

# HOW TO PRINT A POSTER

1. Go to “File>Print”
2. Click the dropbox and select “Barret\_DML\_LF”
3. Click “Printer Properties”
4. Look under “Document size:” and click the dropbox that reads “Letter”
5. In the dropbox, Click “More...”
6. Click “Oversize D” and then “OK”
7. Next, click the “Custom...” tab
8. Change the “Width:” to 24 (This is the standard, and NEVER changes)
9. Change the “Length:” to 36 (This is the standard, and CAN change)
10. Where it says “Custom”, change the name to anything of your choice
11. Click “Save” then “OK”
12. Click “Ok”
13. Review the Print Preview in the upper right-hand corner of the dialogue box
14. Click “Ok” at the bottom of the box to print

**\*If a dialogue box appears stating that the printer is either offline or not connected, please follow the steps below and you will be able to print.**

## INSTALLING THE PRINTER: First time Users of New Printer

1. Go to “Start” and type in “\\PS001”
2. Look for the printer: “Barret\_DML\_LF” printer and double click on the icon to “add” it to your personal profile for this computer.

**PLEASE SEE A DML ATTENDANT TO ASSIST YOU WITH PRINTING!**