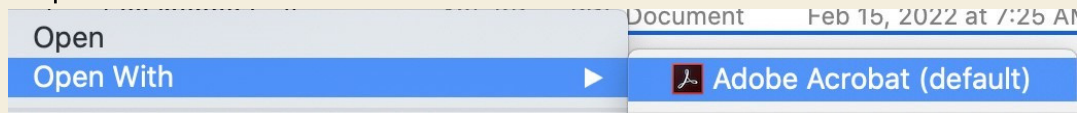


1 Reserve a **Price Gilbert Green Zone computer**

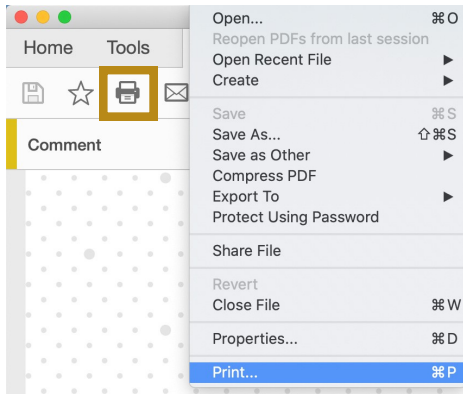


If paying by **Department**, fill out this request form

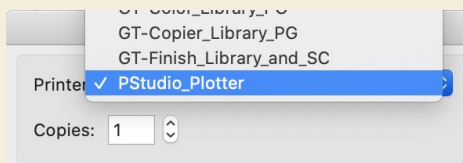
2 Open the file with **Adobe Acrobat**



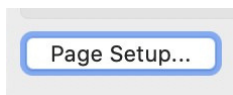
3 File > Print,
Click Print Icon
or Cmd + P



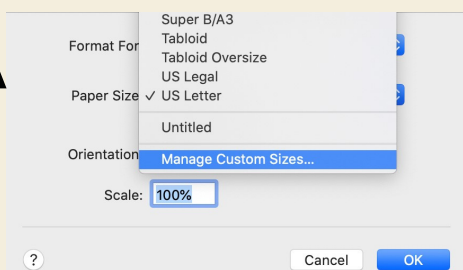
4 Choose "**PStudio_Plotter**" as the printer



5 Click **Page Setup**, rotate view if necessary from (View>Rotate)

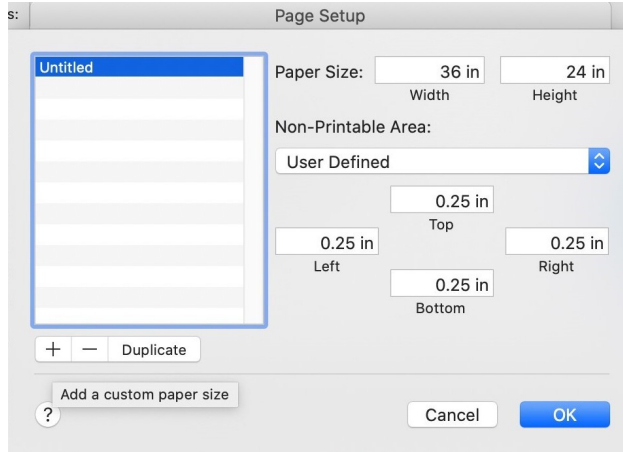


6.A Pick an **ARCH size** from the **Paper Size drop-down**



ARCH C: 18" x 24"
ARCH D: 24" x 36"
ARCH E: 36" x 48"

6.B



OR Scroll down to **Manage Custom Sizes**

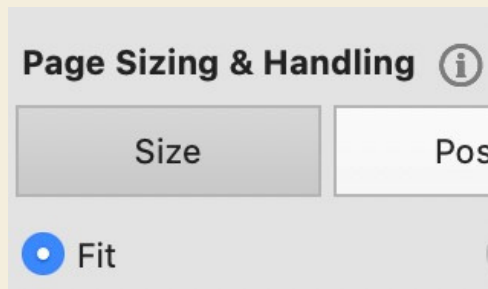
Click the "+" to create a new paper size

Insert your dimensions

Width should be 24, 36 or 42

Poster will rotate automatically if the poster is landscape and height is greater than width

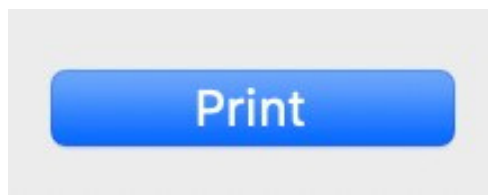
7



Choose Size and Fit

Don't choose poster

8



Click **Print**

Enter your **Gatech username** to pop-up

9

Individual Poster: Give your **Buzzcard** and inform the **width** of the poster to Media Desk Staff

Departmental Poster: Tell your **Gatech username** and inform the **width** of the poster to Media Desk Staff

10 If needed, add Buzzfunds to your Buzzcard

