**POSTER PRINTING INSTRUCTIONS**

****BEFORE YOU PRINT: Ensure the dimensions on the PowerPoint slide of your poster are the same dimensions as your desired print dimensions before converting to PDF. If failed to do so, this will cause issues with the plotter.

When ready to print the PDF, choose File>Print and select Thompson Library Plotter. Under “Page Sizing & Handling”, make sure “Fit” is selected.

If it does not default to the correct size, click “Properties”. Under the “Paper/Quality” tab, and from the drop-down menu under “Document Slide”, select the required size.

**Choose from one of the file sizes below:**

Arch B - 12 x 18

Arch C - 18 x 24

Arch D - 24 x 36

Arch E - 36 x 48

If a poster is already printing, do not release your job until that poster is complete. When the poster is printing, do not touch the paper. Allow the job to finish and the plotter to cut the sheet. You can then retrieve the poster from the tray. **If you have issues, please call 614-292-2000 or email** [**paytoprint@osu.edu**](mailto:paytoprint@osu.edu)**.**