

## Poster Printing at Keck Environment Lab

### (Geology Room in Basement)

**Last updated on 07/07/15**

Login on computer using your Novell username and password.

Login into Windows using:

User: Student

Password: georocks

Select printer to be Designject 4000PS

You can print from an Illustrator File. But I hear that you can print from a PDF, JPEG, TIFF, and even power point.

Set "Media" Size to "Arch E" for a 36 inch x 48 inch poster

Make sure print layout fits to page!

Then print.

\*\* If ink is low, it has to run out before it is replaced.

\*\*\* The contact person is KATHERINE SCHOENENBERGER of the Geology Department.

937-229-1267

[kschoenenberger1@udayton.edu](mailto:kschoenenberger1@udayton.edu)

#### **Backup plan:**

Call Nichole Rustad (9-1335)

Digital Projects and Graphic Design Manager

202 Roesch Library

Keck Environmental Lab (SC 71) will be available for printing your large format posters for this year's Stander Symposium.

Please keep in mind a few things as you prepare your posters:

- Demand is always high for use of the Keck Lab printer. Plan ahead and print as early as possible!
- The Keck Lab printer will print 36" x 48" documents. This is also happens to be the required dimensions for Stander posters.
- The Keck Lab is able to print Adobe Creative Suite (Illustrator), Adobe PDF, and Microsoft Powerpoint and Publisher formats.
- Please try to limit the use of saturated color/image backgrounds. Because we will be printing so many posters, we would like to conserve as much ink as possible. We prefer white backgrounds.

**For final printing:**

You can email your final poster file to Katie Schoenenberger in the Geology Dept. for printing. Make sure to include your contact information. Katie will reply with confirmation of receiving the file and an estimate of when the poster will be ready for pick up.

If you have questions about your poster and/or printing and would like to set up a meeting with Katie (or one of the Keck Lab assistants), please email Katie as soon as possible to make an appointment.