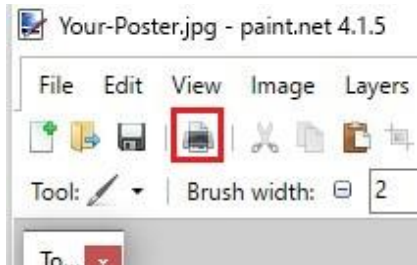
In the Print Pictures dialog, drop down the Printer menu and select **mps-lib-plotter**
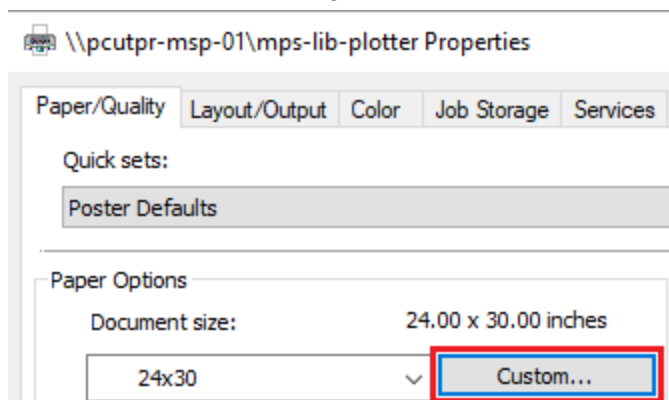**Important**- also at this time, uncheck the 'Fit picture to frame box' (a preview of your image will appear).
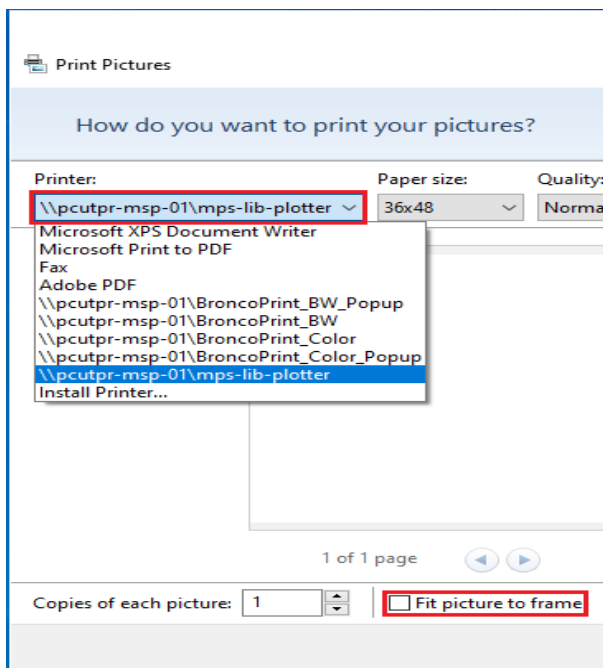
In the Print Pictures dialog, click the blue Options link in the bottom right corner to bring up the Print Settings menu. . .
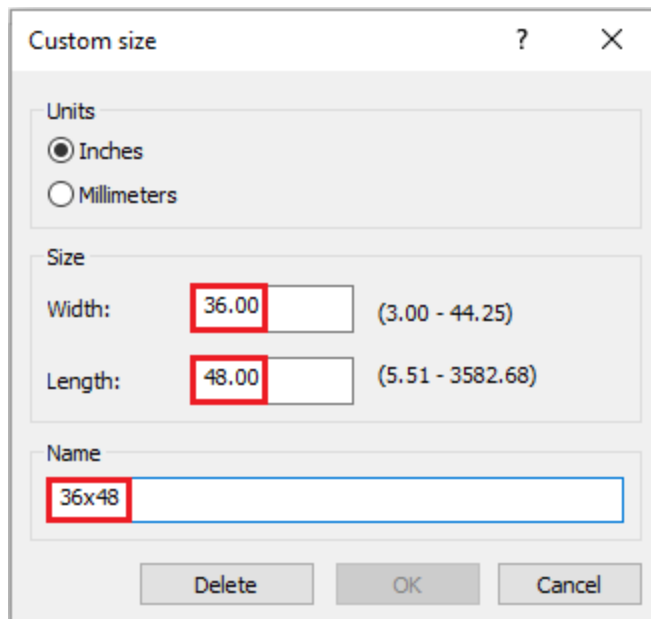
5 x 7 in. (2)

to frame   Options...

Print   Cancel

Then in the Print Setting menu, click the blue Printer Properties link on the bottom left to bring up the Document Properties menu.

Color Management...

Printer Properties...

OK

In the Document Properties menu, click the Custom button under Paper Options to bring up the Custom Paper Size dialog.

\\pcutpr-msp-01\mps-lib-plotter Properties

Paper/Quality   Layout/Output   Color   Job Storage   Services

Quick sets:

Poster Defaults

Paper Options

Document size: 24.00 x 30.00 inches

24x30   Custom...

In the Custom Paper Size dialog, enter a Name that corresponds with the desired dimensions, then enter the exact height and width that were noted in the 'Resize Image' step.

Custom size	?	X

Units
- ● Inches
- ○ Millimeters

Size

Width: 36.00 (3.00 - 44.25)

Length: 48.00 (5.51 - 3582.68)

Name

36x48

Delete	OK	Cancel

Click Save, then click OK.
Click OK to the Feature tip, if it appears (**Important- Width must be narrower than the Length**)
Click OK to close Document Properties window

Click Cancel to close the Print Pictures window. Then re-open Print Pictures again by clicking the Print button

Your-Poster.jpg - paint.net 4.1.5

File   Edit   View   Image   Layers

Tool: ✏ ▾ | Brush width: ⊖ 2
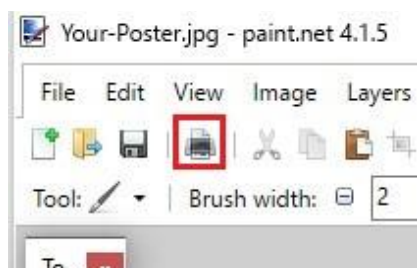
Important- This is necessary to allow the newly created Custom Paper Size to be selected in Print Pictures

Now, return to Document Properties by clicking Options, then Printer Properties

Click the Document Size drop down menu, click 'More…' to bring up the Document Size menu.
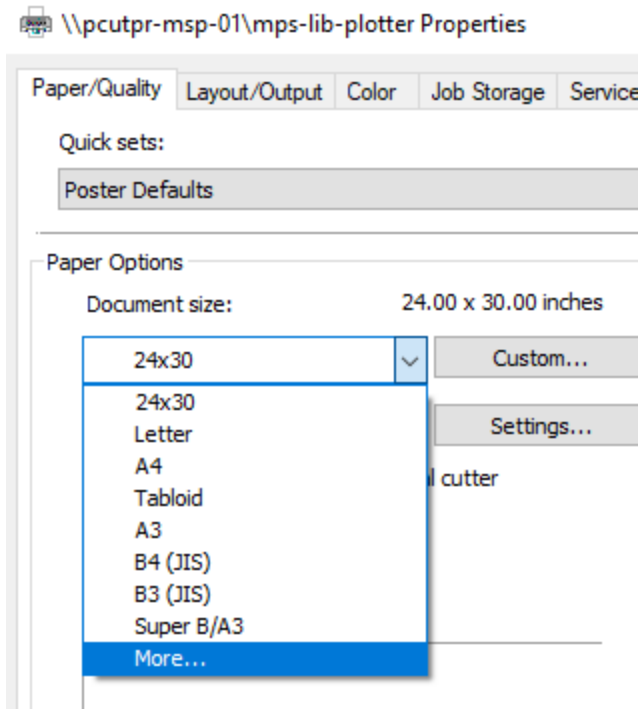
In the Document Size menu, scroll all the way to the bottom and select the Custom Paper Size by the name you gave it.
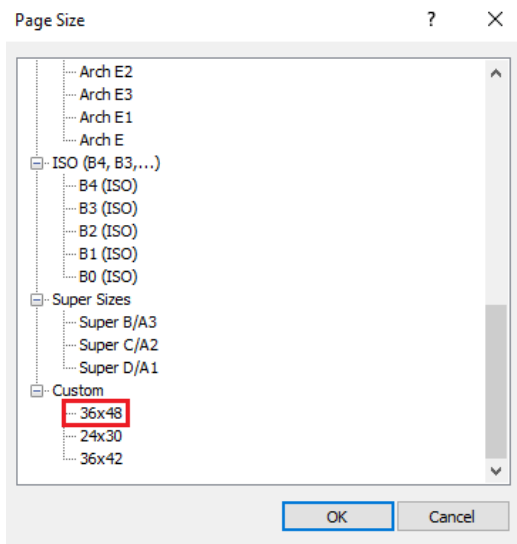

Click OK. (Click OK to the Feature tip, if it appears)

Saving Paper (and Cutting Time)

If your image is **larger** than **42 inches wide or 42 inches long** then skip over this step. If both of your dimensions are larger than 42 inches than your image is too large to print without cropping it on 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

Now, 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.
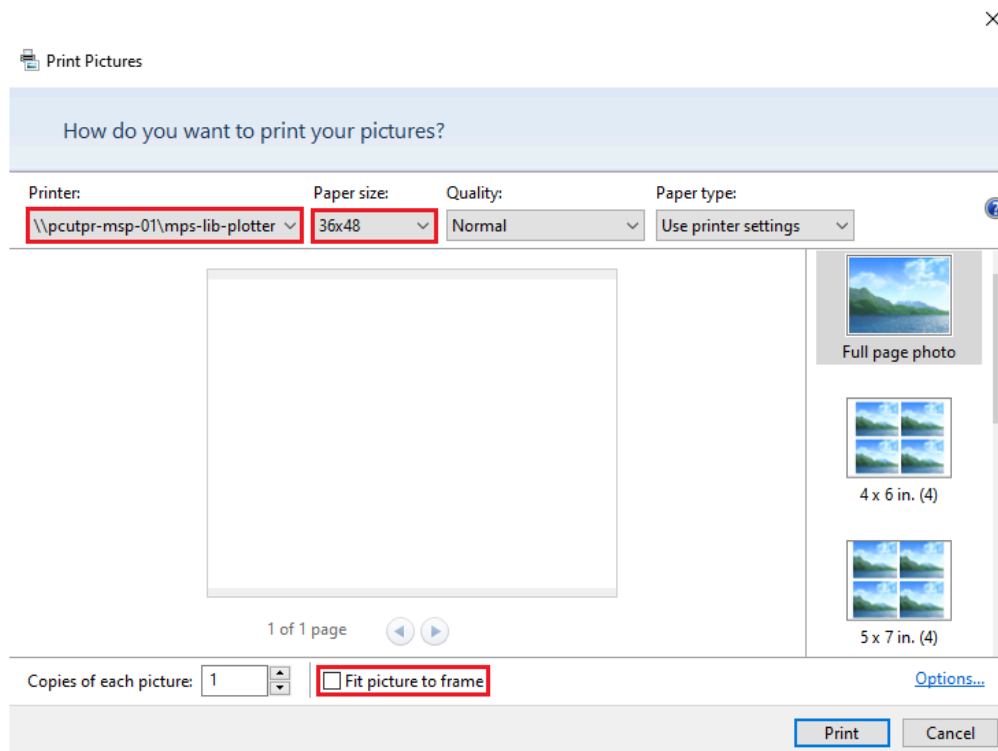
- Printer: **mps-lib-plotter**
- Paper size: Your custom paper size
- **Fit picture to frame: unchecked**

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 multiple your dimensions by .015. For example a 36 x 48 would cost you 36 x 48 x .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 a few moments to several minutes, depending on the poster size, to prepare for printing, then another several minutes to print the job. When the job is finished printing, the Plotter will automatically cut, and drop the poster. Pull out the basket underneath the Plotter to catch your job when it's finished, or be present when it finishes to catch it yourself.

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:

Departments who wish to pay for their students printing can set up an account by contacting the OIT Help Desk to purchase a Bronco Print Card. Once received, department money can be transferred to it. When contacting OIT, be prepared to provide the purpose of the card, department account number, and the amount to be placed on the card.

To assist students in using the department print card in the library, faculty can arrange for the card to be checked out to identified students. Please contact Shelly Doty at: sdoty@boisestate.edu or 208-426-3559 and provide a list of authorized students.