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

Size: ANSIA - 8 1/ C Sheet Shee	2x11 in.	HP
• <u>B</u> oll 24 in	ch rollScale to Fit	
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Click on scale to fit.

ZoomSmart Settings	? ×
ZoomSmart	
Page Size Document: ANSLA - 81/2 x 11 in. Printed on this paper size: 8.5 x 11 in.	
ZoomSmart Options	ANSI A - 8 1/2 x 11 in.
[OK Cancel Help

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.

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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.

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Notice that the page size now says 24 by 36, Click on OK,

****** **IMPORTANT********

Name: HP DesignJet 500 24 by HP	Properties
Status: Ready Type: HP DesignJet 500 24 by HP	Comments and Forms: Document and Stamps
Print Range All Current yiew Current page Pages from: 1 to: 1 Subset: All pages in range Page Handling Copies: 1 Collate Page Scaling: Reduce to Printer Margins Auto-Fro ate and Center Choose Paper Source by PDF page size Print to file	Preview 8.5 Self-Propeited WindTannel" Sagless with ool overed Hand ool y HOOVER WindOVER WINDOVER

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"

Printer Name: HP DesignJet 500 24 by HP	Properties	
Status: Ready Type: HP DesignJet 500 24 by HP	Comments and Forms:	
Print Range All Current view Current view Current page Pages from 1 to: 1 Subset: All pages in range Page Handling Copies: 1 C	Preview 24 Self-Propelled WindTunnel" Tagless with 'overed Hand ool y HOOVER 36 Units: Inches Zoom: 278% 1/1 (1)	

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 pay 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.

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