

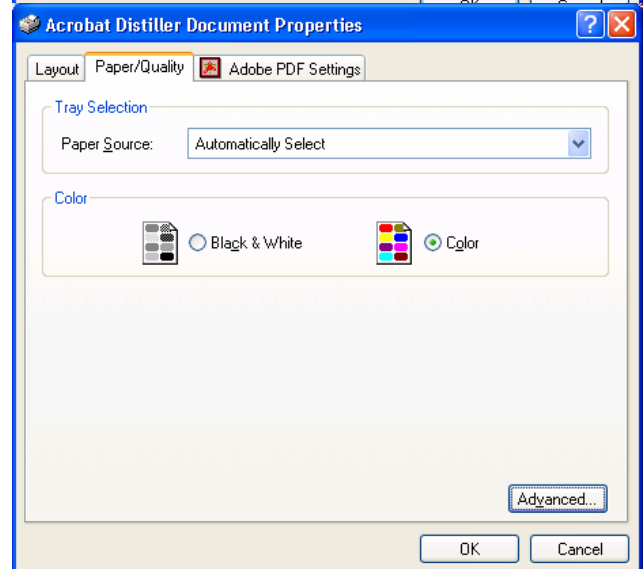
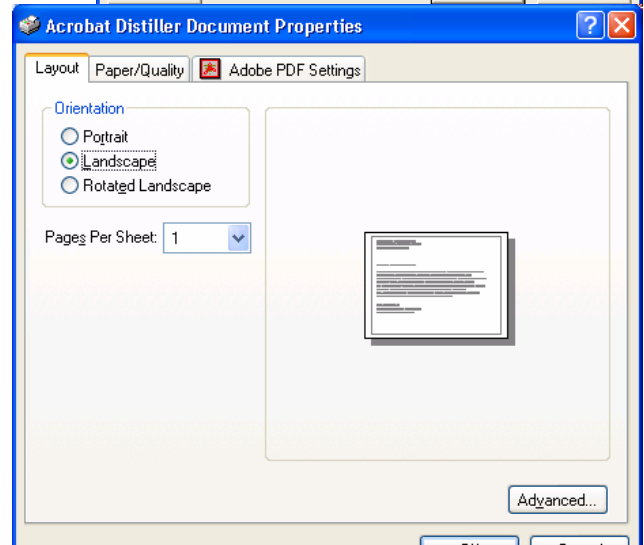
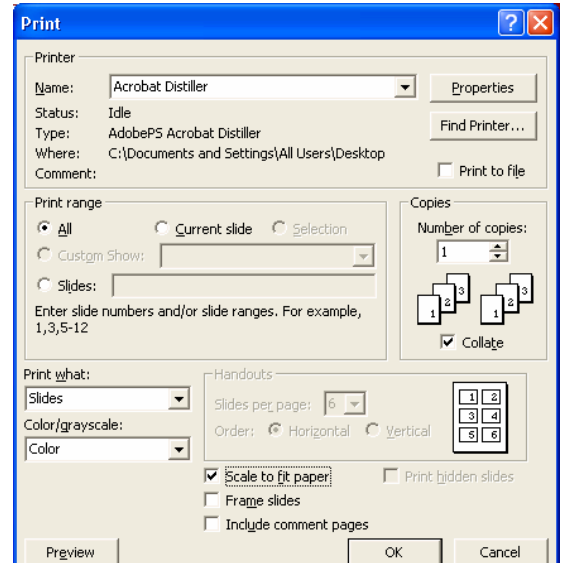
How to print as a PDF file in Windows XP:

1. After you have finished creating your poster and you have saved your file go to the “File” menu and select “Print”. A window will appear like the one to the right. Click on the “Properties” button.

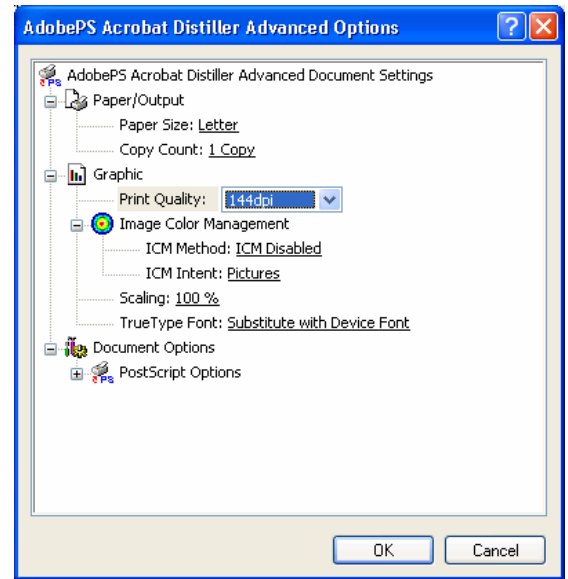
Note: You must have Acrobat Distiller installed on your computer to be able to print to a PDF file.

2. Once you click on the “Options” button this screen will appear. Choose the orientation of your poster.

3. Click on the Paper/Quality tab and click on the “Advanced” button.



4. Change your print quality to 144 dpi. I know you would like it to be higher, but it is not necessary for a great quality poster. (You can attempt it at higher dpi, but sometimes the PDF file jumbles, so make sure you thoroughly proof your PDF file if you opt for a higher dpi.)

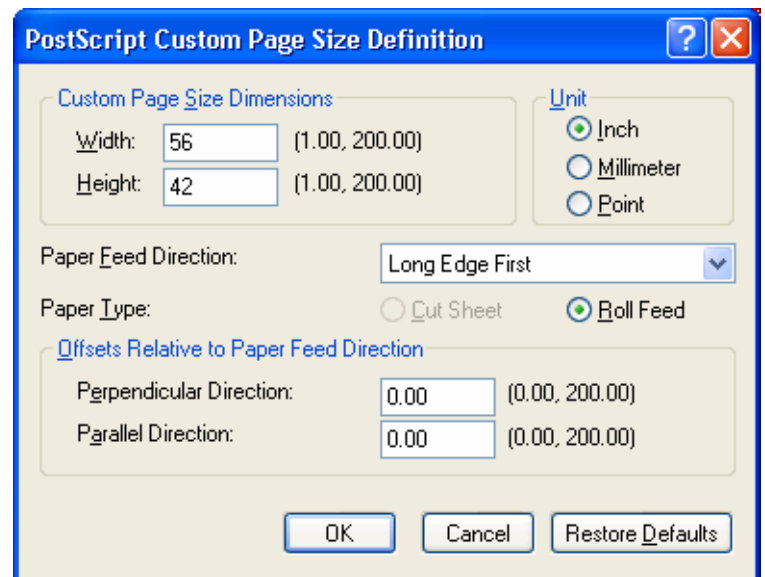


5. Next, click on “letter” next to “Paper Size:” and select “PostScript Custom Page Size.” Change the width and height to the width and height of your poster. Click “OK”.

Go ahead and click “OK” on all your open windows. You will be prompted to name your PDF and select a folder to save it in.

When your file is finished printing open your PDF file and proof it.

If all looks well you are ready to place your poster order.



6. Note: Don’t forget to check “Scale to fit paper” in the print box.

