



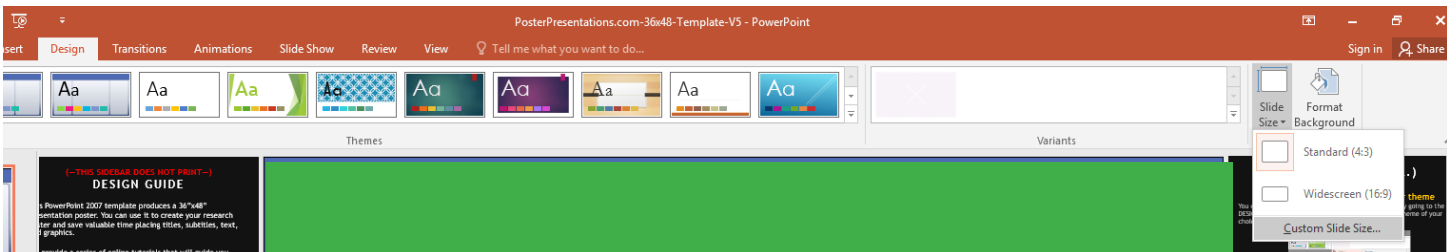
# PRINTING A PDF POSTER IN POWERPOINT 2016

**WE ONLY ACCEPT CAROLINA CARD OR DEPARTMENT AUTHORIZATION FORM FOR PLOTTER PRINTING.**

If you are charging a department, a departmental authorization form must be completed by the Department's Dean, Chair, or Business Manager and turned in to the Help Desk prior to printing. The form is available at [artsandsciences.sc.edu/technology/printing](http://artsandsciences.sc.edu/technology/printing)

1. Double click the  load plotter icon on the desktop. Save your document to the computer you will be printing from. If you open from email, click **ENABLE EDITING** in the yellow box under the ribbon. **AVOID OPENING IT DIRECTLY FROM EMAIL OR THUMBDRIVE.**

2. After opening the document go to the select the **DESIGN TAB** on the Ribbon. Click **SLIDE SIZE** in the Customize Group (on far right side). Click **CUSTOM SLIDE SIZE**. Make a note of the slide size.



You can set your dimensions here. The largest poster you can print on our plotters is 42 inches wide. One dimension has to be smaller than 42". This is the max width of the plotter's printable area. It is best that you do this when you start your poster because changing the page setup after you create the poster might cause formatting issues. Be sure to check the layout if you change the size **AT THIS POINT**.

3. Check your document for mistakes and then click on the **FILE** (Image A). Click **PRINT** drop down (Image B) and select either **PLOTTER A OR PLOTTER B** (Image C).

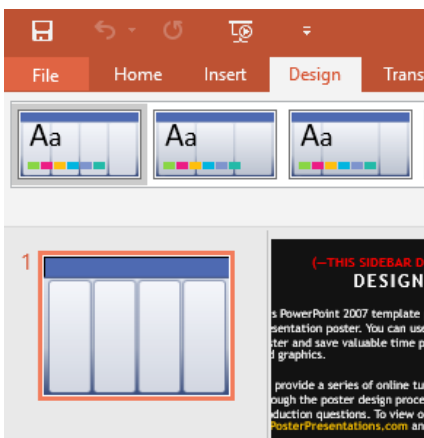


Image A

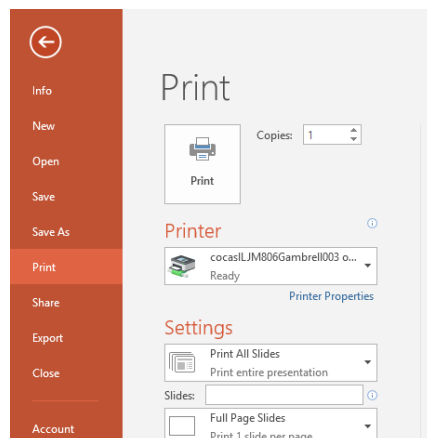


Image B

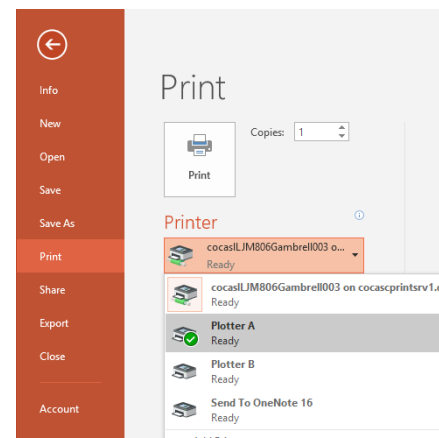


Image C

We have two plotters, A and B. both are loaded with 42 inch wide paper with a satin finish. The largest poster you can print on our plotters is 42 inches wide. One dimension has to be smaller than 42". This is the max width of the plotter's printable area.

4. Select **PRINTER PROPERTIES** (Image A). In the **PAPER OPTIONS** Section under **DOCUMENT SIZE**, click the dropdown and scroll and select the **MORE** option (Image B).

You must choose a paper size that will accommodate the page setup size you selected earlier. **THIS IS IMPORTANT OR YOUR DOCUMENT MAY NOT PRINT CORRECTLY.**

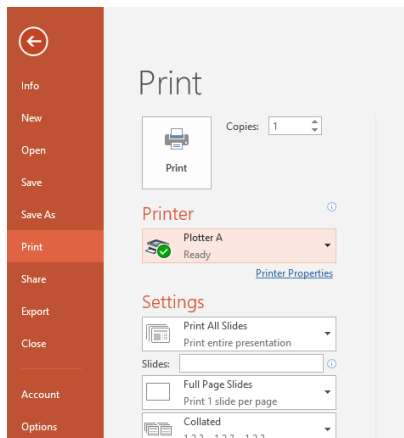


Image A

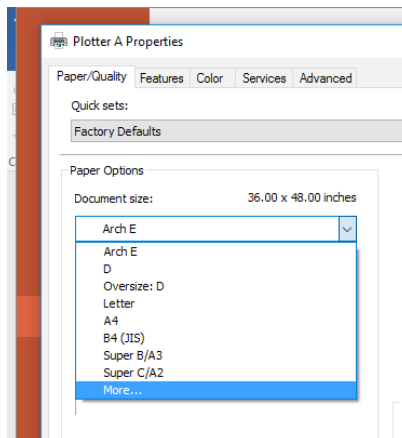


Image B

**DISCLAIMER:** You will be held responsible for any poster that you print. Always preview your print before sending to the plotter! If you need help, the staff at the Info Desk is willing to assist you! The cost is \$5 per square foot with a minimum charge of \$5.

5. Choose one of the generic sizes (Image A). Click **OK**.

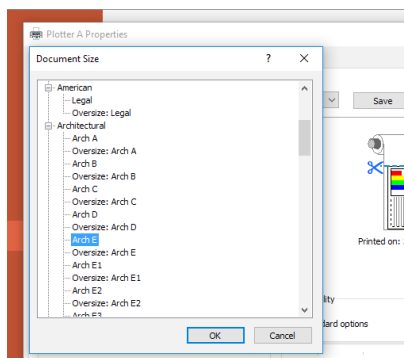


Image A

**Architectural:**  
Arch C=24" x 18",  
Arch D=36" by 24",  
Arch E=36" x 48"

It is important that the size you pick here is at least as big as your poster will be. It is ok if this size is larger than the actual poster. Ask someone for assistance if you are concerned about wasting paper.

To set up a Custom size, choose Custom, set the width & length, name it and click **SAVE** and then **OK**.

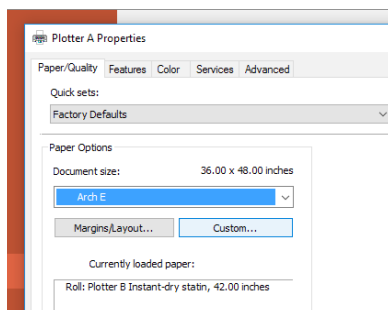


Image A

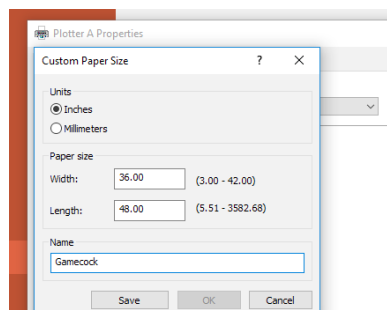


Image B

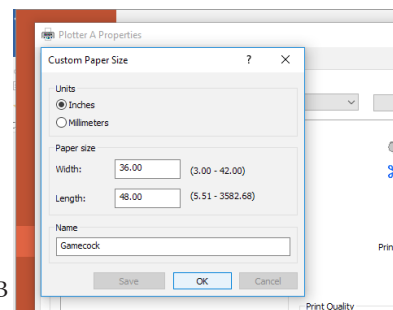


Image C

6. Click **OK** and look to the right of the printer drop down list for the print preview.

Everything should look correct. If something looks funny in print preview assume it will print funny.

Get help. You will be charged for your own mistakes that you print.

7. If everything is correct, click **PRINT**.

Watch your poster as it prints. The print can be cancelled if there is an issue.

You can avoid costly mistakes if you watch your poster print.

You must pay for the posters at the help desk.

**WE ONLY ACCEPT CAROLINA CARD FOR PAYMENT AND YOU MUST HAVE YOUR CARD.**