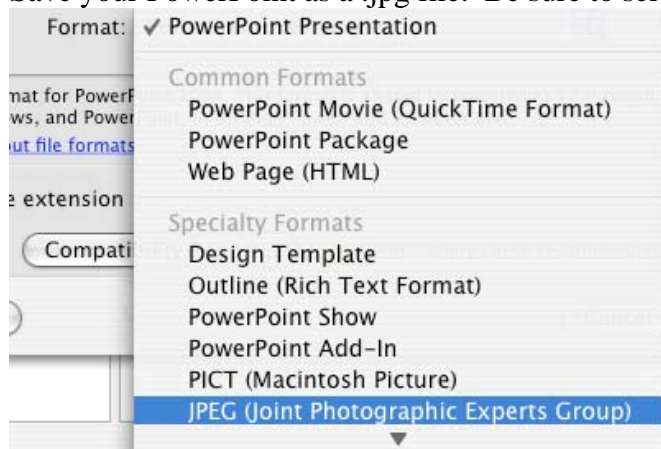


# TO PRINT POSTER (MAC ONLY)

To print your PowerPoint poster use the following instructions:

Save your PowerPoint as a .jpg file. Be sure to select .JPG as the format.

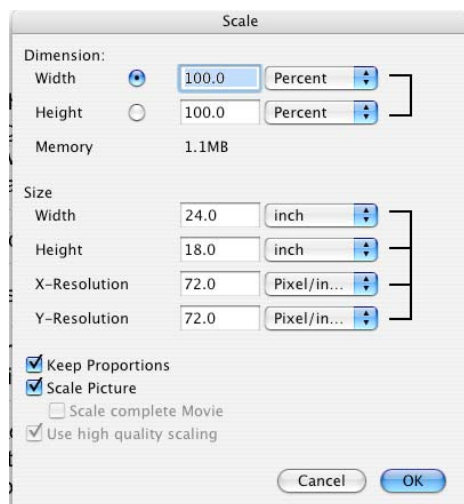
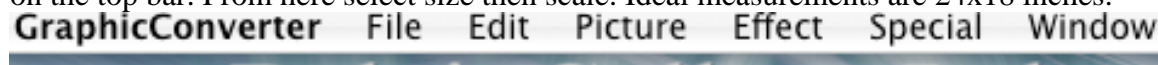


Open Graphics Converter in the tray at the bottom of your screen.

After opening the program select open from the file menu and then select your poster saved as a .JPG file.



Once the poster is opened, you may adjust the size you would like to print by going to the picture tab on the top bar. From here select size then scale. Ideal measurements are 24x18 inches.



Once your poster image is resized, go to the file menu and select page set up. Here you may select the orientation you desire for your poster to print its pages in. Horizontal is ideal.

Once you have done this, select the print button from the file menu. If you are printing in black and white, you may use the Laser Jet 4200 printer. (This is the printer in room 202.) If you wish to print in color select the printer called Human Bio. (This is in the back of 208. Request access from a staff member)

After the correct printer is selected, click on the last drop down menu. The default should be titled "Copies & Pages". In this menu, select the line named "GraphicConverter". Then click the button below called GraphicConverter Options...

Once in this tab you may select your margins and how you want the poster to print. On the right hand side you may set custom margins; below this is the option to use the printer's minimum margins. On the bottom left is a section titled "Behavior for printing images that are larger then the page". Under this option select the last choice, Print on more pages".

Click OK, and print your poster!