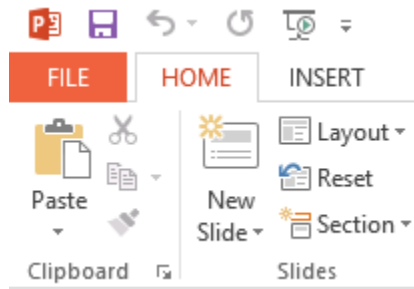
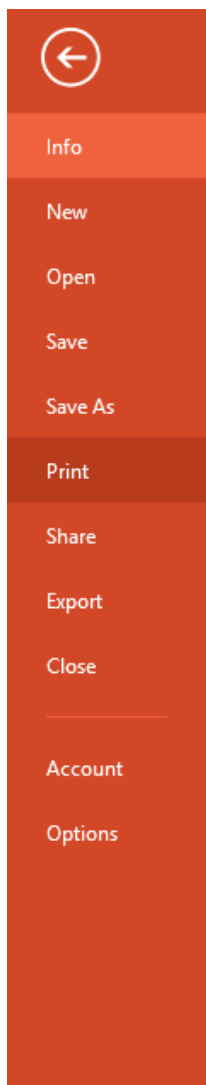


In PowerPoint 2013 document, choose “File” menu:



Then “Print”



poster.pptx - PowerPoint

Info

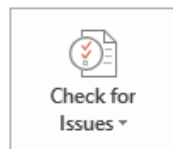
poster

Desktop



Protect Presentation

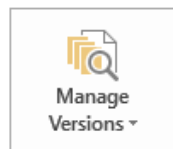
Control what types of changes people can make to this presentation.



Inspect Presentation

Before publishing this file, be aware that it contains:

- Document properties, author's name and related dates
- Content that people with disabilities are unable to read



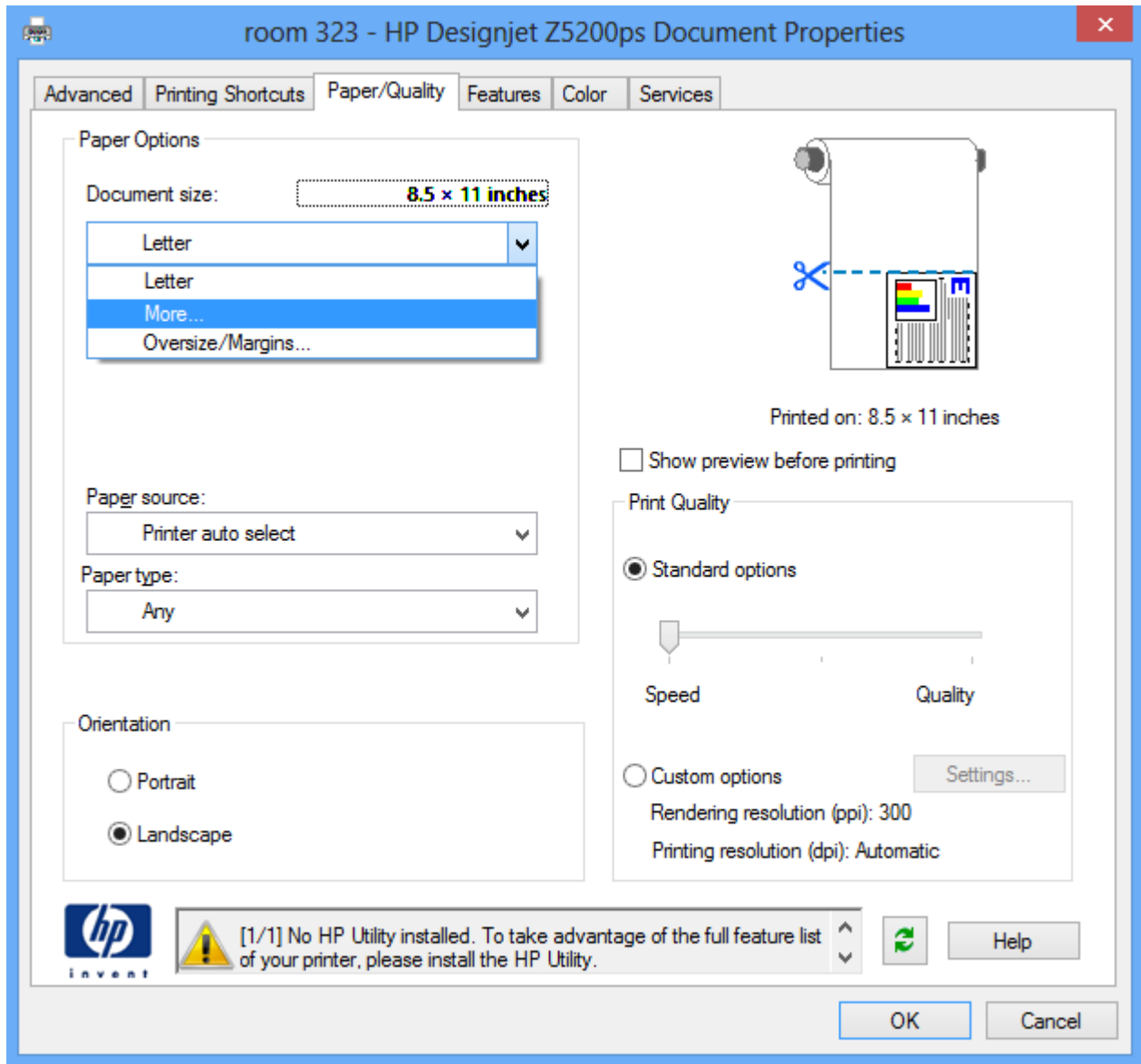
Versions

There are no previous versions of this file.

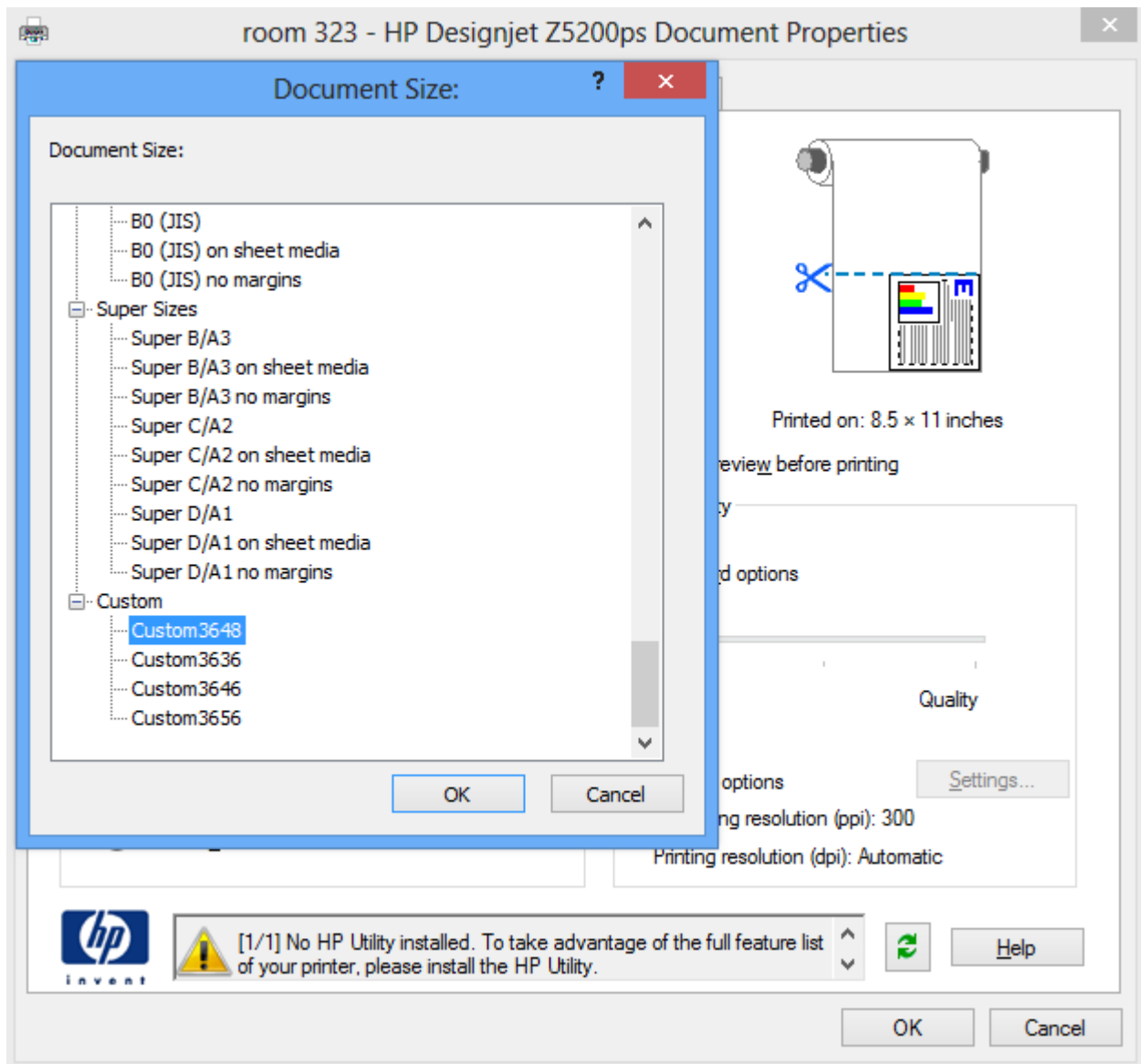
Choose the HP Designjet Z5200 printer:

The image shows a Windows print dialog box. On the left is a vertical sidebar with a red background and white text. At the top is a white circle with a left-pointing arrow. Below it are the following menu items: Info, New, Open, Save, Save As, **Print** (highlighted in a darker red), Share, Export, Close, Account, and Options. The main area has a white background. At the top left is a printer icon and the word 'Print'. To its right is 'Copies: 1' with a small up/down arrow. Below this is the word 'Printer' in red, followed by a list of printer options. The first option is 'room 323 - HP Designjet Z5200ps' with a printer icon and 'Ready' below it, and it is highlighted with a light orange background. Below it are 'Adobe PDF' (Ready), 'Fax' (Ready), and 'room 323 - HP Designjet Z5200ps' (Ready). At the bottom of the list are 'Add Printer...' and 'Print to File'. A small information icon is visible to the right of the 'Printer' header.

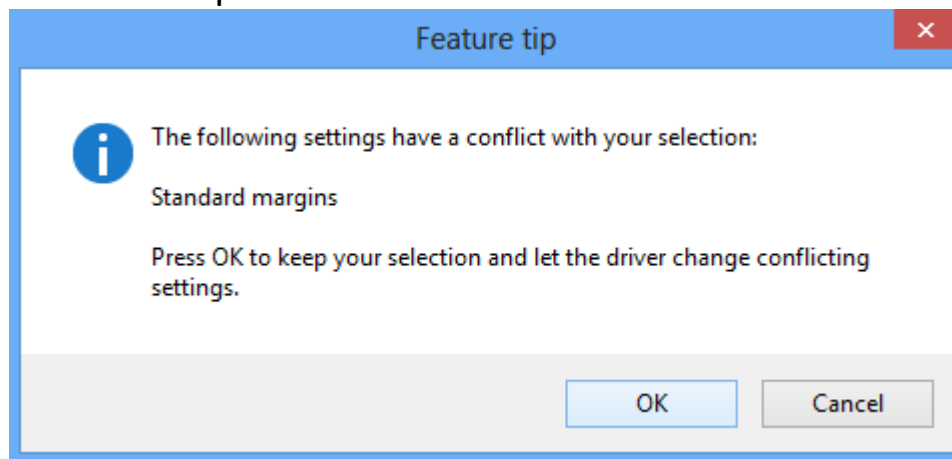
Under document size, choose the paper size of the poster or “More”:



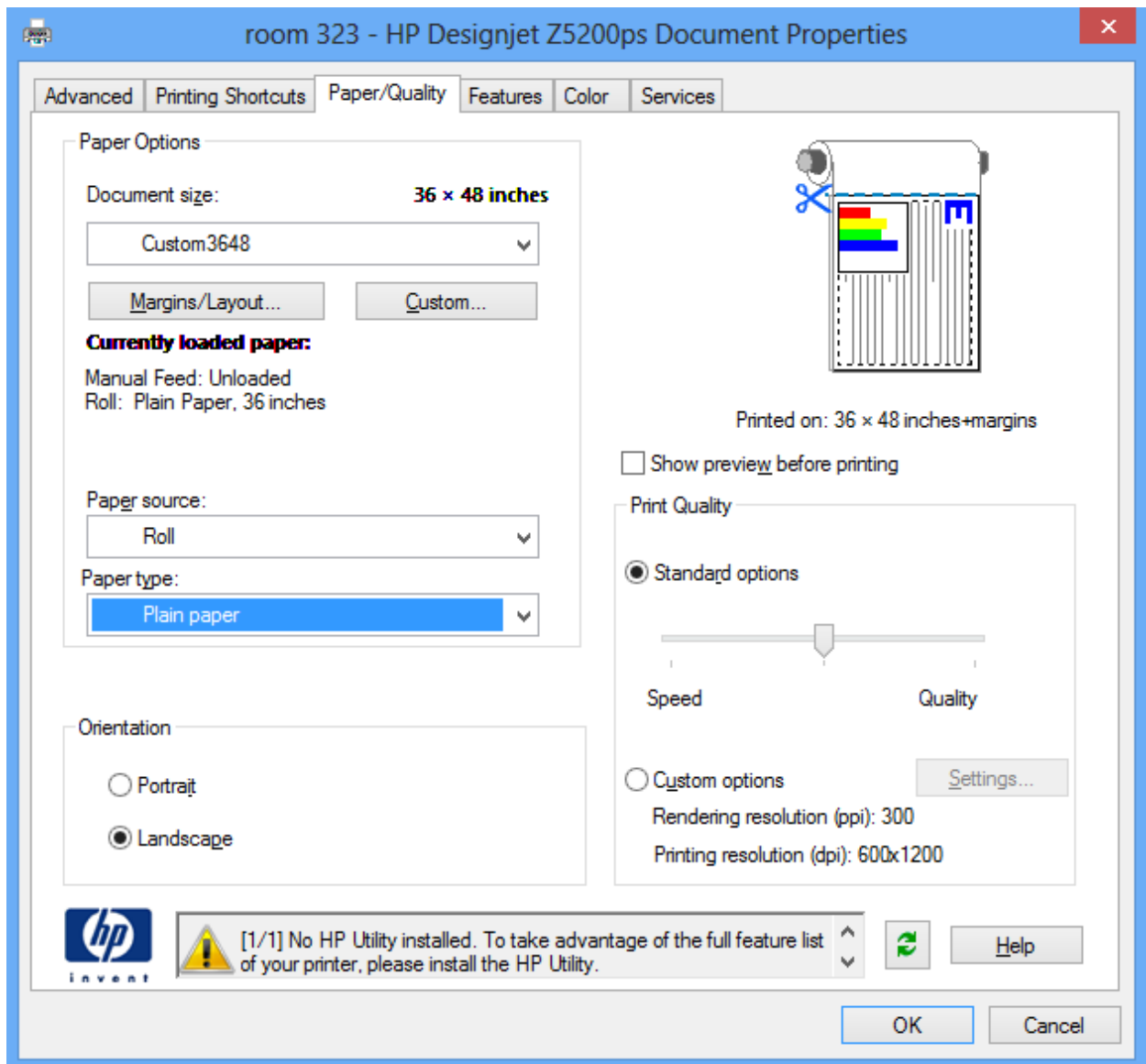
Scroll down for custom sizes:



Click "OK" to Feature tip:



Change “Paper source” to “Roll” and “Paper type” to “Plain paper” or as appropriate for your paper:



If necessary, also choose “Scale to fit paper” under “Full page slides”:

The screenshot displays the Microsoft PowerPoint Print dialog box. On the left is a vertical sidebar with options: Info, New, Open, Save, Save As, **Print**, Share, Export, Close, Account, and Options. The main area is titled "Print" and includes a printer icon with the word "Print" below it, a "Copies:" dropdown set to "1", and a "Printer:" dropdown showing "room 323 - HP Designjet Z5... Ready" with a "Printer Properties" link. Under "Settings", there is a "Print All Slides" dropdown set to "Print entire presentation", a "Slides:" input field, and a "Full Page Slides" dropdown set to "Print 1 slide per page". A "Print Layout" panel is open, showing three options: "Full Page Slides" (selected), "Notes Pages", and "Outline". Below this is a "Handouts" section with various grid layouts: "1 Slide", "2 Slides", "3 Slides", "4 Slides Horizontal", "6 Slides Horizontal", "9 Slides Horizontal", "4 Slides Vertical", "6 Slides Vertical", and "9 Slides Vertical". At the bottom, under "Frame Slides", the "Scale to Fit Paper" option is selected.

Finally, choose "Print":

The screenshot shows the 'Print' dialog box in a Microsoft Office application. On the left is a vertical sidebar with the following options: Info, New, Open, Save, Save As, **Print** (highlighted), Share, Export, Close, Account, and Options. The main content area is titled 'Print' and includes a 'Print' button with a printer icon, a 'Copies' dropdown set to '1', and a 'Printer' section showing 'room 323 - HP Designjet Z5...' as the selected printer. Below this are 'Settings' for 'Print All Slides' (set to 'Print entire presentation'), 'Slides' (empty field), 'Full Page Slides' (set to 'Print 1 slide per page'), 'Collated' (set to '1,2,3'), and 'Color' (set to 'Color'). A link for 'Printer Properties' is visible below the printer selection, and 'Edit Header & Footer' is at the bottom right.