

# Printing a Poster Larger than 42”

## Converting a Poster into a PDF:

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

MSU NetID required!

**NOTE:** It is VERY important to preview your print before sending it to the plotter. You will be held responsible for payment of any plots that you ask to have released from the Copy Center Print Queue.

### **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 select desired location where the file will be saved.
3. Click *Save*.
4. *Adobe PDFMaker* converts the poster.
5. Poster will automatically open as a pdf file in Adobe Reader 9 when successfully converted.

### **To print a PDF larger than 42” to the plotter:**

1. Select *File - Print*.
2. Select *Plotter in Copy Center (PS)* from *Name* menu.
3. Select *Fit to Printable Area* in *Page Scaling* menu (left-side of print preview box) (**NOTE:** Select this only if the image is not drawn to scale.)
4. Click *Advanced* tab (across the top)
5. Click on the paper/output + icon
6. Click on *Paper Size* and a drop down menu appears
7. From the drop down Paper Size menu select *Postscript Custom Page Size* (at the bottom)
8. Enter *Height* and *Width* dimensions.  
**\*NOTE: YOU MUST FLIP YOUR DIMENSIONS – ENTER YOUR WIDTH IN THE HEIGHT BOX, AND YOUR HEIGHT IN THE WIDTH BOX.** Please ask at the Copy Center if you have any questions.
9. IMPORTANT! Preview on right side of *Print* box. If any text or images are very close to the edges, you will need to edit your original file to allow more margin and convert the changed document into a PDF.
10. If the preview is not correct, click *Properties* button and try again.
11. Click *OK* to send print to the plotter.
12. Pick up and pay for your plot at the Copy Center.