

# Printing to the Copy Center Plotter: **Converting into a PDF**

**Important: Plotter available from all Full Application PCs in the library.**  
**If you need assistance from the copy center staff you Must Use a Computer on 2-West.**  
**MSU NetID required!**

**DISCLAIMER:** You will be held responsible for any poster that you ask to have printed from the Copy Center Print Queue. Always preview your print before sending to the plotter and ask at the Copy Center if you need any assistance!

## **To convert a poster into a PDF:**

1. While poster is open, Select *File –Print*, and from printer options select *Adobe PDF*, and press *Print*
2. In *Save Adobe File As* box, name file and save to desired location as a PDF file
3. Click *Save*
4. *Adobe PDFMaker* converts the poster
5. Poster will automatically open as a pdf file in Adobe Reader when successfully converted

## **To print a PDF to the plotter:**

1. Select *File - Print*
2. Select *Plotter in Copy Center (PS)* from *Name* menu
3. Click *Properties* button
4. Click *Paper Quality* tab (across the top)
5. In the “*Paper Options*” Box click on *Custom* to enter your poster size
6. Enter your **Width** and **Length** dimensions
7. Enter a name for your new custom size, click *save* to save the size, then click *ok*
  - If you get an error message click *OK* to have the system fix it
8. Check the small preview image to the right to be sure your poster dimensions are correct
9. If your poster is shorter than 36” on both sides, save money:
  - Click on the *Features* tab, and check the “*rotate by 90 degrees*” box
  - Check the small preview image to the right to be sure it will print long edge first
10. Click *OK* to return to the *Print* box
11. Select *Fit to Printable Area* in *Page Scaling* menu (left-side of print preview box)
  - **Note!** Select this only if you poster is not drawn to scale
12. Check the *Preview* on right side of *Print* box, if the preview is not correct, click *Properties* button and try again
  - If any text or images are very close to the edges, you will need to move them to allow for a ½” margin
13. Click *OK* to send print to the plotter
14. Pick up and pay for your plot at the Copy Center