



Poster Printing - Dell Instructions

Note: If you're familiar with InDesign, you can probably skim steps 1-3 and skip to step 4. Steps 1-3 are very important, but they're just reminders.

Adobe InDesign



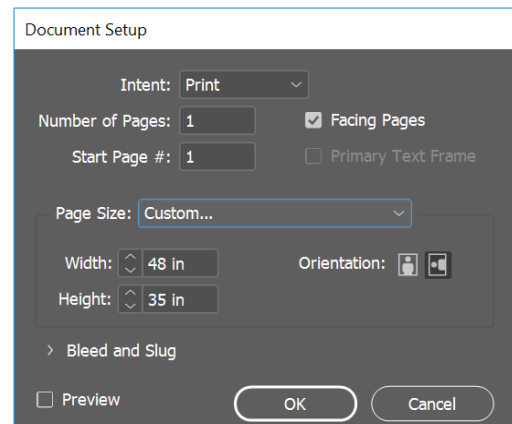
1

SET THE UNITS TO INCHES

Click *File > Document Setup*

Ensure your poster is set to **48in** by **35in**.

Units matter. Make sure this doesn't display Å Points and picas are usually no good here either.



2

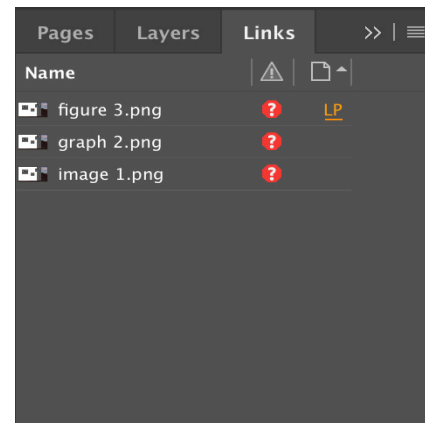
STORE images locally and make sure they are ONLINE

Go to the *Links* tab.

(If you do not see a *Links* tab, go to *Window > Links* and see if it is checked)

Ensure that all image files included in the design are stored locally on the computer in use.

Check that the images are **online** (no red questionmarks or warning symbols)



3

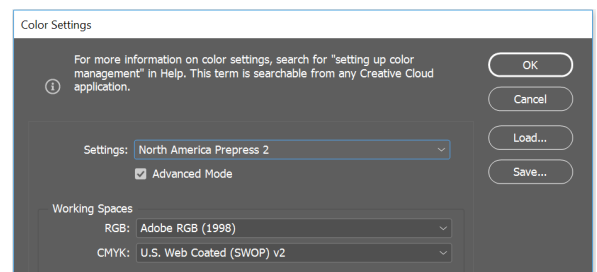
CONFIRM COLOR SPACE

Click *Edit > Color Settings*

Under the *Settings* drop-down menu, select **North American Prepress 2**

Under the *RGB Profile* drop-down menu, select **Adobe RGB (1998)**

Click **Ok**.



4

PRINT

Click *File >Print Presets > Poster 48x35*

When the print dialog box appears, 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, across from the Matchbox.