# PRINTING A PDF POSTER IN
ADOBE ACROBAT DC

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

1. **Double Click the Load Plotter ICON on the desktop. Open your document and go to File and select Print.**
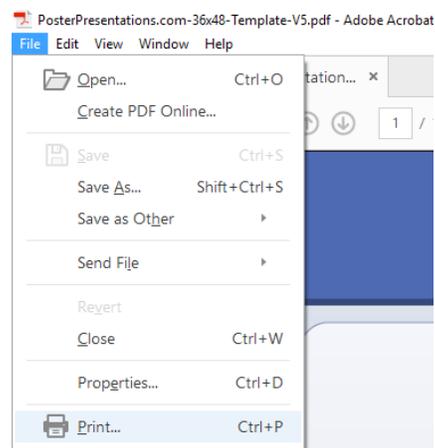
DISCLAIMER: You will be held responsible for any poster that you print. Always preview your print before sending to the plotter! If you need help, the staff at the Info Desk is willing to assist you! The cost is $5 per square foot with a minimum charge of $5.

2. **Select either PLOTTER A OR PLOTTER B.**
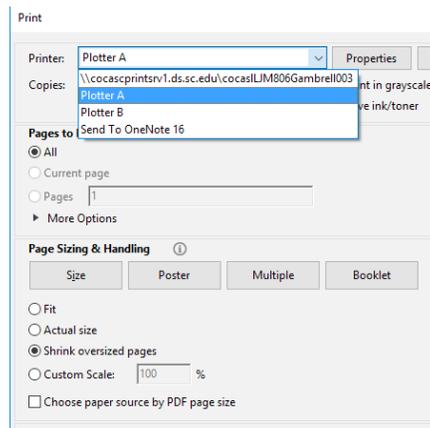
Architectural Sizes:
Arch C=24" x 18"
Arch D=36" by 24",
Arch E=36" x 48"
It is important that the size you pick here is at least as big as your poster will be. It is ok if this size is larger than the actual poster. Ask someone for assistance if you are concerned about wasting paper.

3. **Click Properties (Image A). In the Paper/Quality tab, in the Document size drop down menu choose "More"(Image B).   Choose one of the generic sizes (Image C). Click OK.**
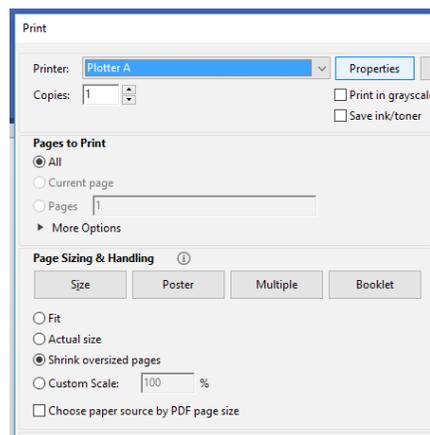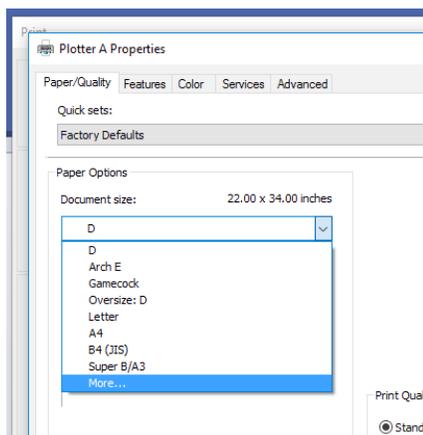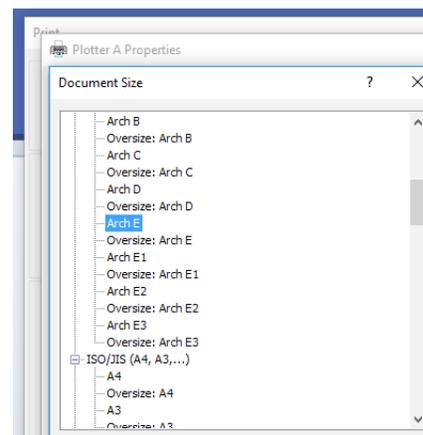
Image A

Image B

Image C

To print a custom size, in the **PAPER OPTIONS** Section under **DOCUMENT SIZE**, click Custom (Image A), set the width & length (Image B), name it and click SAVE and then OK (Image C).
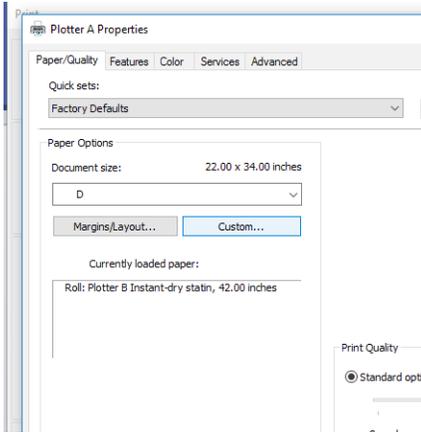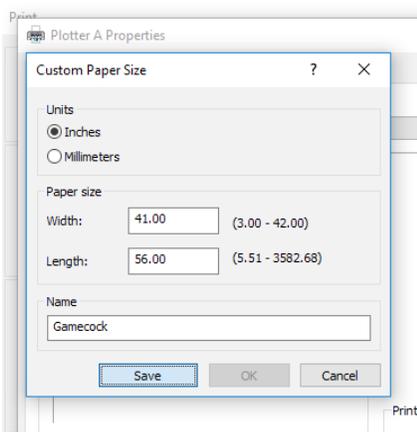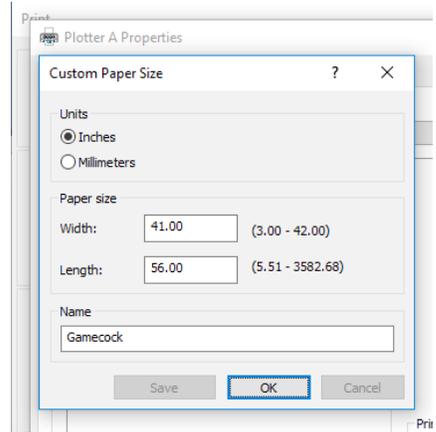
Image A

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.

6. **Click OK (Image A) and look to the right of the printer drop down list for the print preview (Image B).**

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.
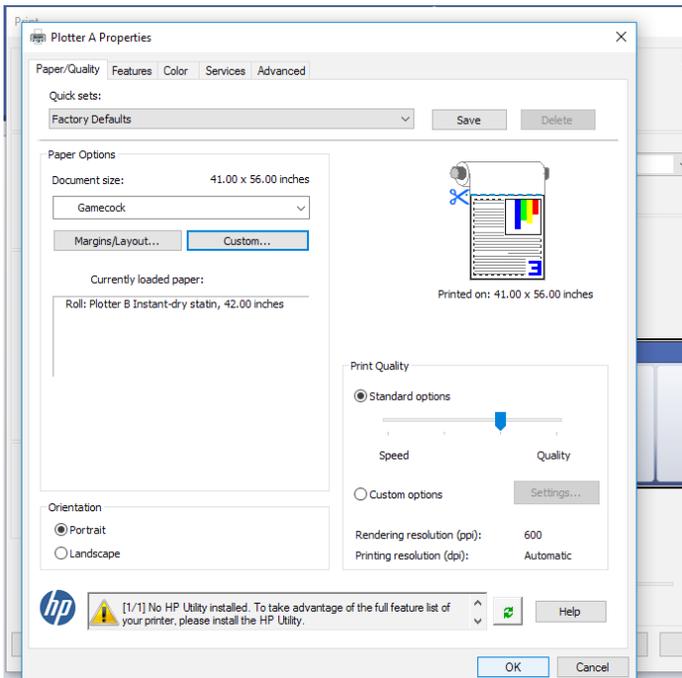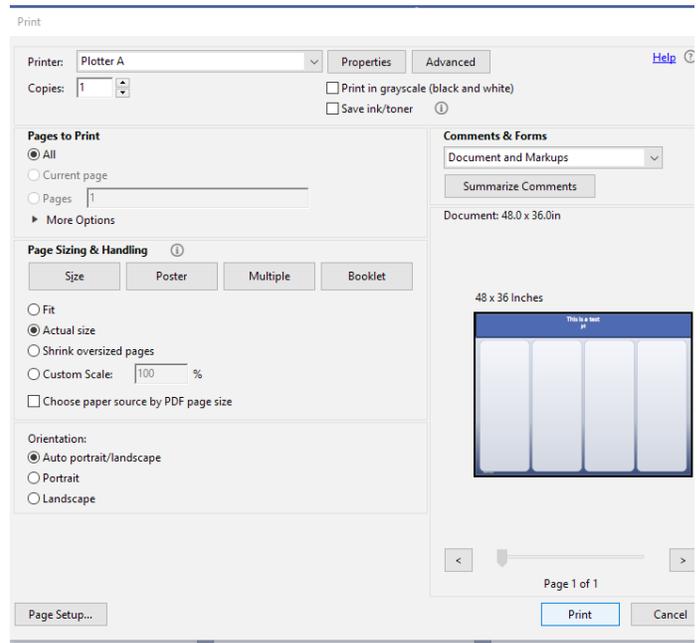
Image A

Image B

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.