

Printing to the Copy Center Poster Printer: PDF

Poster Printer available from computers on 2-West in the Main Library only.
MSU NetID required!

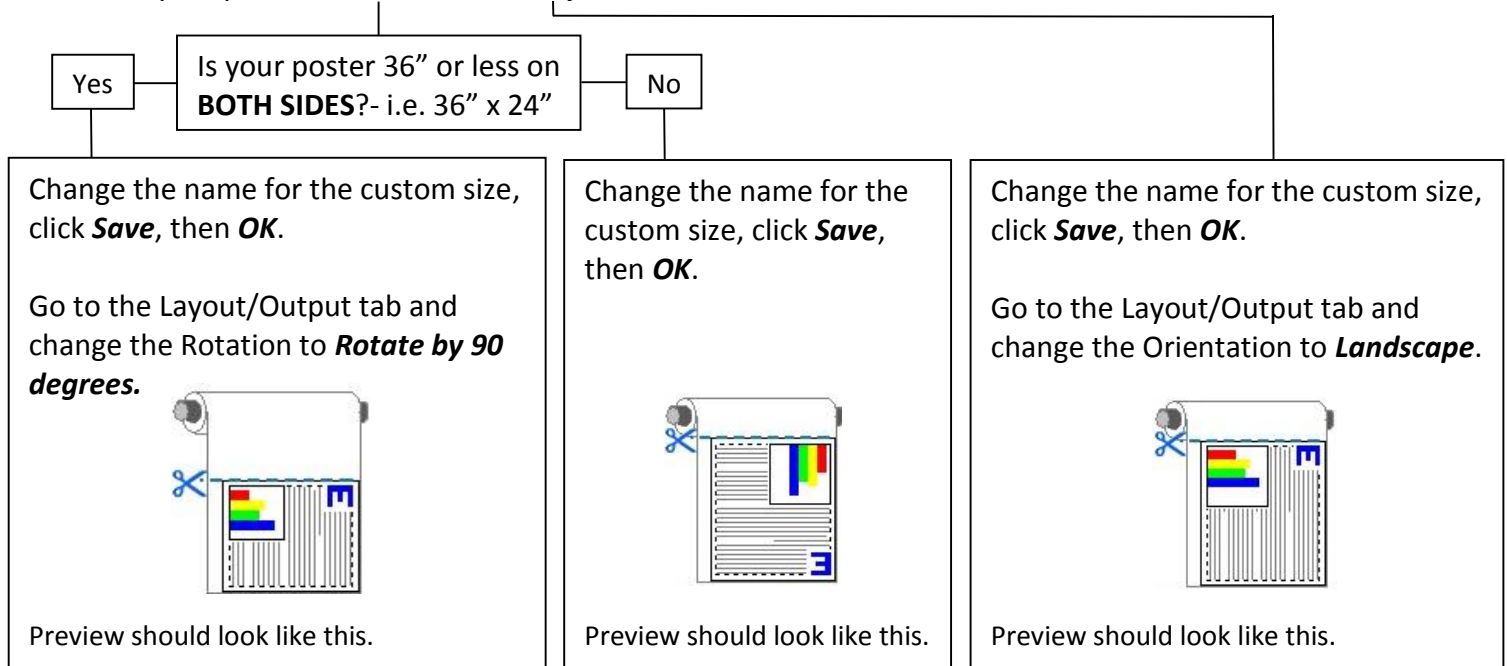
DISCLAIMER: You will be held responsible for any poster that you ask to have printed from the Copy Center Print Queue - always preview your print before sending to the plotter! If you need help, the staff at the Copy Center is willing to assist you!

Convert your poster to PDF for printing:

1. Open your poster file.
2. Click on **File – Save As**.
3. Choose a location to save your PDF file.
4. Click **OK**.
5. From the “Save as type” drop down menu, select **PDF**.
6. Open the new PDF file.
7. Follow instructions for “Printing to the Copy Center Plotter- PDF”.

Print your poster:

1. Click the **File** tab in top left corner, then select **Print**.
2. Under the Printer drop down menu select **Copy Center Plotter**.
3. Click **Printer Properties** button (right below the printer name).
4. In the Paper/Quality tab click **Custom** to enter your poster size.
5. Enter the smaller dimension in the **Width** box and the larger dimension in the **Length** box:
 - ❖ Is your poster **Portrait** or **Landscape**?



6. Click **OK** to return to the Print box.
7. Under the Page Scaling drop down menu select **Fit to Printable Area** (left-side of print preview box).
 - Look at the preview of your poster in the print box. If it does not look right, it will not print right! Correct any problems that arise. If you cannot correct the problems, please ask the Copy Center Staff for help.
8. If the preview looks the way you want, click **OK** to send print to the plotter.
9. Inform a staff member at the Copy Center desk that you have sent your poster to the print queue.