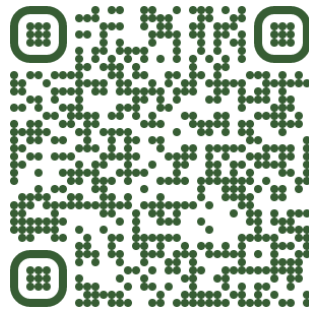


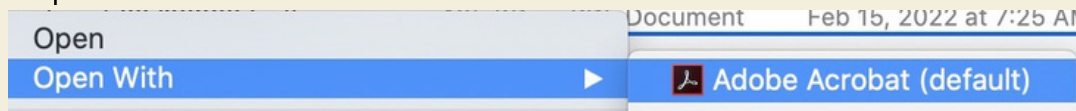
- 1 Scan this QR code to reserve a **Green Zone** workstation.



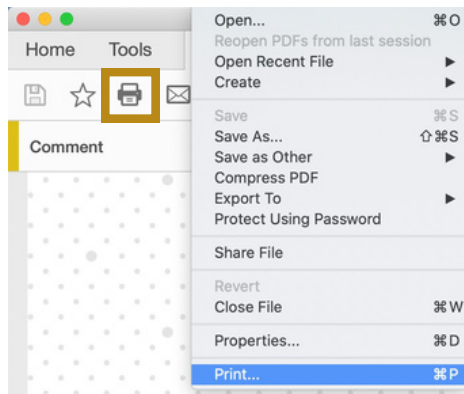
If paying with **Departmental funds**, scan this QR code and fill out the form.



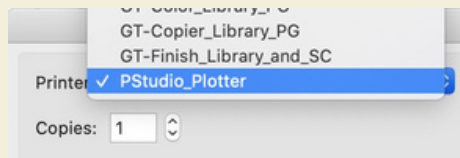
- 2 Open the file with **Adobe Acrobat**



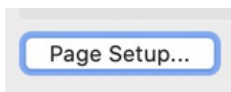
- 3 File > Print,
Click Print Icon
or Cmd + P



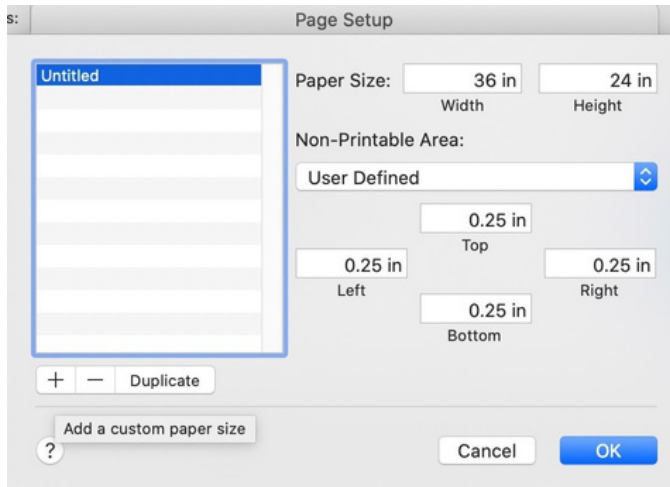
- 4 Choose **"PStudio_Plotter"** as the printer



- 5 Click **Page Setup**, rotate view if necessary from (View>Rotate)



6



You can choose a custom width, but it must not exceed 42 inches

Scroll down to **Manage Custom Sizes**

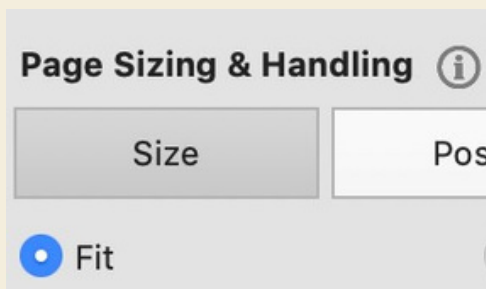
Click the "+" to create a new paper size

Insert your dimensions

Provided widths are 24, 36 or 42

Poster will rotate automatically if the poster is landscape and height is greater than width

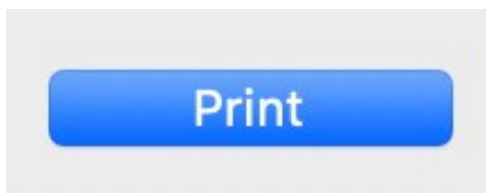
7



Choose Size and Fit

do not choose Poster

8



Click **Print**

Enter your **GT username** in the pop-up window

9 For **BuzzCard** funded posters, hand your BuzzCard to the PrintStudio staff and inform them of the **width** of your poster. For **Dept** funded posters, inform the staff of your **GT username** and **width** of your poster

10 If needed, go to buzzcard.gatech.edu to add funds to your Buzzcard