


To Print a Poster 24" x 36" on the Epson Plotter Printer

For a poster you have created in **Word** 2007 on a single 8.5 x 11" page

1. Open your Microsoft Word 2007 document that contains your poster.
2. Click the main Office button (top left corner)
3. Click Print > Print
4. In the "Name" box, dropdown to EPSON Stylus Pro 7880
5. Click PROPERTIES
6. On the EPSON Stylus Pro 7880 window, Main tab, in the "Select Setting" box, dropdown to POSTER SET
7. Checkmark PRINT PREVIEW
8. Do **NOT** click OK. Instead, click the PAGE LAYOUT tab.
9. Checkmark REDUCE/ENLARGE > Fit to **ROLL PAPER WIDTH** > OK > OK
10. Look in the lower bar on the screen and click EPSON Print Preview
11. View the poster to be sure it looks as you think it should. If it does not look as you think it should, ask for assistance at the Help Desk or in the next room at the Circulation Desk.
12. If the print preview appears as you think it should, in the EPSON Print Preview window, click PRINT.

For a poster you have created in **PowerPoint** 2007 on a single slide

1. Open your Microsoft PowerPoint 2007 file that contains your poster.
2. Click the main Office button (top left corner)
3. Click Print > Print
4. In the "Name" box, dropdown to EPSON Stylus Pro 7880
5. Checkmark "**SCALE TO FIT PAPER**"
6. Click PROPERTIES
7. On the EPSON Stylus Pro 7880 window, Main tab, in the "Select Setting" box, dropdown to POSTER SET
8. Checkmark PRINT PREVIEW
9. Do **NOT** click OK. Instead, click the PAGE LAYOUT tab.
10. Checkmark REDUCE/ENLARGE > Fit to **ROLL PAPER WIDTH** > OK > OK
11. Look in the lower bar on the screen and click EPSON Print Preview
12. View the poster to be sure it looks as you think it should. If it does not look as you think it should, ask for assistance at the Help Desk or in the next room at the Circulation Desk.
13. If the print preview appears as you think it should, in the EPSON Print Preview window, click PRINT.

Caution:  Think about the planet and what it means to GO GREEN before you click print. Printing from the EPSON Stylus Pro 7880 printer is very expensive. The paper is expensive and the ink cartridges are expensive. Once you click print, it is almost impossible to stop the print job, even if you click STOP on the EPSON Print Preview window.