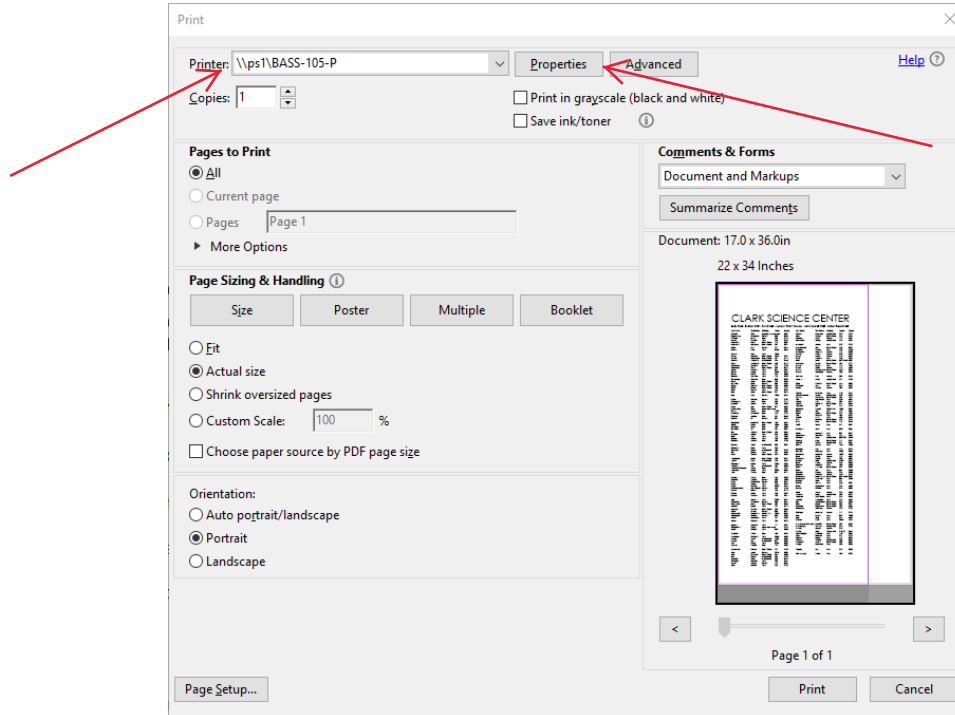# HOW-TO set up and print from Acrobat

Once you have the PDF file in hand and have properly logged onto the Dell PC in Bass-110C, these are the step to successfully print out a poster using Acrobat.

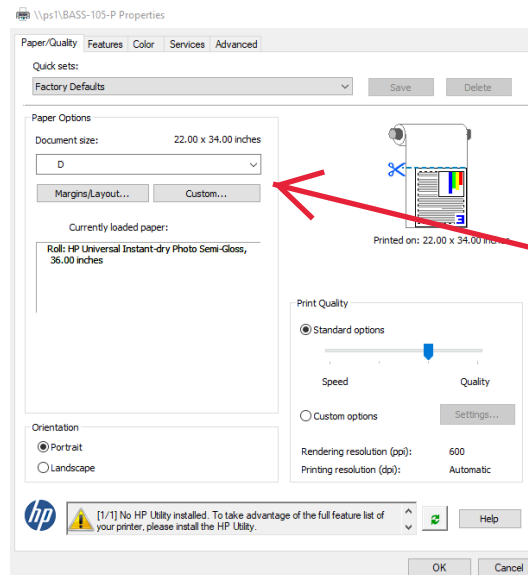Open Acrobat and open the PDF poster document.

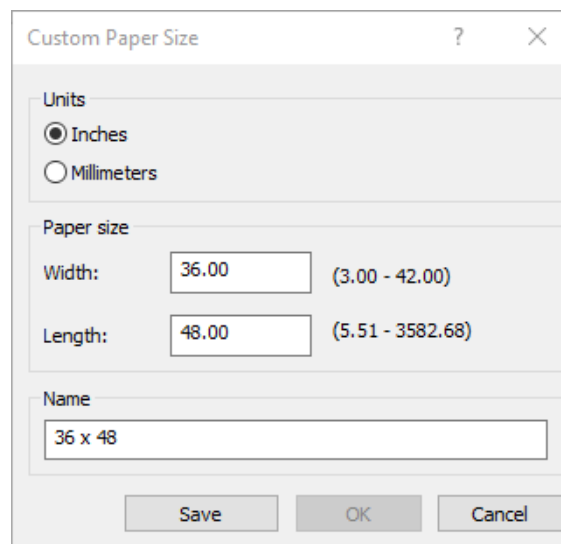Select File/Print... In the following dialog change two settings.

1. Select the plotter (\\Bass105-P)

2. Open the printer properties dialog.

HOW-TO set up and print from Acrobat

On the Properties window under "Document Size" choose "36 x 48". If this is not an option, select "Custom"

On the "Custom Paper Size" window enter "36" for width and "48" for Length and name it "36 x 48". Select "Save" then "Ok" on the next window and the preview of your poster should look correct in the preview box.

If your preview looks correct, click "Print" and your poster will print out shortly. If not, you can select "Fit" under "Page Size & Handling". Contact CATS if you run into any issues.