Printing PowerPoint Posters on PC

Before you start:
In your PowerPoint Document:
1. Go to the Design Tab
2. Click the Slide Size button (or Page Setup depending on your version) → Custom Slide Size
3. Enter your custom width and height (One of the dimensions should not exceed 36", which is the printable width on our poster printer)

4. You may be prompted to Ensure Fit or Maximize fit if you are re-adjusting your slide size with content already in place.

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. Under the Printer section, choose the poster printer = Canon IPF8000s
3. Select the Printer Properties link just below the selected printer
4. Select the Page Setup tab in the dialog box which appears

5. In the drop down menu next to Page Size, select Custom Paper Size ➔ Custom Size
6. In the **Custom Size Settings** dialog box that appears, 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

8. Back in the Page Setup Tab, check the box next to **Rotate Page 90 degrees (Conserve Paper)**

9. In the drop down menu next to **Roll Paper Width**, choose **36-in. Roll (914mm)**

Set Print Options:

1. Select the **Main** tab

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

3. Just below Media Type, there is a drop-down menu that may be set to Easy Settings. Choose **Advanced Settings** from that menu.

4. Set **Print Priority** = **Image**
5. Set **Print Quality** = High or Highest  
6. Make sure that **Open Preview When Print Job Starts** is checked  
7. Click the **OK** button on the Information box that comes up.  
8. Click the **OK** button  
9. After returning to PowerPoint from the print settings, click the **Print** button

Review the Print Preview and Print:

1. Click **OK** on the dialog box that appears

![Print Preview Dialog Box](image)

2. Make sure that the poster you are ready to print looks okay in the Print Preview window. Look to make sure that your entire poster fits in the printable area.

![Print Preview](image)

3. 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  
4. Once printing has begun, wait for first few inches to be printed to make sure that it is printing correctly.  
5. Press the **STOP** button on the printer console – lower right – if you need to cancel the job for any reason.  
6. Poster will complete printing and ink will dry within 2 minutes. Printer will automatically cut the paper for you.