

INSTRUCTIONS FOR PRINTING POSTERS IN THE SCIENCE CENTER

Before you start, make sure you have enough credit on PaperCut. It's \$7.50 for 25 color posters and 40-50 is a good number for Yard and Science Center postering (not including Freshman Dorms).

1. Download poster files.
2. Open Adobe Acrobat 9 Pro.
3. In Acrobat, select File --> Open:

Select appropriate "Files of Type" ("Adobe PDF files (*.pdf)" or "All Files (*.*)") depending on your document.

Select Desktop --> [your name] System Folder --> Downloads --> [desired document] --> Open

4. In Acrobat, select File --> Print Set Up:

Name of Printer: SC-B14-COLOR

Size: 11x17

Source: Tray 2

[Select appropriate portrait/landscape]

OK

5. Print desired number of posters.