

# HOW TO PRINT POSTERS

## *A2, A1, A0 Wide Format*

1. Save your document as a PDF and open it in Adobe Acrobat Reader

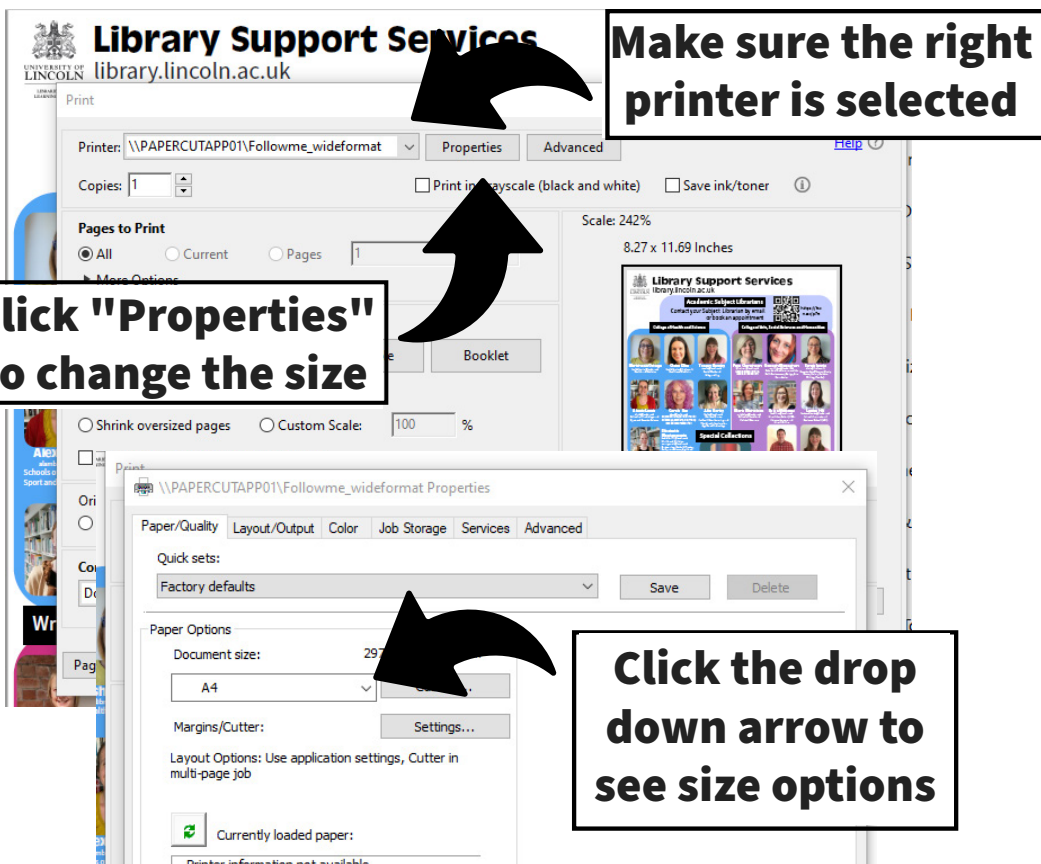
Hint: Make sure you are not on the web browser version of Adobe

2. Click "File" and then click "Print"



3. Then select the following options:

The printer name is: **FollowMe\_wideformat**



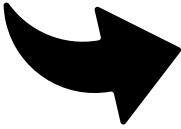
**Make sure the right printer is selected**

**Click "Properties" to change the size**

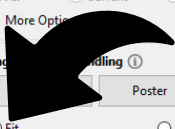
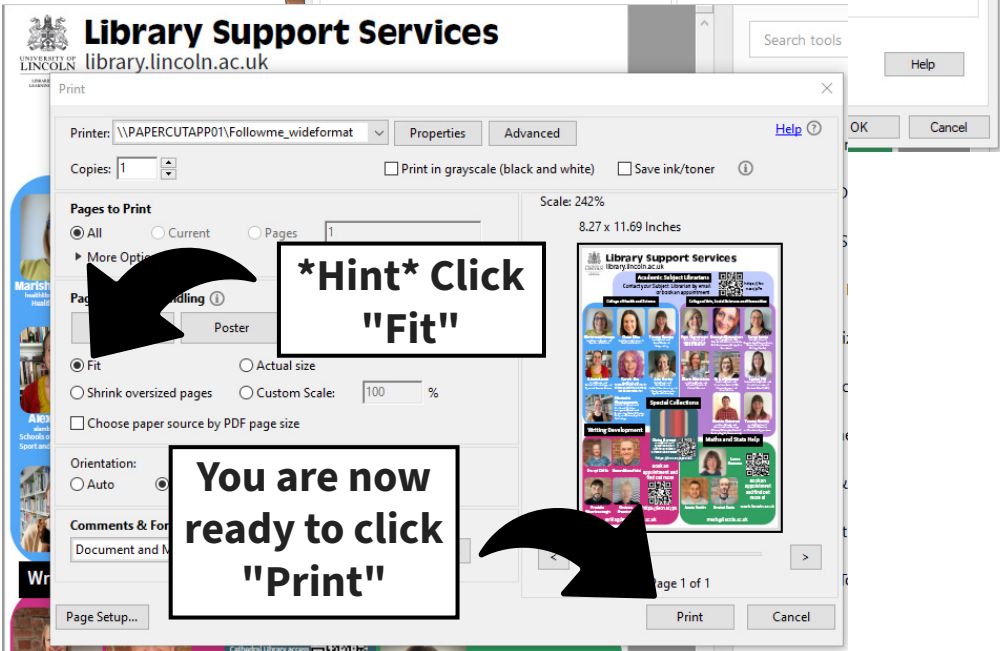
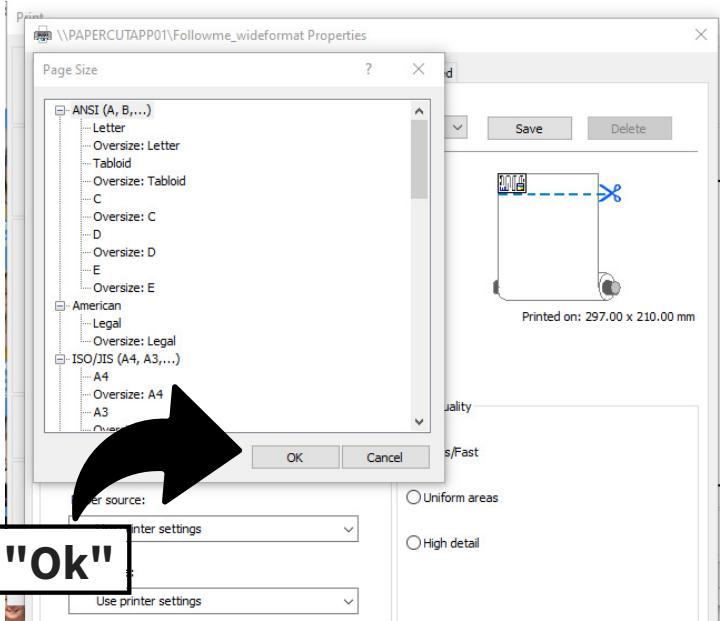
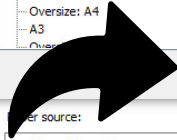
**Click the drop down arrow to see size options**

The image shows a screenshot of the Adobe Acrobat Reader print dialog box. The printer selected is "\\PAPERCUTAPP01\Followme\_wideformat". The print settings are: Copies: 1, Print in grayscale (black and white) [unchecked], Save ink/toner [unchecked], Pages to Print: All, Scale: 242%, 8.27 x 11.69 Inches. A callout box points to the printer name. Another callout box points to the "Properties" button. A third callout box points to the "A4" dropdown menu in the "Paper Options" section of the "Properties" dialog box.

**Select the  
size you  
require**

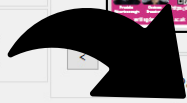


**Click "Ok"**



**\*Hint\* Click  
"Fit"**

**You are now  
ready to click  
"Print"**



The Wide format printer is on the 1st Floor of the University Library. You need your student card to log in, hold your card on the "touch point" of the printer. Your account will then pop up where you can release the print.

**Go to: [myprint.lincoln.ac.uk](http://myprint.lincoln.ac.uk) to check your balance or top up**