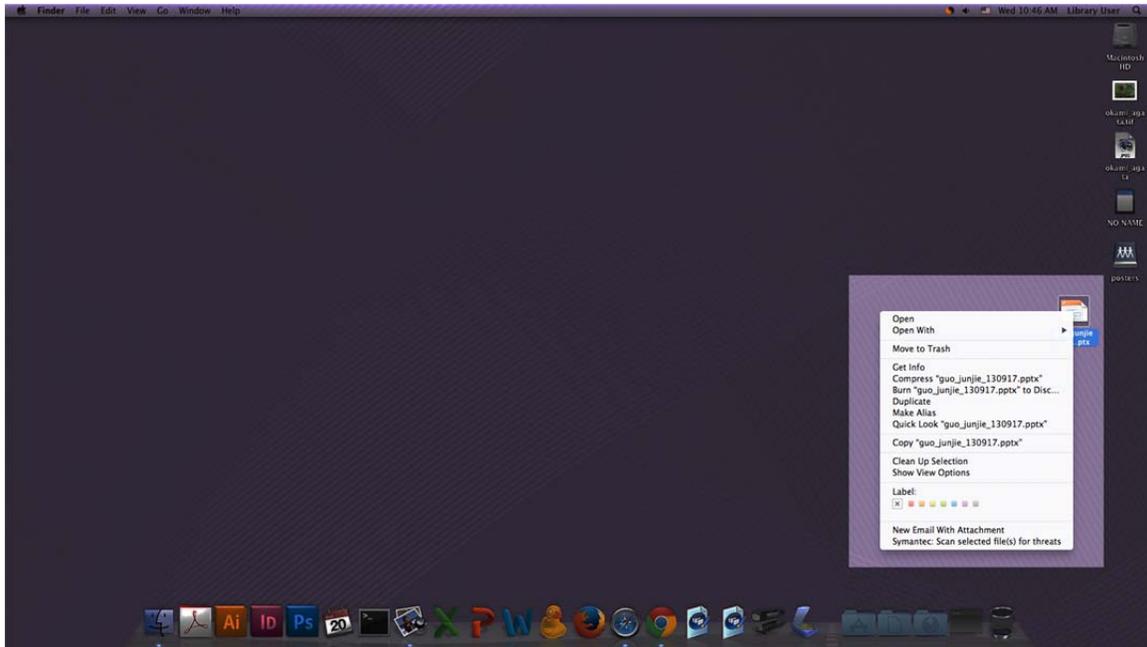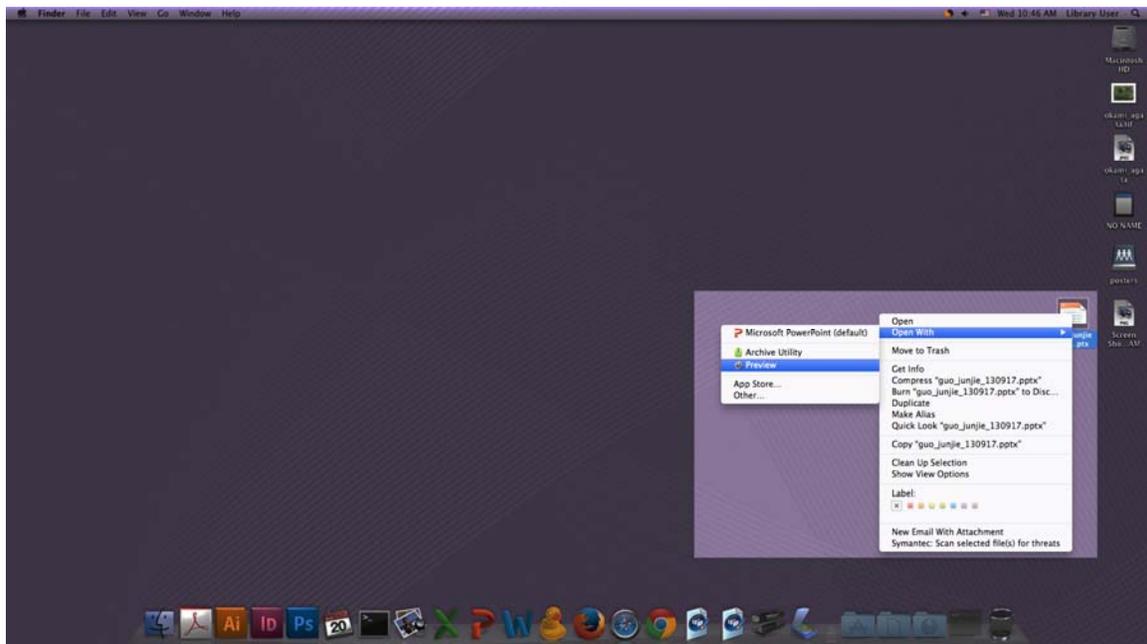# Printing a Poster Perfectly Every Time
## Using Preview on a Mac
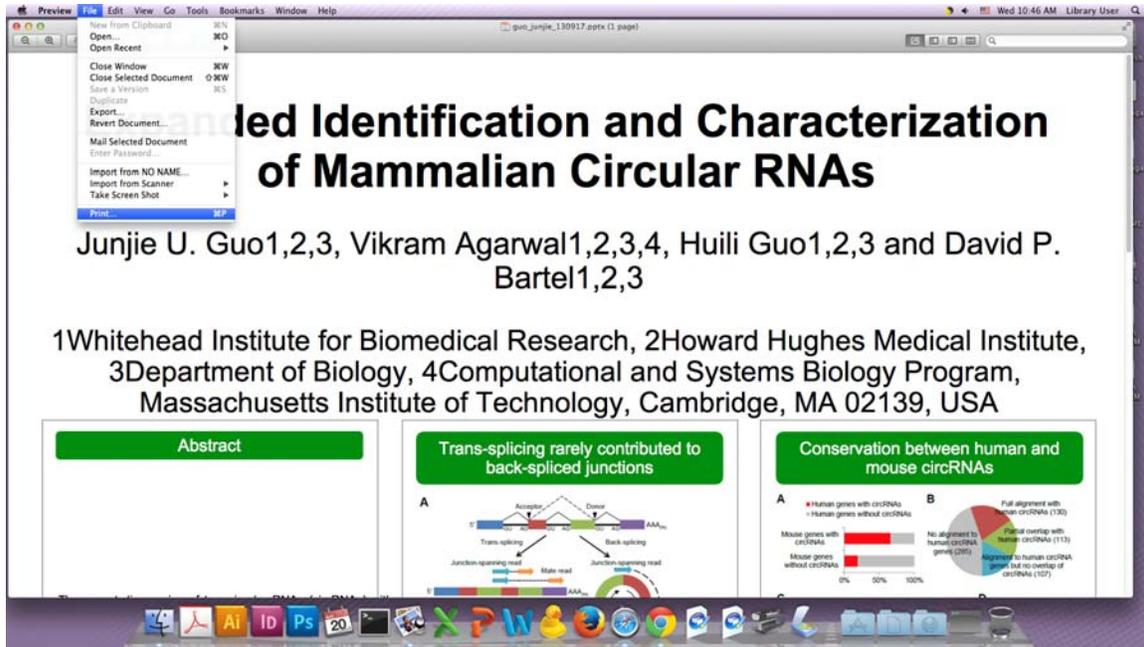


1. Drag your poster to the desktop and right click it.



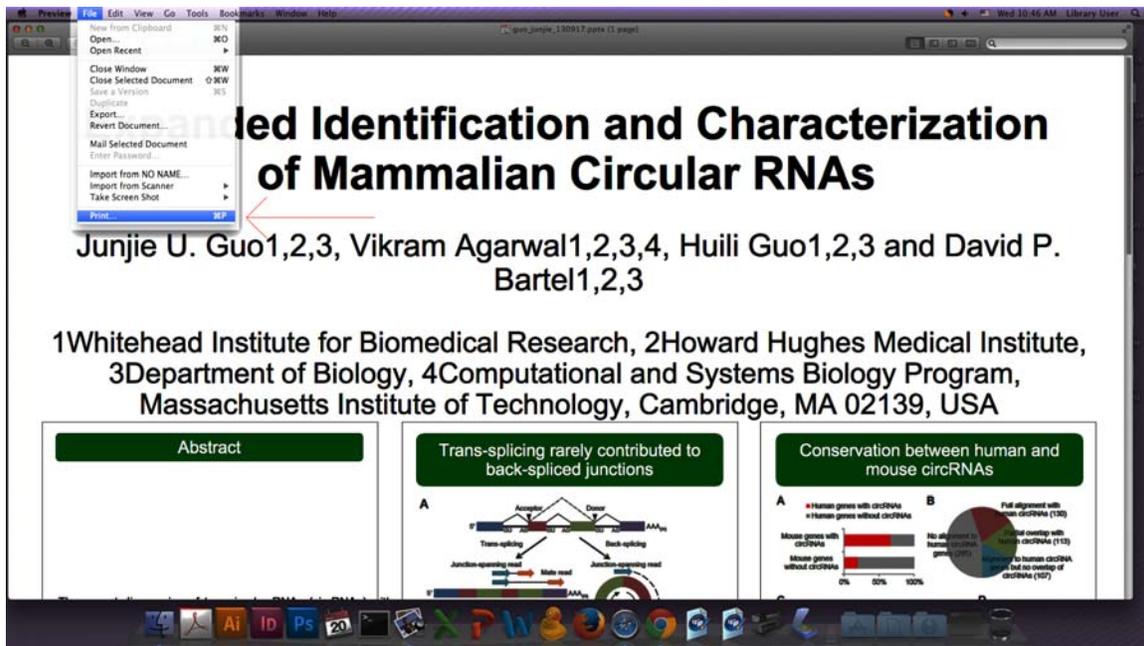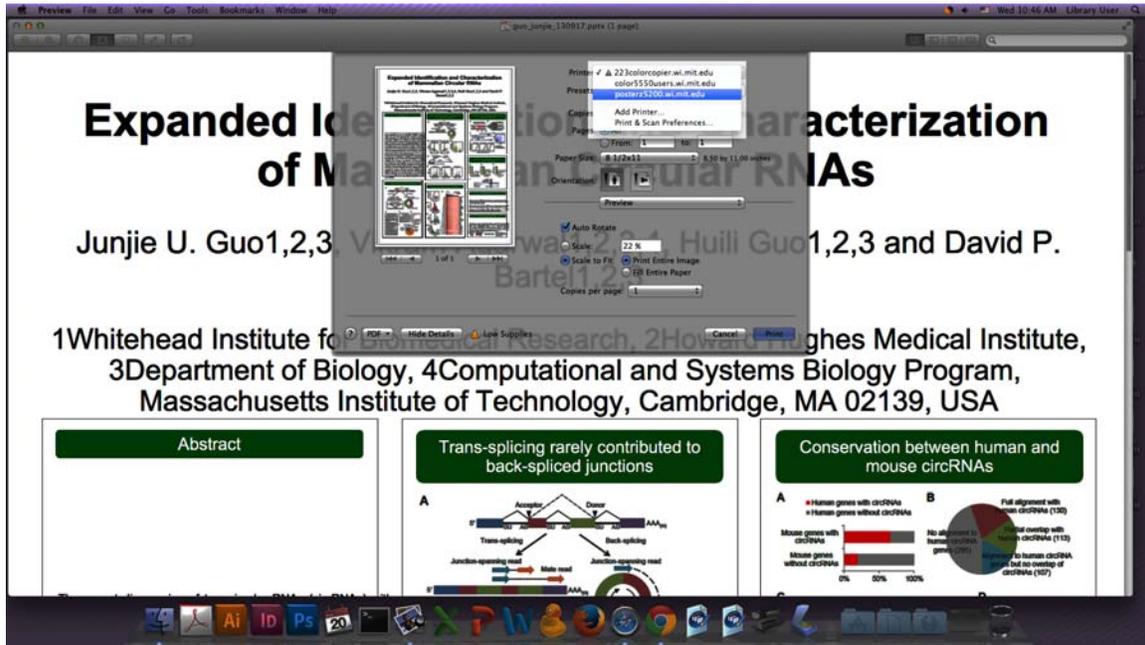2. Hover over "Open With" and choose "Preview" from the menu that pops up on the left

3. When your poster has opened in Preview MAKE SURE THE FORMATTING LOOKS CORRECT. If it doesn't and you designed your poster in PowerPoint go to the instructions below labeled "Correcting PowerPoint Formatting" to quickly and easily make your PowerPoint poster look exactly how you designed it.
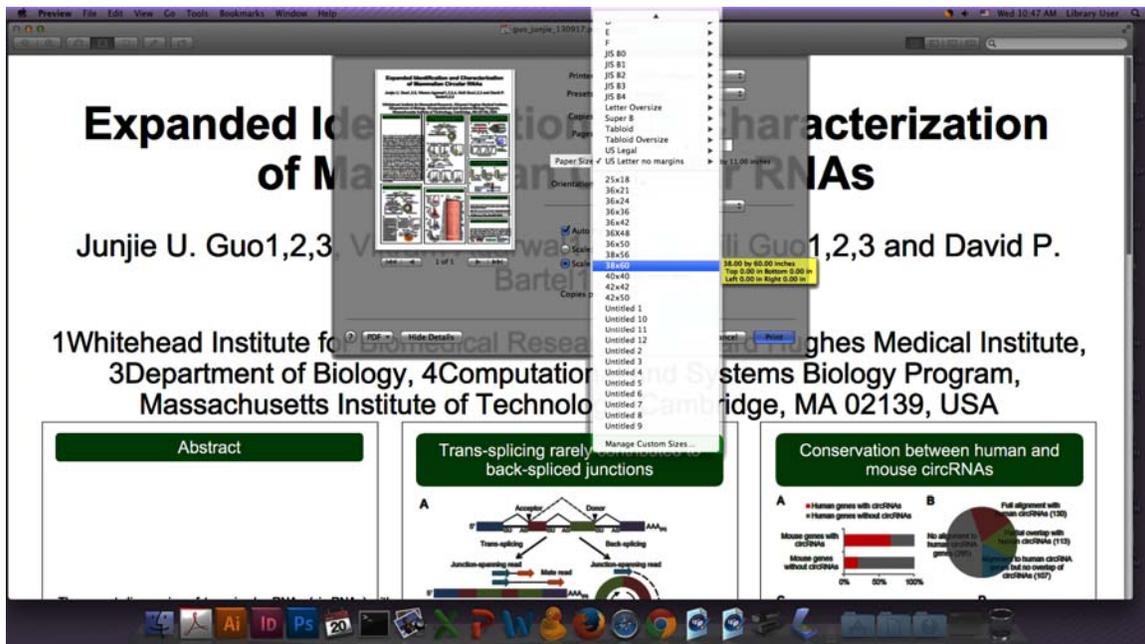


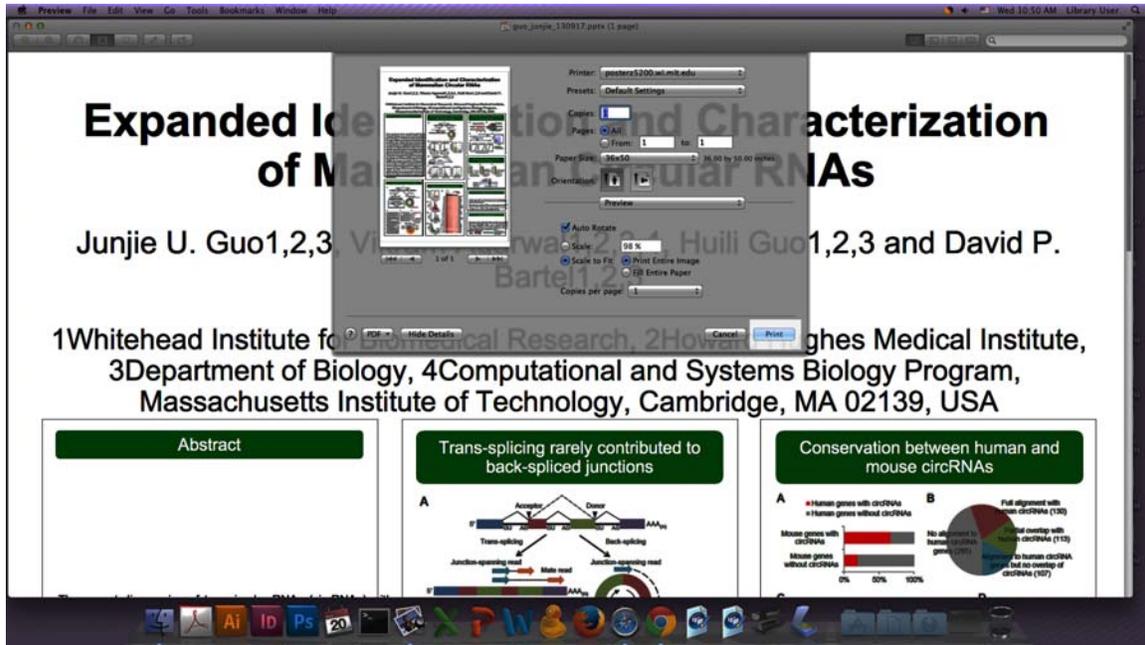4. If the poster looks correct choose File>Print
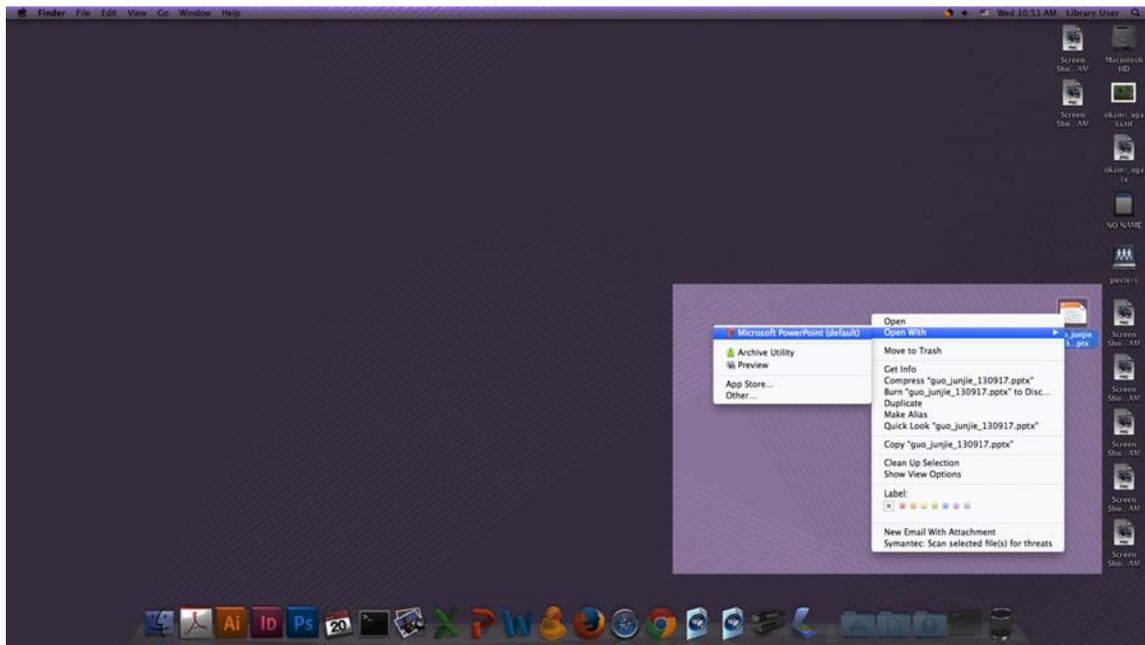
5. Select the printer "posterz5200.wi.mit.edu"



6. Choose the paper size that best fits your poster. Retreat posters are 36" wide and there are presets for a range of lengths in 2" increments. Pick the one that is closest to yours and Preview will automatically size it to whatever length you choose. Preview will not cut off the top or bottom if you choose a shorter paper length.
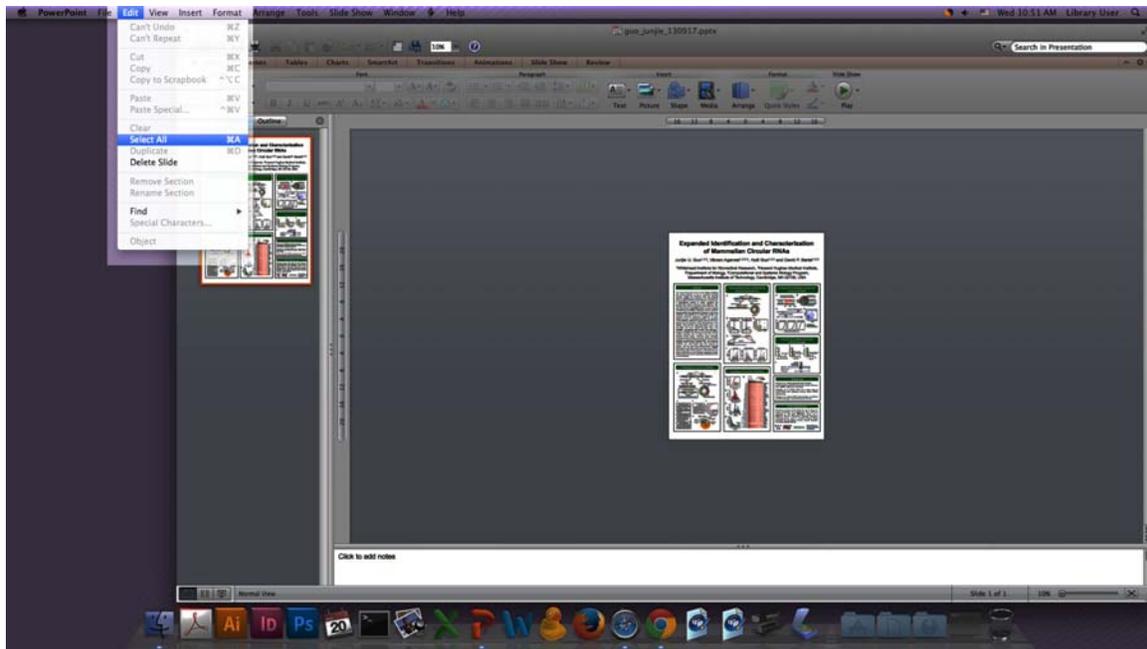
7. After selecting the printer and paper size, look at the picture on the left of the pop-up print menu. If it looks OK go ahead and hit print. That's it!
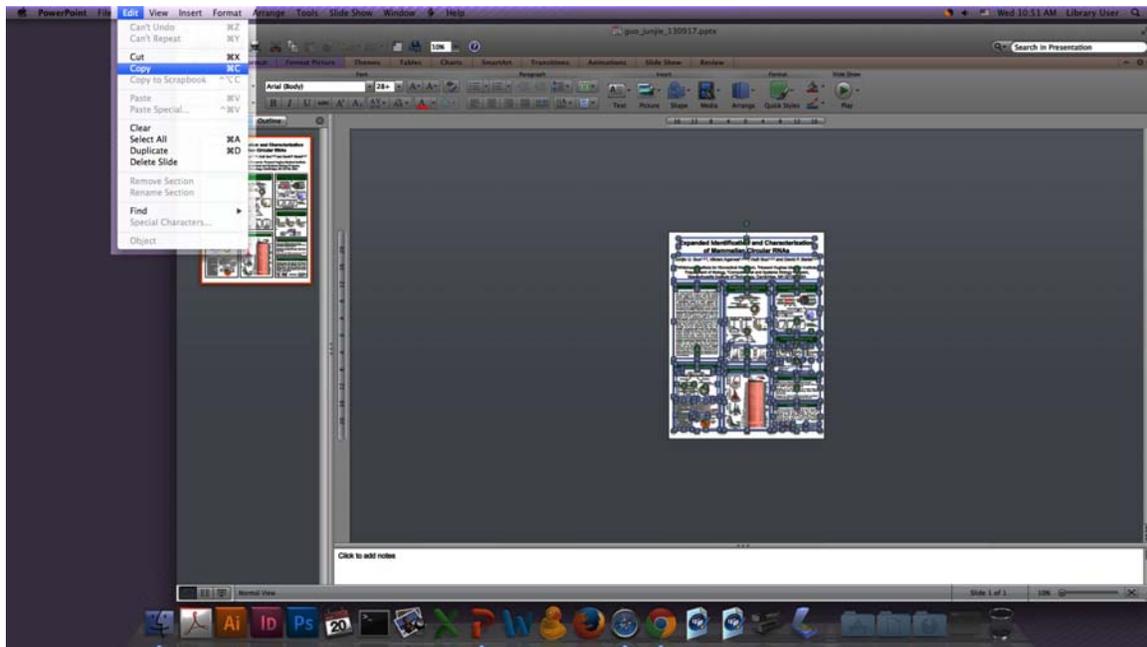
Correcting PowerPoint Formatting



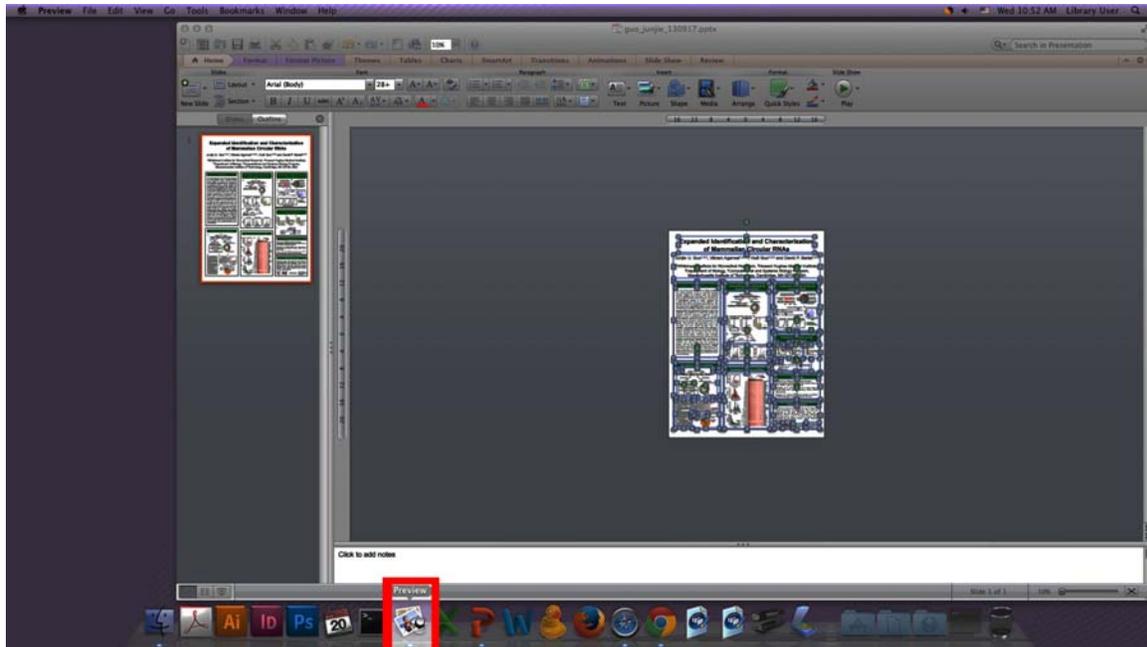1. Select your file, right click it, and select "Microsoft PowerPoint".

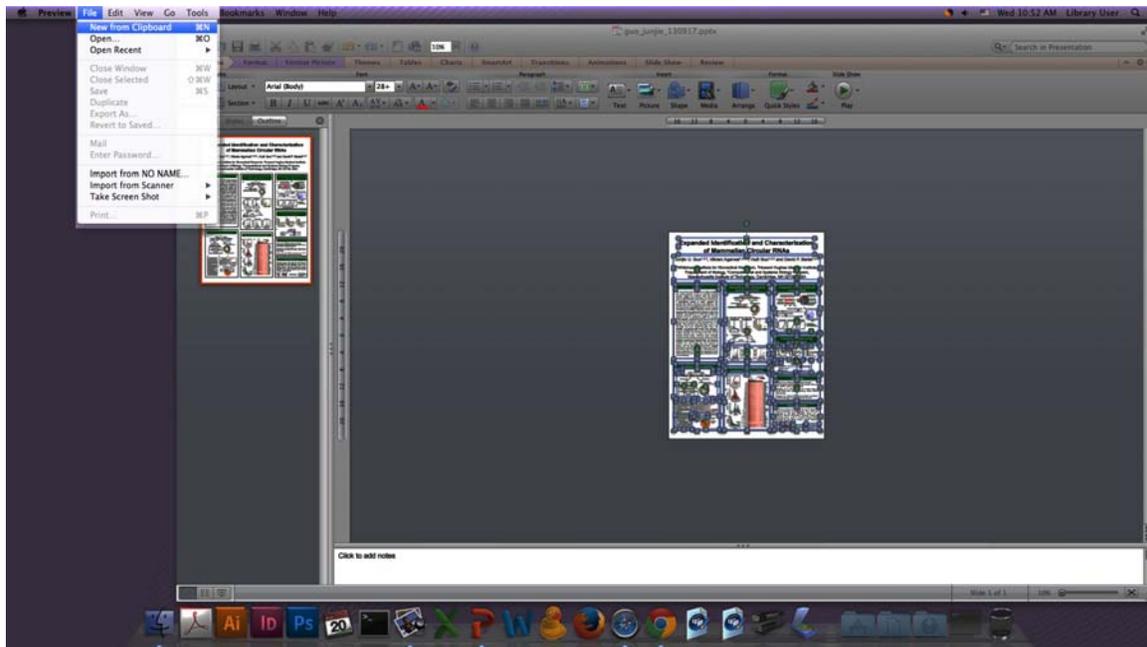2. Once your poster is open in PowerPoint choose Edit>Select All from the toolbar at the top of the screen.
3.



4. Then choose Edit>Copy from the same menu and close PowerPoint.

5. Open Preview from the dock at the bottom of the screen. You will know it is open when it says "Preview" to the right of the Apple in the top left of the screen.



6. When you are in Preview choose File>New from Clipboard. This will paste the information from PowerPoint into Preview. Now you may return to step 3 at the beginning of the instructions to print your poster.