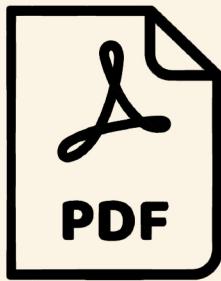


HOW TO: PRINT

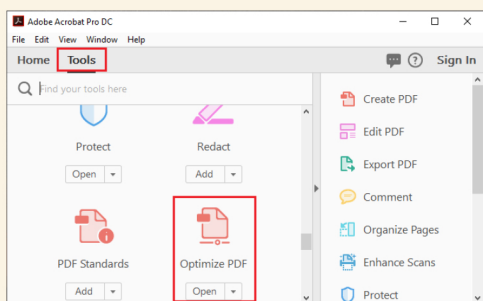
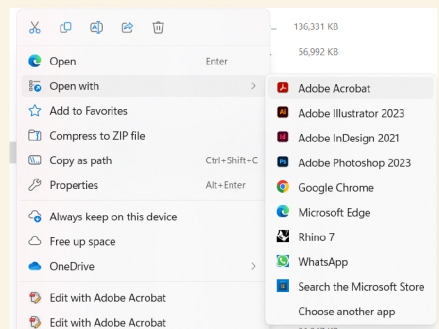


SAVE/EXPORT AS A PDF

When creating your PDF, use a 24" or 36" width and any length for the best print results. Small files can be printed at 8.5"x11" and 11"x17". Make sure to save as or export files as a PDF document prior to printing

OPEN IN ACROBAT

Open your file on one of our computers using Adobe Acrobat



OPTIMIZE PDF

Go to the "Tools" tab in Acrobat and scroll down to "Optimize PDF", then click the icon. Select "Advanced Optimization" and save your new document.

SELECT PRINTER

ARCHPRINTSHOP01

8.5" X 11" and 11" X 17"

BOND

Standard printer paper weight

HW

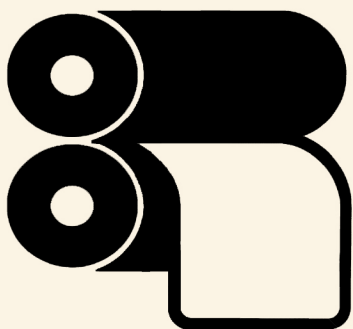
Heavyweight

PHOTO

Glossy finish



Select the printer with your media followed by 24 or 36 (Width of your PDF)

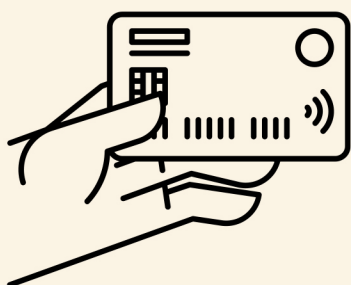
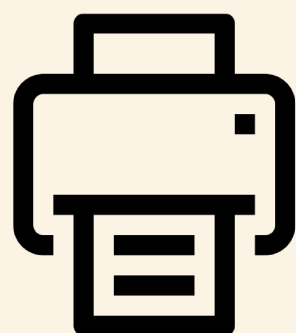


ADJUST SIZE

Select "Properties" next to the printer options and go to the "Paper/Quality" tab. Select your document size or "Custom". Under the "Layout/Output" tab, make sure Autorotate is selected under Rotation.

SEND YOUR PRINT

Confirm that your document size is correct in the preview and select "Print".



PAY

Once your file appears on the screen at Makerspace help desk, you may pay, and we will send your file to our printers