# Transcript for UniPrint Poster Printing

[MUSIC]

## Ohio State Logo Screen

## UniPrint Logo Screen

## Phone scanning QR code on printer

## If you are unsure where to begin, scan the QR codes on the plotter printers to get a step-by-step guide on how to print your poster.

## Person using a computer to open file

## When you are ready to go from the downloads folder or the desktop, open your project,

## Poster Screen with print window open

Make sure the printer is set to Thompson 160 plotter; the page sizing and handling is set to fit and select the unique orientation for your poster.

In this video, we will be following the steps for printing a landscape poster.

Now select properties and click on the paper quality tab under paper option. Click the dropdown menu for document size and scroll down and select more.

When the new window opens, scroll down and select the size you desire b-e for your paper size and click “Ok”.

Set the paper quality in the middle between speed and quality.

At the top of the window, select layout/output and then select “fit to” under resizing options and landscape under orientation.

Under rotation, click the dropdown menu and select rotate to 90 degrees, then click “Ok”. And finally, you're ready to click print.

## Window to write in your name dot number, hand clicking mouse

When prompted, type in your name dot number and select print.

[Mouse click]

## Swiping BuckID in printer slot

Return to the printer and swipe your BuckID make sure your product is selected and click print.

## Paper Printing

## Your poster will print and fall to the basket and ready to be picked up.

[Printing noises]

## Poster being sliced at poster cutter

You can trim your poster at the available poster cutters if need be.

[Poster cutting]

## Student employees at Help Desk

if you have any questions our Student Printing Helpdesk employees are there to help. Or click the link in the description for more information