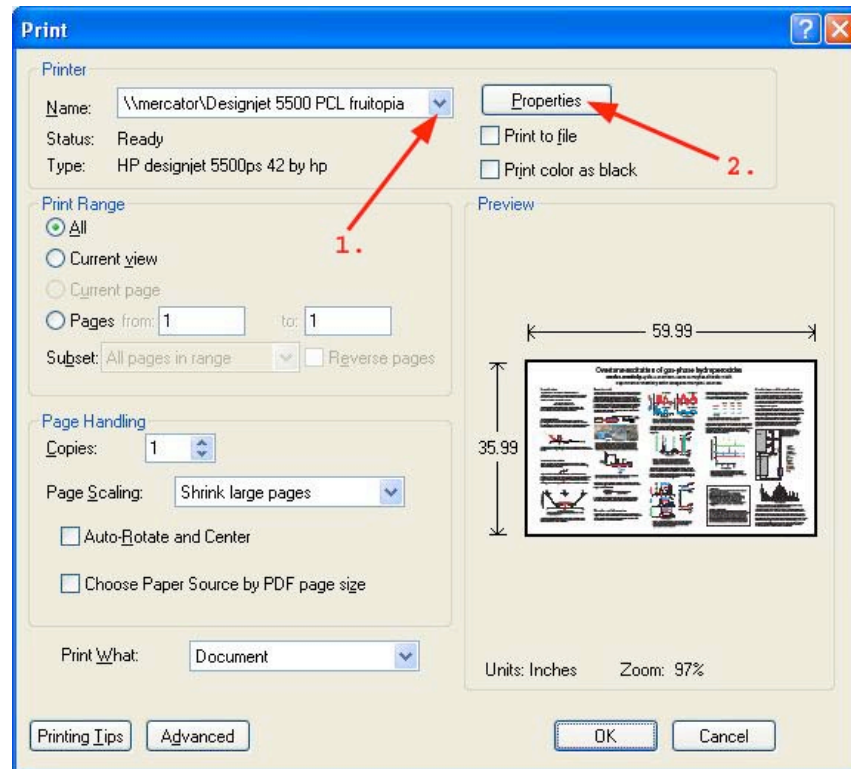


HOW-TO set up and print from Acrobat

Once you have the PDF file in hand and have properly logged onto the Dell PC in the sandbox (Bass-105), these are the steps to successfully print out a poster using Acrobat.

Open Acrobat and open the PDF poster document.

Select File/Print... In the following dialog change two settings.

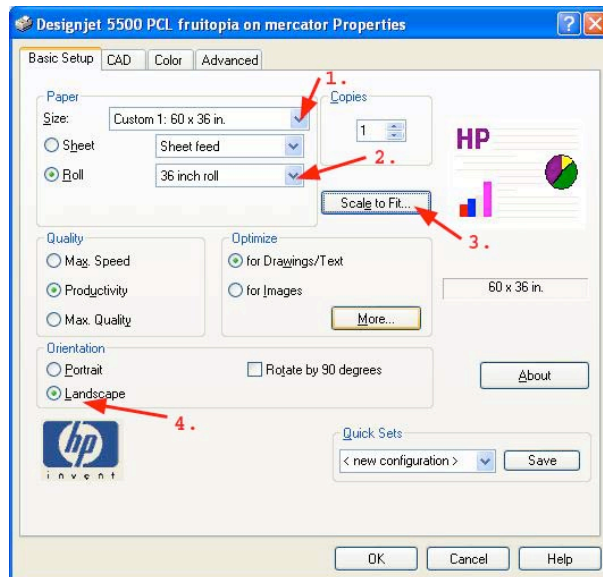


1. select the plotter (If you do not see this listed, logout and back in using both accounts)

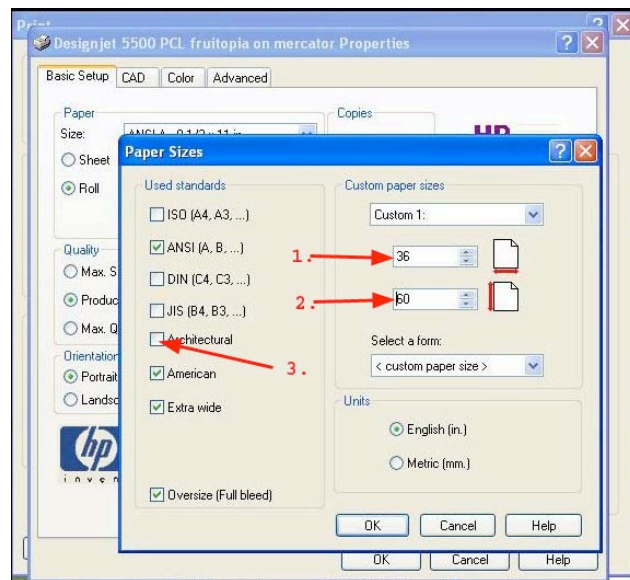
2. Open the printer properties dialog.

HOW-TO set up and print from Acrobat

In the properties dialog window “Select 36 inch roll (2). Select Landscape (4). Select size (1) scroll to bottom of list and select Edit Paper List...”

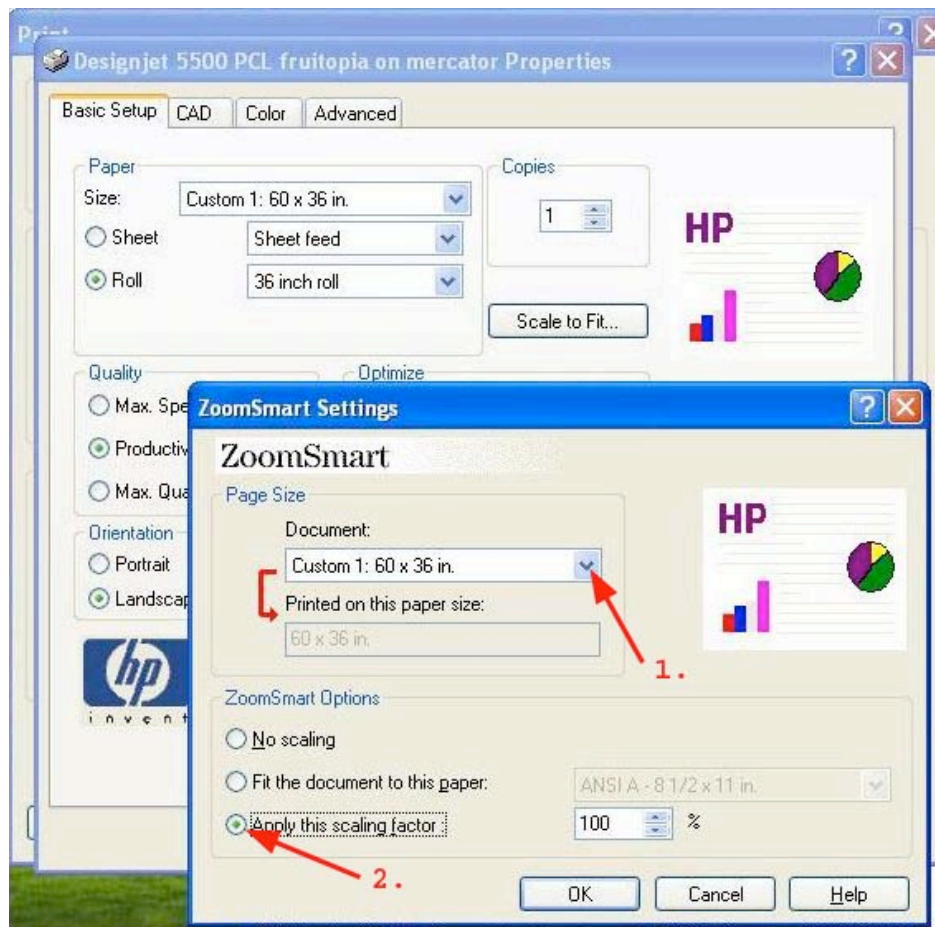


Edit the paper list, set the width and length of your plot. You can also select Architectural for sizes such as "E". When finished click OK to return to the main Properties dialog window.



HOW-TO set up and print from Acrobat

3. Select Scale to fit.



1 Select your custom paper size.

2. Apply scaling factor. Take the default 100%

Click OK until back to the original print dialog (twice). You may need to click properties once and cancel back out to see the screen as shown in the first image. This should note your plot size and any scaling that will take place. Click OK to print.

REMEMBER: If things look bad, you can cancel the job at the printer with the cancel button located on the printers control panel!