

1 Download the file (If you have a flashdrive or OneDrive, skip this step)

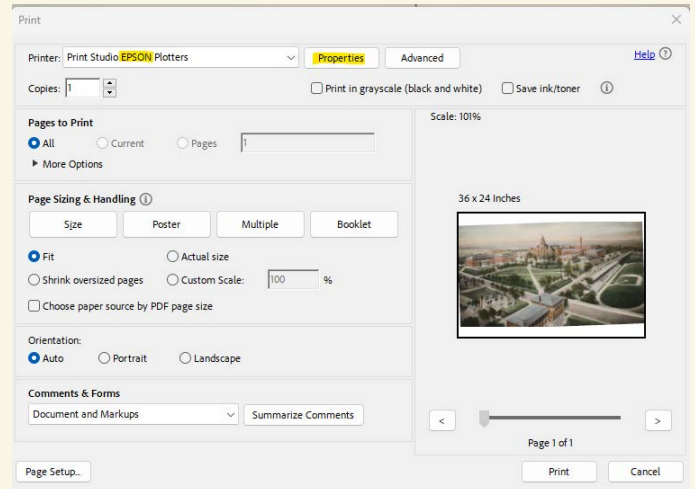


Departmental
submit the poster
request form

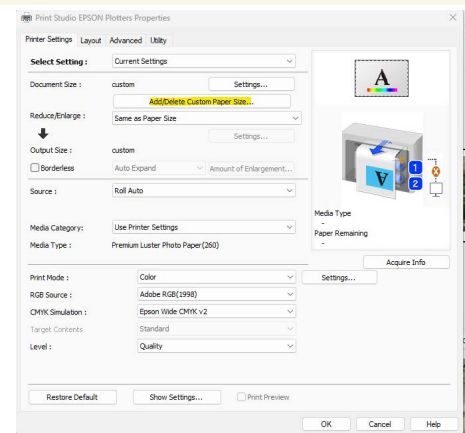
2 Open Adobe Acrobat (File > Open > Select "All Files")
Convert PowerPoint to PDF before printing

3 Flatten PDF by Selecting Printer > Microsoft Print to PDF > Enter
(May not need to do this step, go to step 4)

4 File > Print (Ctrl+P)
Select "Print Studio EPSON Plotters" and then **Properties**

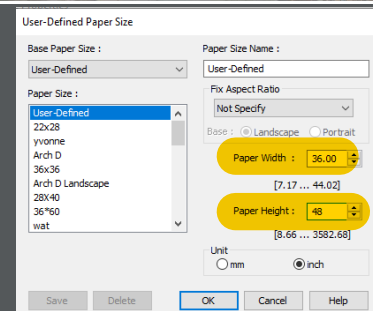


5 Select "Add/Delete Custom Paper Size"

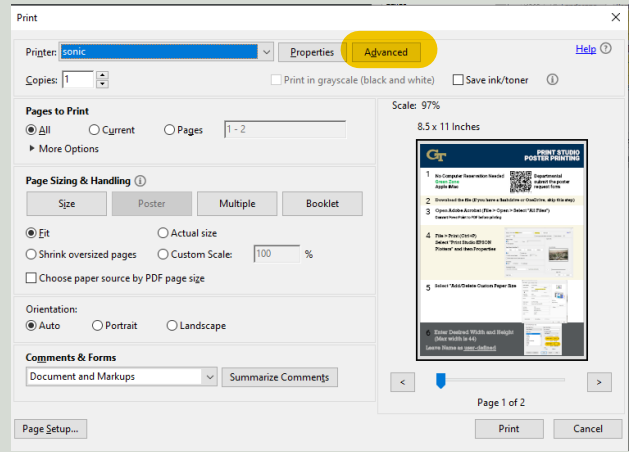


6 Enter Desired Width and Height
(Max width is 44)

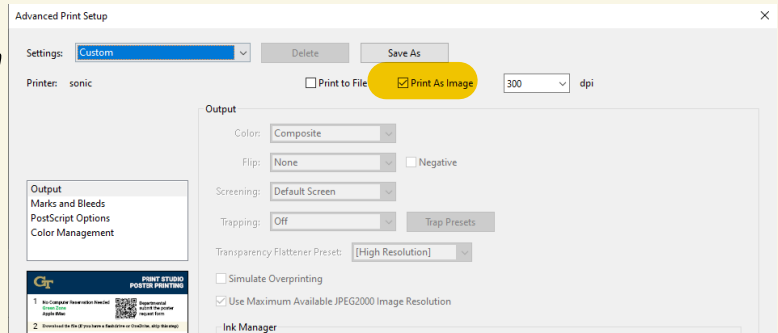
Leave Name as user-defined



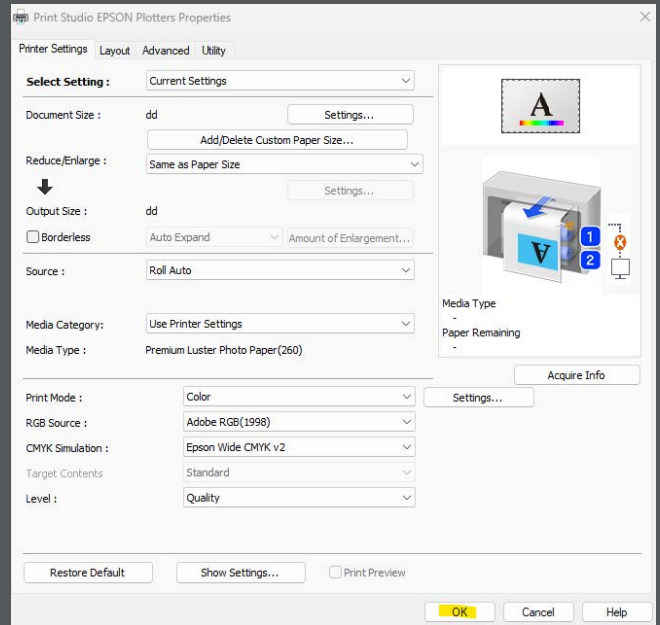
7 Select "Advanced"



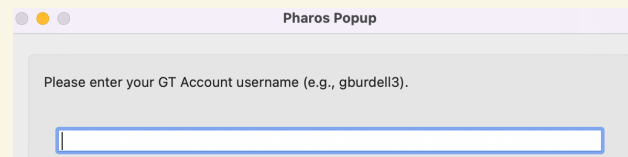
8 Ensure "Print As Image" Is Checked



9 Select "Ok" and then Print



10 Enter your GT Account username and hit print



11 When you are done, talk to one of the Print studio staff

Add Buzzfunds

