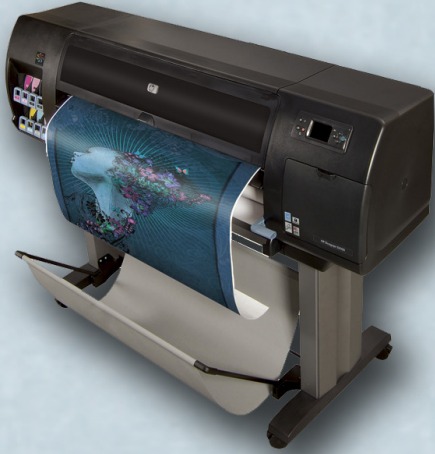


Printing a PowerPoint poster from PC

Set up the page size. When creating your document you can set up the page size that you would like by going to *page setup* in the *file* menu or from the *design* tab.



Enter the dimensions. PowerPoint will choose the correct orientation for you.

If you change the page dimensions after you have already worked on the page be sure to check back over your document. Powerpoint will adjust some of the sizes in ways that you may not like.

Choose Print and Select Printer. When you are ready to print choose print from the file menu. select the plotter that you want to use from the list of printers. You may need to scroll to the top to see the plotters.

Printer name	max width	price	finish
\\cocascprint1.ds.sc.edu\A/ color plotter HP 6100	42 in.	\$5/sq.ft	glossy
\\cocascprint1.ds.sc.edu\B/ color plotter HP 6100	36 in.	\$2/sq.ft	standard

