Making Large PowerPoint Posters on the HP DesignJet Printer

All students have the opportunity to make posters electronically and print them directly in a large format. The following is a summary of how to use PowerPoint to make large posters and how to print them on the HP DesignJet 755CM printer in the Design Studio (234 Higgins Lab).

General Format

A suggested poster size is 28 inches by 36 inches. In portrait mode the poster is 28 inches wide and 36 inches high, and in landscape mode the width is 36 inches and the height is 28 inches. There are two reasons for selecting these dimensions. The first is that the paper in the large printer is 36 inches wide. Selecting 28 inches for the other dimension gives approximately the same ratio as between the height and width of a standard 8.5 by 11 inch paper. By selecting “scale to paper” you can conveniently print a smaller version of your poster on an 8.5 by 11 inch paper.

It is strongly suggested that you use Helvetica or Avant Garde font for the headlines of your poster, and possibly the text as well. Large text in sans serif fonts usually looks better on posters than serif fonts. For the title, a 96 point font is suggested; use 36 point font for the names of the researchers and 18 point font for other text.

Although you may use a colored background, the use of a white background helps speed up the printing process and usually results in a visually pleasing appearance. When incorporating pictures into your poster, try to use as high a resolution as possible.

Making the Poster

Start with a blank PowerPoint template. To set the dimensions, select Page Setup from the File Menu. Select “Custom” from the “Slides Sized For” menu and “Portrait” or “Landscape” from the orientation panel. For portrait layout, type in 28 inches for width and 36 inches for height; for landscape mode, type in 36 inches for width and 28 inches for height.

Printing the Poster

To make a small printout of your poster for preview, print to any standard printer with 8.5 by 11 inch paper and select “scale to fit paper” in the Print Dialog Box. Check “frame slides”, too, to see how the poster will fit on the paper in the large format printer.

To print out a full-size poster, please bring the poster on a CD or USB key to Sia Najafi in the Design Studio (Higgins Labs 234) or send it by email to snajafi@wpi.edu by Friday, March 23, 2007.