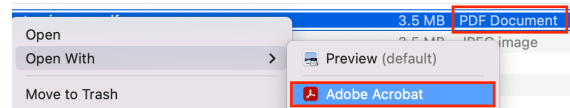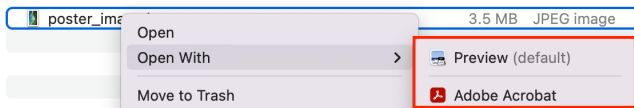**1** No Computer Reservation Needed
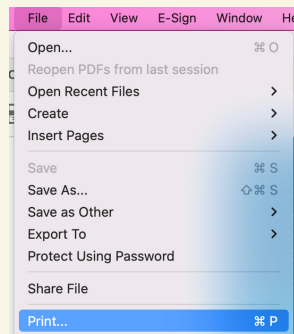**Green Zone**
Apple iMac

Departmental submit the poster request form

2 **Download** the file (you can **email** to yourself)

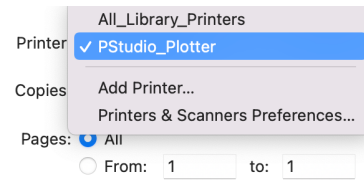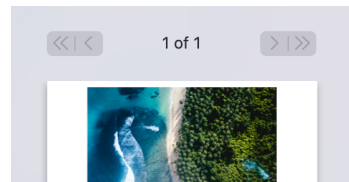**3** Open with **Preview** (image, PDF) or **Adobe Acrobat** (PDF only)
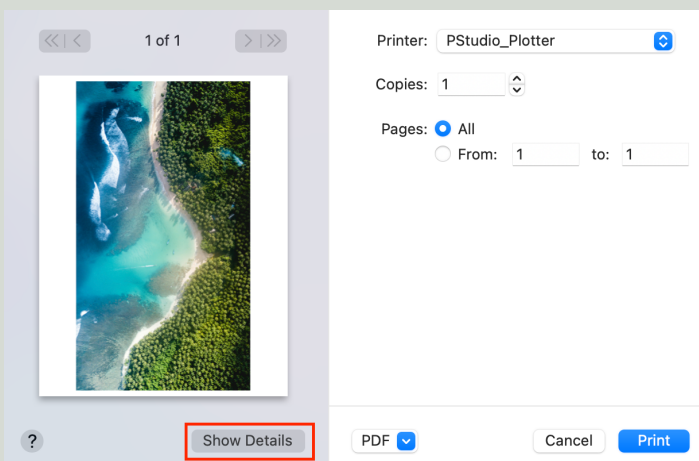Convert PowerPoint to PDF before printing

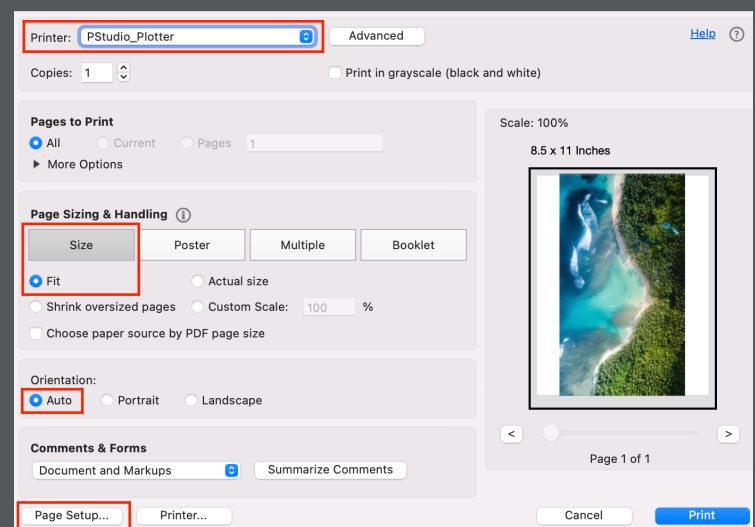| poster_ima... | 3.5 MB | JPEG image |
Open		
Open With	>	Preview (default)
Move to Trash		Adobe Acrobat

	3.5 MB	PDF Document
Open		
Open With	>	Preview (default)
Move to Trash		Adobe Acrobat

4 File > Print
or **Cmd + P**

File	Edit	View	E-Sign	Window	He
Open...					⌘ O
Reopen PDFs from last session					
Open Recent Files					>
Create					>
Insert Pages					>
Save					⌘ S
Save As...					⇧⌘ S
Save as Other					>
Export To					>
Protect Using Password					
Share File					
Print...					⌘ P

5 Set Printer as **"PStudio_Plotter"**

1 of 1

Printer: All_Library_Printers
✓ PStudio_Plotter
Add Printer...
Printers & Scanners Preferences...

Copies:
Pages: ● All
○ From: 1 to: 1

6 Preview: **"Show Details"**

1 of 1

Printer: PStudio_Plotter
Copies: 1
Pages: ● All
○ From: 1 to: 1

? Show Details   PDF   Cancel   Print

Adobe: **"Page Setup..."**

Printer: PStudio_Plotter   Advanced   Help ⊘
Copies: 1   □ Print in grayscale (black and white)

Pages to Print
● All ○ Current ○ Pages 1
▸ More Options

Page Sizing & Handling ⓘ

| Size | Poster | Multiple | Booklet |

● Fit   ○ Actual size
○ Shrink oversized pages ○ Custom Scale: 100 %
□ Choose paper source by PDF page size

Orientation:
● Auto ○ Portrait ○ Landscape

Comments & Forms
Document and Markups   Summarize Comments

Page Setup...   Printer...

Scale: 100%
8.5 x 11 Inches

Page 1 of 1

Cancel   Print

7 "Manage Custom Sizes..."

Tabloid Oversize 12.00 by 18.00 inches
US Legal 8.50 by 14.00 inches
✓ US Letter 8.50 by 11.00 inches

Paper Size
Orientation   **Manage Custom Sizes...**

Page Setup

Format For: Any Printer
Paper Size: US Letter 8.50 by 11.00 inches
Orientation: ◉ Portrait   ○ Landscape
Scale: 100%

Tabloid Oversize 12.00 by 18.00 inches
US Legal 8.50 by 14.00 inches
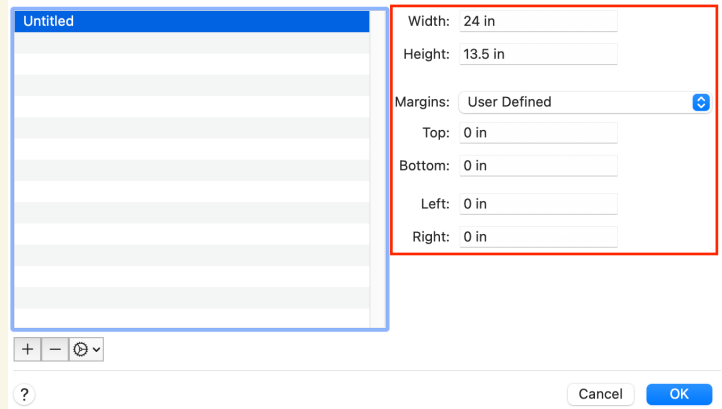✓ US Letter 8.50 by 11.00 inches
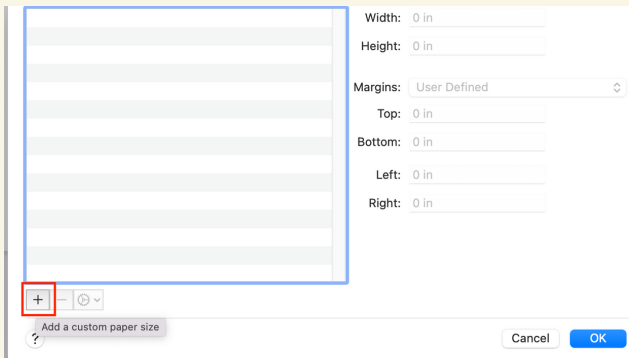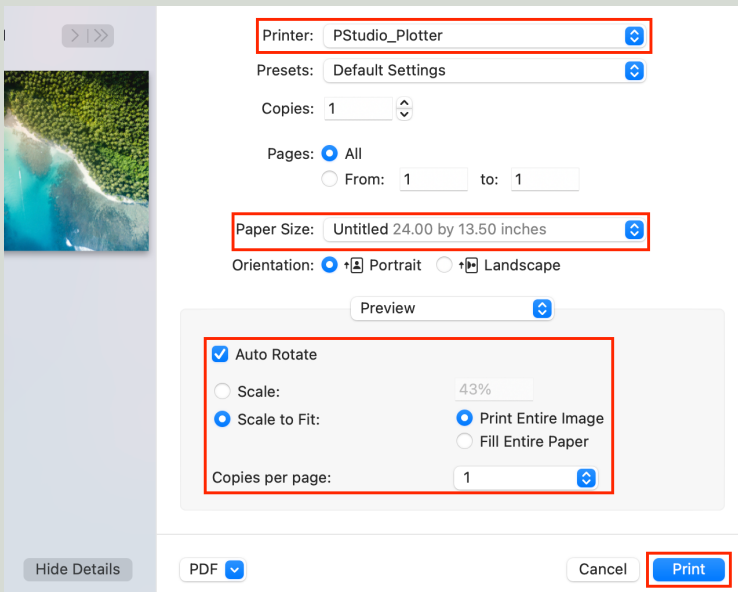Other 24.00 by 13.50 inches
Manage Custom Sizes...

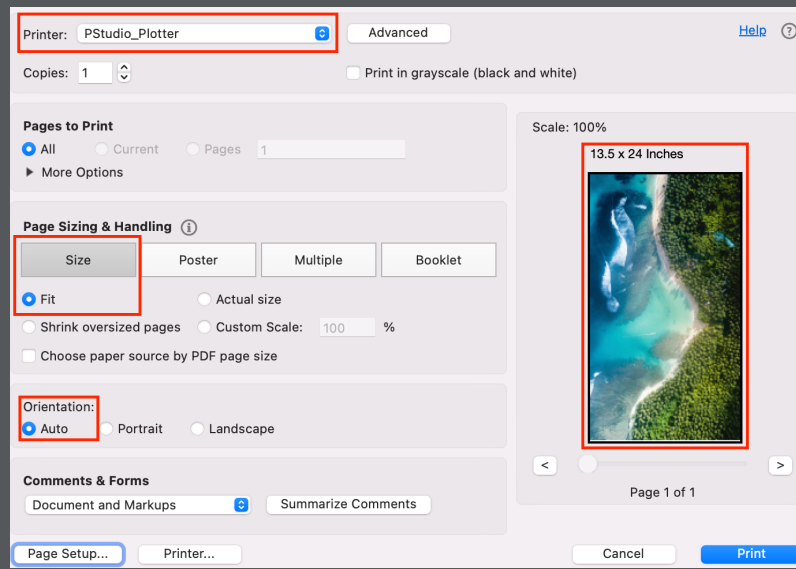# 8 + (Add new) and set your dimensions
Set the **width** as **24, 36, or 42** and change the height.
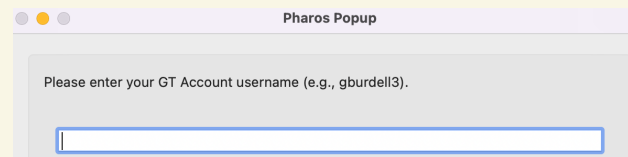(e.g., **24x18** poster = **width 24** x **height 18** in., **36x48** poster = **width 36** x **height 48** in.)

Width: 0 in
Height: 0 in
Margins: User Defined
Top: 0 in
Bottom: 0 in
Left: 0 in
Right: 0 in

Add a custom paper size
Cancel   OK

Untitled

Width: 24 in
Height: 13.5 in
Margins: User Defined
Top: 0 in
Bottom: 0 in
Left: 0 in
Right: 0 in

Cancel   OK

9 Check all the print settings

Printer: **PStudio_Plotter**   Size: **Fit**
Paper Size: **Width** by **Height**   Orientation: **Auto**

Printer: PStudio_Plotter
Presets: Default Settings
Copies: 1
Pages: ◉ All
          ○ From: 1 to: 1
Paper Size: Untitled 24.00 by 13.50 inches
Orientation: ◉ Portrait ○ Landscape

Preview

☑ Auto Rotate
○ Scale: 43%
◉ Scale to Fit: ◉ Print Entire Image
                     ○ Fill Entire Paper
Copies per page: 1

Hide Details   PDF   Cancel   Print

Printer: PStudio_Plotter   Advanced   Help
Copies: 1   □ Print in grayscale (black and white)

Pages to Print
◉ All ○ Current ○ Pages 1
▸ More Options

Page Sizing & Handling ⓘ
[Size] [Poster] [Multiple] [Booklet]
◉ Fit   ○ Actual size
○ Shrink oversized pages ○ Custom Scale: 100 %
□ Choose paper source by PDF page size

Orientation:
◉ Auto ○ Portrait ○ Landscape

Comments & Forms
Document and Markups   Summarize Comments

Scale: 100%
13.5 x 24 Inches

Page 1 of 1

Page Setup...   Printer...   Cancel   Print

10 Enter your GT Account username and hit print

Pharos Popup

Please enter your GT Account username (e.g., gburdell3).

11 When you are done,
talk to one of the **print studio staffs**

Add
Buzzfunds