Printing PowerPoint Posters on MAC

Before you start:

In your PowerPoint Document:

1. Go to the Design Tab
2. Click the Slide Size button → Page Setup
3. Enter your custom width and height (One of the dimensions should not exceed 36” , which is the printable width on our poster printer)

   ![](image1.png)

4. You may be prompted to scale your content up or down if you are re-adjusting your slide size with content already in place.

   ![](image2.png)

At the Poster Printer:

Make sure Canon iPF8000S Poster Printer is turned on. If it is not, press and hold the Power button.

Verify that there is enough paper left on the roll to complete your job. Do this by looking at console on poster printer (picture below) = 36 x # of ft left on roll. If this does not show, press the Information button twice.

Verify that none of the ink supplies are empty. Inform the IT department if any supplies are low.
Set Custom Paper Size:

1. In PowerPoint, open your document and go to **File → Print**
2. In the Printer section, use the drop-down menu to choose the poster printer = **Canon IPF8000s (9A3F35)**
3. In the Paper Size section, use the drop down to select **Manage Custom Sizes**
4. Create a new paper size using the “+” button below the list on the left and double click to change the name to something you will recognize.

5. In the Non-Printable Area section, choose Canon IPF8000s (9A3F35) from the menu.

6. In the Paper Size section, enter your printing Width and Height to match your PowerPoint slide dimensions that you set earlier. **Please Note:** If your poster is wider than 36”, reverse the dimensions of the PowerPoint slide (we’ll adjust this to make sure it prints properly later)

7. Click the OK button to return to the Print dialog box

8. In the Orientation section, switch between Portrait and Landscape until your slide correctly fills the paper.
9. Just under the Paper Size section is a drop-down menu. Select **Main**

10. In the drop-down menu next to Media Type, select **Photo Paper/Proofing Paper** → **Semi-Glossy Photo Paper**

11. Just below Media Type, there are two buttons. Choose **Advanced Settings**.

12. In the Print Priority section, choose **Image** from the drop-down menu

13. In the Print Quality section, choose **High (600dpi)** from the drop-down menu

14. Check the **Print Preview** checkbox at the bottom of the box

15. Back at just below the Paper Size drop down menu, change the drop down from **Main** to **Page Setup**
16. Make sure that in the Paper Source section, **Roll Paper** is selected.
17. In the Roll Width section, choose **36 in (914.4mm)** from the drop down menu.
18. Check **Enlarged/Reduced Printing** if required.
19. Check **Rotate Page 90 degrees** if you had reversed your dimensions in the previous step.
20. Click the **Print** button.
21. Click **OK**.
22. The **Print Preview** box will appear after a brief delay.

23. If you are satisfied that the job looks correct, click the **Print** button on the right hand side of the window. If you are not, click Cancel and make adjustments in the Printer Properties.
24. Once printing has begun, wait for first few inches to be printed to make sure that it is printing correctly.
25. Press the STOP button on the printer console – lower right – if you need to cancel the job for any reason.
26. Poster will complete printing and ink will dry within 2 minutes. Printer will automatically cut the paper for you.