



AFRL MAKER HUB POSTER PRINTER TRAINING

ABOUT THE PRINTER

HOW TO RESERVE:

- If not reserved, first come first serve basis
 - Summer: Expect a week before your reservation (AFRL Summer Scholars)
- Afrlmakerhub.com
 - Albuquerque, NM
 - Calendar
 - Equipment
 - Fill out form
- If you are not printing 20 minutes after your reserved time or no-show, you will lose your slot.
 - Multiple no-shows: loss of reserving
- We get the submission as an email (MAKE SURE YOUR EMAIL IS CORRECT)
- We will respond back with confirmation/denied, and update our calendar.
- Calendar shows booked slots
- After training: added to our trained log, email with powerpoint

ABOUT THE PRINTER

Canon imagePROGRAF TA-30

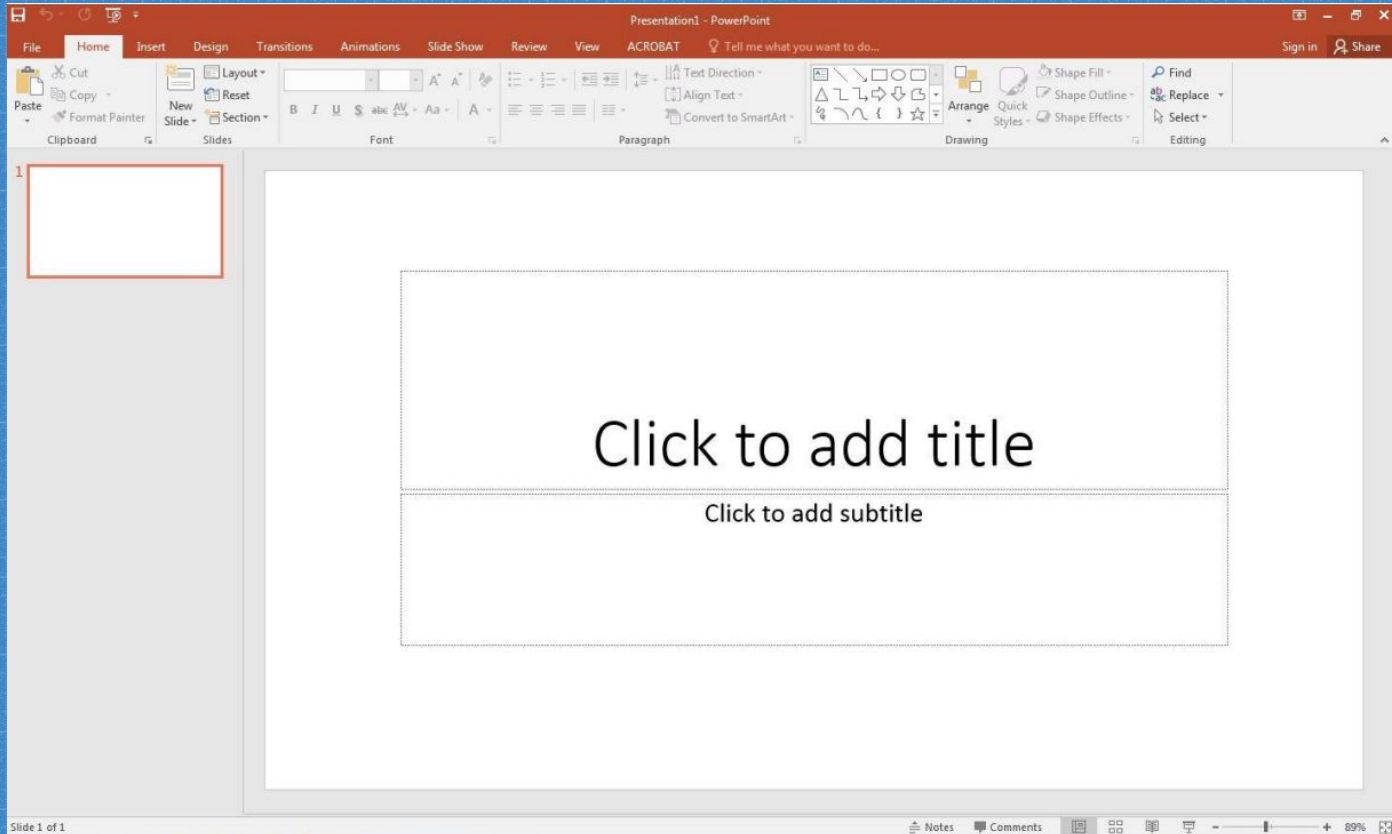
- Up to 36" spool
 - Spools are 100ft
 - Can also print on normal sheets (Not suggested)
 - Printer includes cutter
- Matte black, black, cyan, magenta, yellow
- Print on various different papers
 - Satin Gloss & Gloss 200lb poster paper
 - Vinyl Scrim
 - Canvas
 - Adhesive
- Borderless printing option 8"-36" - Please let us know if you use borderless printing as it creates extra maintenance needs.
- ONLY WORK PROJECTS ARE ALLOWED ON THE POSTER PRINTER
- CANNOT SELL ANYTHING MADE USING THE LARGE FORMAT PRINTER (OR ANYTHING ELSE IN THE HUB)
 - DoD Fraud, Waste or Abuse actions will be followed.

ABOUT THE PRINTER

RULES

- Only staff can change paper or ink
 - If you need assistance with either ask a Tech for help
- Work related projects ONLY and limited to 12.5 feet per week. If you will need to use more than 12.5 feet per week - please ask for approval.
- Do not modify any settings within the printer user interface on the printer itself. Do not run any maintenance utilities.
- Please, notify a tech if you believe any maintenance, calibration or cleaning is required.

DESIGNING YOUR POSTER



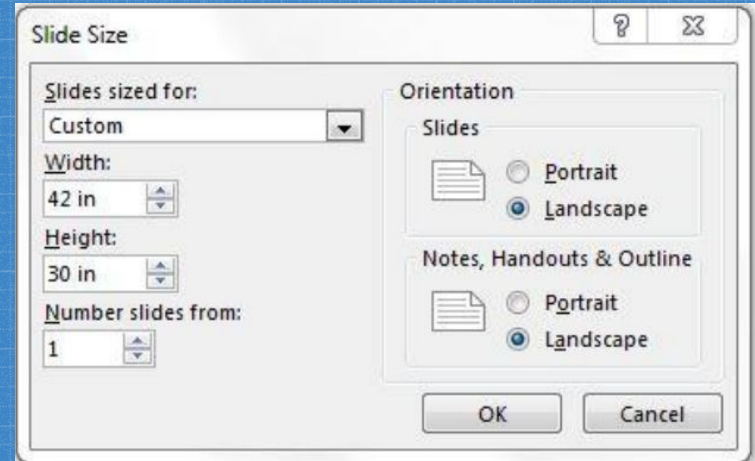
DESIGNING YOUR POSTER

- Easiest way to create poster is a single custom-sized slide in PowerPoint.
- In the "Slides" panel at the top on the "Home" Tab:
 - Click "Layout"
 - Click on "blank" to remove existing text boxes

***FOR BEST RESULTS DESIGN YOUR POSTER
AT THE SIZE YOU INTEND FOR IT TO
PRINT***

DESIGNING YOUR POSTER

- SET YOUR "SLIDE SIZE" TO THE ACTUAL SIZE OF YOUR POSTER
- Choose "Design" tab on the top right
- Click on "Slide Size" icon
- Choose "Custom Slide Size"
- Width: width of your spool
- Height: depends on print
- Landscape x2



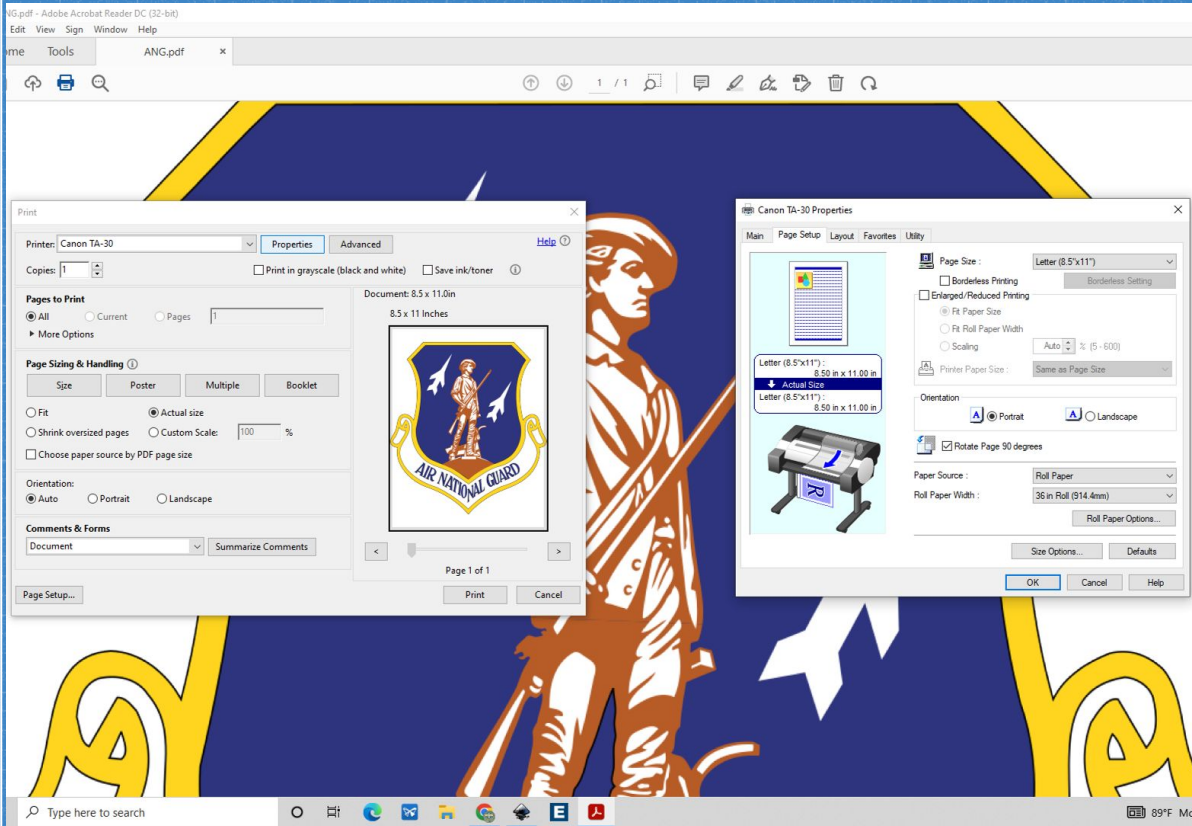
DESIGNING YOUR POSTER

Other options include:

- Adobe Illustrator
- Adobe Photoshop
- CorelDRAW
- Inkscape
- Any software where you can export as .pdf

We can assist you with introductory training on any of the listed design programs.

PRINTING PROCESS - Overview



Plug the USB adapter into the computer

Open "Adobe Acrobat"
Select the "File" tab
Select "Print"

Select "Canon TA-30"
Select "Actual Size"
Click on "Properties"

Select "Page Setup" Tab

Use "Page Size" dropdown to select appropriate dimensions

PRINTING PROCESS - In Depth

- 1) Open PDF Poster File in Adobe Acrobat.
- 2) Confirm that Canon TA-30 is the selected printer.
- 3) Click "Properties" Button next to Printer Selection dropdown.
- 4) Click the "Page Setup" Tab.
- 5) Using the "Page Size" dropdown find your correct poster dimensions OR choose "Custom Paper Size" to enter your own custom dimensions.
- 6) Choose correct orientation (consider paper waste).
- 7) Confirm correct Roll Paper Width is selected (usually 36").
- 8) Click "Ok" button at bottom of dialogue window.
- 9) Confirm "Actual Size" is selected under "Page Size & Handling" of the main print dialogue window.
- 10) Click "Print" Button to send your job to the printer.

BEFORE YOU PRINT

- Save file as .pdf or .ps
 - File
 - Save as... or Export
- Make sure it's one of two file types

- Check that the paper in the printer fits your needs
 - If printing with custom paper/material, ask a Lab Tech for assistance

Open document in Adobe Acrobat, then go to

- File
 - Properties
 - And check "Page Size"

- The print out will be the same size listed under "Page Size"

POST PRINT

If printing from a spool: printer will automatically slice. To feed/rewind or cut paper, use the "Feed/Slice" utility on the printer user interface.

We have a paper slicer for cleaning up edges

Place scraps in garbage bin

Thanks!

ANY QUESTIONS?

You can email us:

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