

Final Project Layout & Printing Instructions

Preparing for Poster Layout

1. Before you begin the layout of your final poster, it is important that you set the page size. This can only be done on the computers in the lab, where you are able to connect to the GIS plotter (printer), unless you are able to install the printer driver on your home computer (you might be able to download the driver from the HP website [www.hp.com], printer is HP Designjet 800 (24in)). To set the page size of your poster, perform the following:
 - In ArcMap, select <File>, then <Page and Printer Setup>
 - In the dropdown box, choose the printer <\\griffin12\30-252-Designjet1>
Note: If you cannot connect to that printer, perform the following:
 - From the Windows Desktop choose <Start>, then <Run>
 - Type in: [\\griffin12](http://griffin12)
 - A window will open. Double-click on the following printer from the list: 30-252-Designjet1
 - The printer will automatically be added to the list. You can then select the printer in ArcMap.
 - Within the “Paper” box, for the size option, select <ANSI D> from the dropdown list and for the orientation option, choose <Landscape>.
 - Within the “Map Page Size” box, check the box to Use Printer Paper Settings.
 - Insure that the Show Printer Margins on Layout option is checked.
 - Insure that the Scale Map Elements Proportionally to Changes In Page Size option is **NOT** checked.
 - Click <OK>.
2. After starting the layout process, check **frequently** to see that your data, map frames, text, title, and other map elements fit within the margins of your page. To do this, click on <File>, then <Print Preview>.

Before Printing: Proofing your Poster and Generating a PDF

1. Before printing, it is very important that you carefully proof-read your poster and consider the following prior to printing and generating a PDF:
 - Correct spelling and other grammatical errors
 - Insure that white space between your map elements is minimized.
 - Verify that all required map elements are included in your poster (legend, scale bar, title, credits for data source, etc.)
 - Check to see that text size is appropriate (*use printed example posted in class for examples of what the font sizes will look like when printed*)
 - **Include the following credits on your poster:**
 - Map created by **your name**
 - Geography 104
 - Spring 2011
 - Instructor: Judd Curran
 - Grossmont College (include Grossmont College logo). *The logo can be obtained on the Grossmont College home page by right-clicking on it and saving it.*

- Make sure that the descriptions in your legend make sense and are intuitive.
 - Have someone else look at your poster to give you feedback and proofing prior to finalization.
2. One requirement of your project is that you generate a PDF version and send it to your instructor. Also, the PDF version is something you can save as a representation of what you learned in the course. To generate a PDF, perform the following:
- Click on <File>, then <Export Map>
 - In the “Save In” dropdown box, choose your project folder within your removable drive.
 - Under the “Save As Type” dropdown box, choose <PDF>
 - Under “Image Quality”, move the slider bar to “Best”
 - Give your final poster a name.
 - Click <Save>
3. Attach your final **PDF** poster to an email and send it to your instructor **before 7pm on the date of your final exam**. Also, bring a digital version of your PDF with you to the final exam, saved on your portable drive, in case your email was not received. Verify that your poster was received in person during the final exam meeting. No late submissions will be accepted under any circumstances.

Printing Your Poster

1. Do not attempt to print your poster on your own. It is **required** that either your instructor or the acting T.A. send your print job to the GIS plotter. The plotter will be loaded with paper immediately prior to sending your poster to print. If you attempt to print your poster on your own, there will not be any paper in the plotter and you will waste expensive ink. **Posters must be printed prior to final exam week**. Perform the following with your instructor or the acting T.A. to print your poster:
- Each student is allowed to print only **one** poster.
 - Print your **original poster (.mxd file)** within **ArcMap**. **Do not** print your PDF.
 - Double check the Print Preview to insure that it is ready prior to proceeding. See #2 under “Preparing For Poster Layout” in this document.
 - With your instructor or the acting T.A. assisting you, click on <File>, then <Print>.
 - In the “Printer Engine” dropdown, choose <Windows Printer>.
 - Under “Output Image Quality”, move the slider bar to <Normal>
 - Under “Number of Copies”, choose <1>
 - Insure that the “Print to File” option is **NOT** checked.
 - Click <OK>
2. Depending on the size of your poster, it could take anywhere from 5 to 20 minutes (or more) to print. Be patient, and **do not touch** the poster during the printing process. Wait until the GIS plotter has cut your poster and stopped printing. Do not lean on the GIS plotter while waiting. Similarly, do not set anything on top of the plotter (pencils, pens, drinks, papers, etc). Allow 5 minutes for the ink to dry on the poster. Carefully roll the poster up (not too tightly or it will curl).

Final Exam

1. Bring your poster with you to the final exam. Be ready to present your project to the class using your poster. That is, students will be asked to stand next to their poster and explain:
 - The research question
 - The criteria established that defines how the question was answered
 - The data used (*where it came from, what format it was in, how it was created, etc.*)
 - How the data was manipulated using ArcGIS tools. (*what tools were used, how the data was refined to meet each of the criteria, etc*)
 - The results
2. You will also be required to acquire information from other students about their project work as they present, in addition to your own presentation.