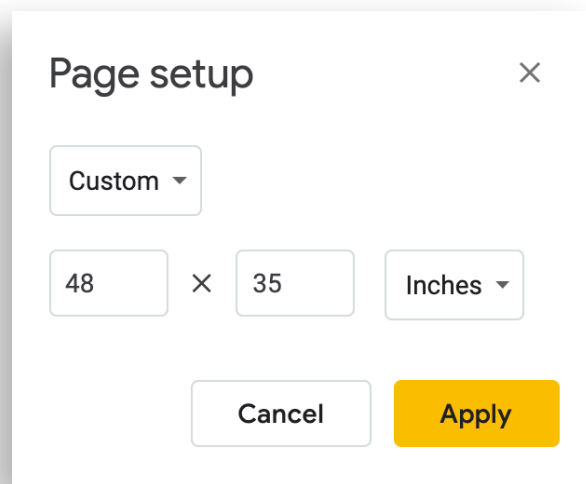# *Poster Printing - Mac Instructions*

1 CONFIRM SIZE

Click File > Page Setup and then select "custom" from the drop-down menu.

If you're just starting the design, set the size to 48" x 35"

Otherwise, confirm that the poster is set to this standard size. You may need to re-scale some elements of your poster if not.

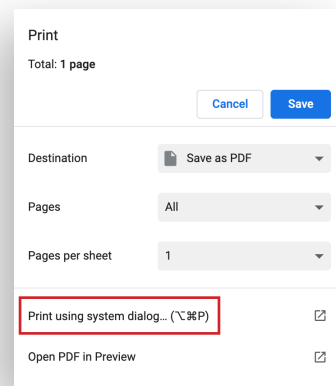## 2 PRINT

Click File > Print...
[Make sure to select *File* within Google Slides, **NOT** from your browser]

Click "Print using system dialog..." (see screenshot)

A new dialog box will appear (continue below)

In the **Printer** drop-down menu, select *option B*
B) Print Standard Large Format Poster (48×35)

Check that the **Presets** drop-down menu is also set to option B (this should be automatic). Please do not edit standard presets.

Click Print ...and walk to the release station next to the large format printer. You will need to log in with your normal Swarthmore credentials and confirm that you would like to send your job to the printer. Printing academic (class/conference) posters is free, no matter what the release station tells you. Posters advertising campus events should be sent to print services, accross from the Matchbox.