DELTA STATE UNIVERSITY

A guide for printing posters in Roberts-LaForge Library from pdf files.

Adobe PDF Poster Printer Instructions
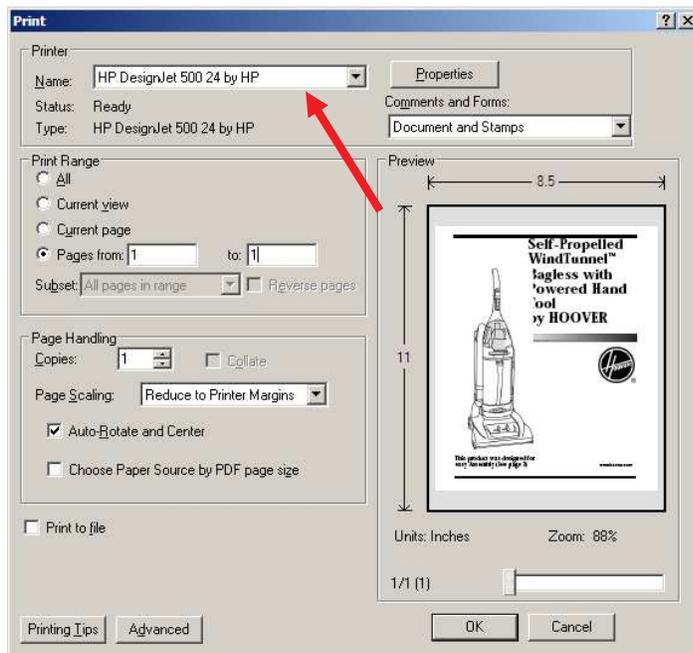
Make sure the printer selected is correct. Notice this page shows the print preview for 8.5 by 11 inch paper.

Click on Properties
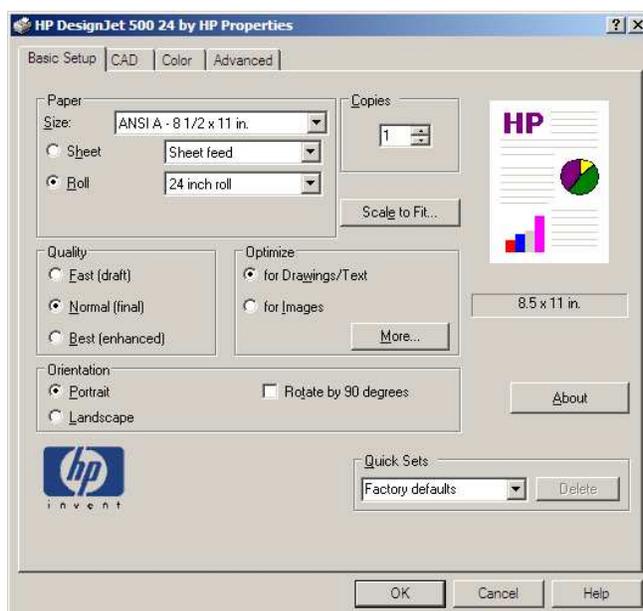
Click on scale to fit.
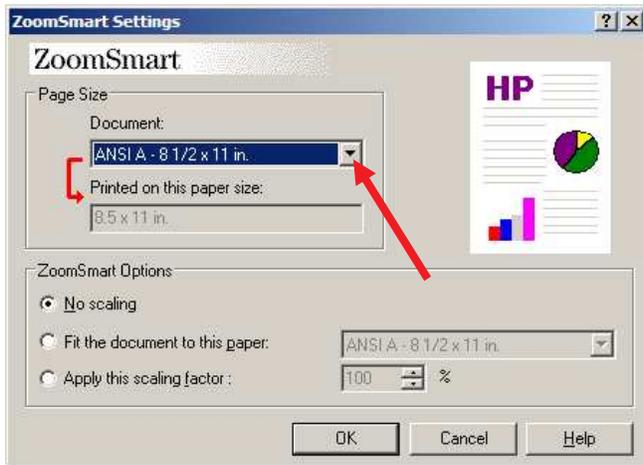
Change the document size by clicking the down arrow and selecting edit paper list and typing in the size you want like 24 x 36.
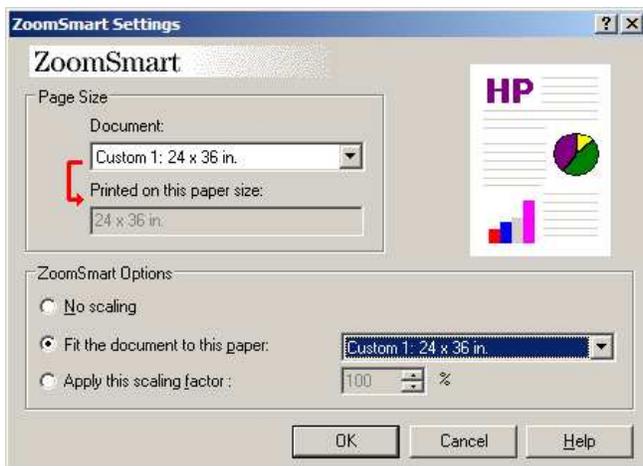
Click in the dot in front of 'Fit the document to this page' and select the page size like 24 by 36. Click on OK.
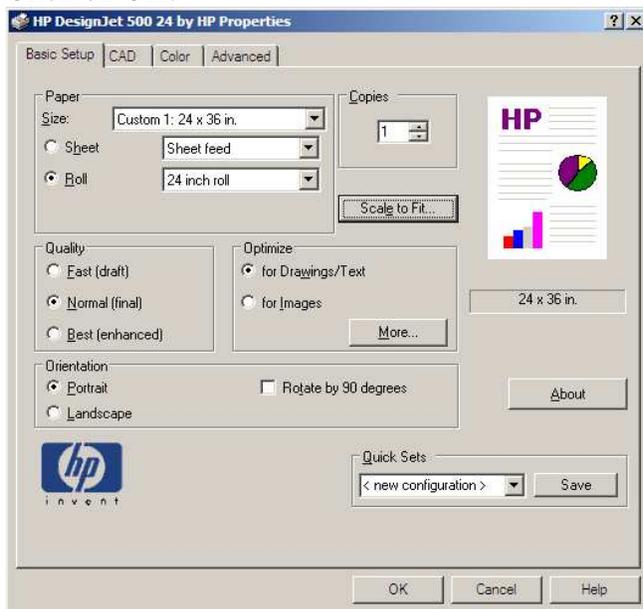
Notice that the page size now says 24 by 36, Click on OK,

******* IMPORTANT*******
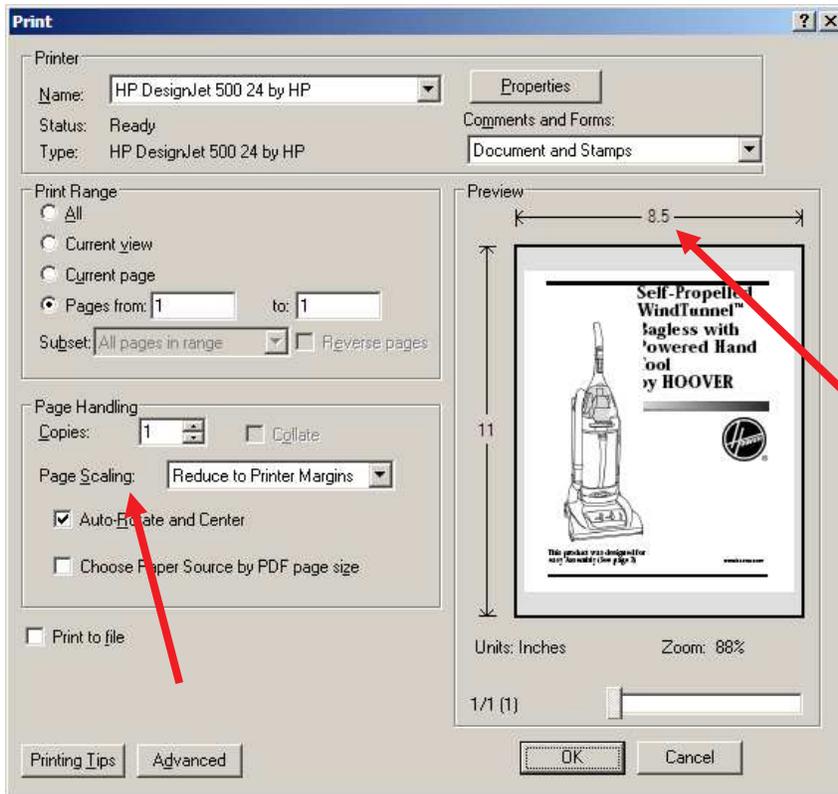
Notice that the page size here still says 8.5 by 11
Change the page scaling using the drop down box to "Fit to printer margins"
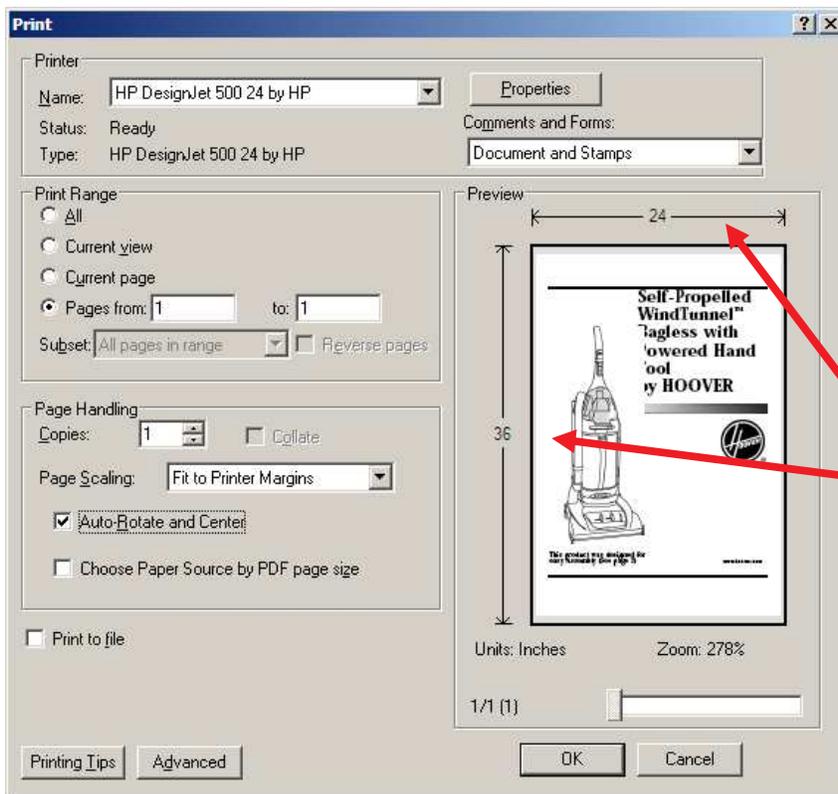
Now, the **paper size is correct**, 24 by 36.

Now it **should print correctly**, so click on OK.

Name your print job and send it to the poster printer twice. Please p**ay** for your print job by using an **Okra Kard,** *then* the staff will move the print job to the printer so it will print.

Note: See the IRC staff for the new pricing.

C:\My Docments\Staff Instructions\IRC\PosterPrinterAcrobatReaderInstructions