

UNIVERSITY OF LIVERPOOL



Printing Large format (A0) posters in Acrobat Reader (PDF)

COMPUTING SERVICES

This is a guide demonstrating how to print PDF files to a university large format printer.

In this guide, the printer queue **CSD-PosterWide** is used. This is an A0 size printer, and is the most commonly used printer for Posters.

The sample PDF document in this guide is A0 sized at 118.9cm X 84.1cm

If you haven't already installed the **CSD-PosterWide** printer, install it now by following the Instructions at : <u>www.liv.ac.uk/csd/printing</u>

Print the file.

Click File then click Print

Print	×
Printer: \\print5\CSD-PosterWide Properties Advanced Copies: 1 Advanced	Help 🕢
Pages to Print All Current page Pages 1 More Options	Comments & Forms Document and Markups Summarize Comments 33.11 x 46.81 Inches
Page Sizing & Handling Page Sizing & Handling Poster Multiple Booklet Size Options: Fit Actual size Shrink oversized pages Choose paper source by PDF page size Orientation: Auto portrait/landscape Portrait Landscape Want to print colors as gray & black?	
Page Setup	Print Cancel

Select CSD-posterWide from the drop down box labelled name

Check the box Auto Rotate and Center

Set page scaling to **Fit** (note: if you require scale to be maintained, set this to **Actual size** but please check that the dimensions of your image, to see if will fit on the paper, if not, you will need to alter your image or select the **CSD-PosterExtraWide** printer queue

Click the button labelled Properties

per/Quality Features Color Services Advanced		
Quick sets:		
Factory Defaults	▼ Save	Delete
Paper Options		
Document size: 841.00 x 1189.00 mm		
A0 🗸		
Marcine A avout Custom		
		<u> </u>
	Printed on: 8	841.00 x 1189.00 mm
	- Print Quality	
	Frinc Quality	
	Standard options	_
	1	Ų
	Speed	Quality
Orientation		Cattings
Portrait	Custom options	Setungs
. I di dale	Rendering resolution (ppi):	600
C Landscape	Printing resolution (dpi):	Automatic
[1/2] Status and Service unavailable. Devi	ce may be offline or	2 Help
Image:	-	

Check that the document size is A0

Do not adjust any other setting in this box. Click **OK**

Click the **Advanced** button

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Advanced Print Setup		
PostScript Options		
Language: Language Level 3 💌		
Font and Resource Policy: Send by Range 💌		
✓ Download Asian Fonts		
Discolored background correction		
Color Management		
Let printer determine colors		
✓ Treat grays as K-only grays		
✓ Preserve Black		
Preserve CMYK Primaries		
📝 Print As Image		
Simulate Overprinting		
Print to File		
OK Cancel		

Check the box labelled Print as image

Click OK

Click **OK** again to print the document.