

PC

QUICK-GUIDE to

Poster-printing on our NEW Large Format Printers



Our new printers can print from any software which has a 'Print' option. However, we still recommend that you create a **PDF** file from your original work and print from that, using the currently available version of **Adobe Acrobat**.

Do **not** double-click on your PDF file to open it. Open **Adobe Acrobat** from the **Windows** menu and then use the **File->Open** option in Acrobat to open your file.

Please do not attempt to print from an email attachment or from Microsoft Edge.

Image files such as JPEGs or TIFFs should be opened in appropriate software before attempting to print (e.g., **Photoshop**).

We also recommend that you design your material in the page-size you wish to print (**A0, A1 or A2**).

Select the printer you wish to use from the drop-down menu:

\\Scieng-PS1\POSTER-PRINTER-1-UC-KBL1

Regardless of the software you choose to print from, you must go to the **Printing Preferences** dialog box of the printer itself. This is described variously in different software packages. It might be '**Properties**' or '**Printer Properties**' or '**Setup**' etc..

When you open the dialog box, click on '**Preferences**'.

In the '**Paper/Quality**' tab:

Select the **Document Size** you wish to print (A0, A1 or A2).
Here you can also adjust the **Print Quality**.

In the '**Layout/Output**' tab:

Select '**Fit to**' in the **Resizing Options** and make sure it is the same paper-size as that selected above in 'Paper/Quality'. (If there is also some kind of '**Fit**' or '**Scale To Fit**' option in the host software, that should also be set.)

To save paper, make sure that the **Rotation** menu on the right is set to '**AutoRotate**'.

No other settings should be changed.

Then click '**Print**' and await the **Verification** Pop-up Box. This can take a while, depending on the size and complexity of the poster. The file will only be sent to the printer when you click the '**Print**' button in that box. The cost will be deducted from your Print Credit '**Charged Account**' at this point. If you do not have sufficient funds, nothing will be printed or charged.

Posters cannot be printed using your 'Free Quota'.

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