

Poster Printer

What is the Poster Printer

- The poster printer is a large format printer used to create posters for projects, clubs, or for personal use.
- Located in the Baldwin library (Carlton 2nd floor) in the ideation lab, room 217.

How to Access

- Step by step instructions can be found in the ideation lab over the printer
- To use the poster printer, you can either upload a file from a flash drive or from your cloud storage.
- Once you have the file you want open, the HP click icon on the computer closest to the poster printer.
- Click drag the file you want to print into the print file box.
- You can resize your poster in the HP Click app just make sure you check your pixel density to get a clear poster.
- The more you resize your image the blurrier your poster will appear. Best practice is to create the image using final dimensions

Features

- The poster printer also comes with a V-Trimmer that automatically trims down your poster with clean and straight cuts.
- Ensure V-Trimmer option is selected under settings to use this feature.
- Other media available upon request. Subject to availability.

Training and Tutorials

- HP Click Printing Software User Guide-
<http://h10032.www1.hp.com/ctg/Manual/c05841295.pdf>
- Use PowerPoint to create posters
<https://stallionsabac.sharepoint.com/:b:/r/sites/Resources/Shared%20Documents/Poster%20Set%20up%20Instructions.pdf?csf=1&web=1&e=F2c1Ph>
- Poster printing Instructions
<https://stallionsabac.sharepoint.com/:b:/r/sites/Resources/Shared%20Documents/Poster%20Printing%20Instructions.pdf?csf=1&web=1&e=zQ2zTc>