How to Print A Poster

Login: username = posterprint

No password is required.

Powerpoint: Bring up powerpoint and open your poster file.

Print:

Select Office button (extreme top left corner) and select "Print" then "Properties"



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Size is:			
Custom 1: 42 x 56 in.	•		
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Custom Paper Sizes	1		
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Make sure you have the Paper Options set to 56" width x 42 " length (as seen above). If this is not set; click on "Custom Paper Sizes" and input 56 "width x 42 " length. (See pic below).

Custom 1:	English (in.)
56	C Metric (mm.)
42	
Select a form:	
< custom paper size >	