POSTER PRINTING
SELF-SERVICE INSTRUCTIONS

LIMITATIONS

✳ Posters must be for instructional purposes

✳ Full color text is okay, but no color backgrounds or full-page photos, please

✳ Posters must not be for one-time use

✳ Posters must be saved in pdf format

✳ Last-minute printing is self-service only

INSTRUCTIONS

1. Please be sure your design adheres to policies above
2. Save your poster in PDF format to a flash drive
3. Power on poster printer & wake up computer (there is no login screen)
4. Load USB drive and open PDF file
5. Go to **File** > **Print**
6. Click on **Page Setup** from the lower left corner of the page
7. Click on **Size** and select the correct poster size from the menu
   - **11 x 17 inches (Tabloid)**
   - **18 x 24 inches (Super C / A2)**
   - **24 x 36 inches (Super D / A1)**
8. Click on **Properties** > **Layout**
9. Under **Orientation** be sure to select the correct rotation settings
   - **For Super C/A2** (12 x 24) select **Autorotate**
   - **For Super D/A1** (24 x 36) select **Rotate by 0 degrees**
10. Check the image preview—do orientation and size look correct?
11. Click **Print**