



PSS LOD Poster Maker



Printing:

1. PDF (i.e., PSS Content, Canva)
 - a. To the max extent possible, ensure your file is saved as a PDF.
 - i. Click, File, Save As or Export To...PDF
 - ii. Google Docs can be Downloaded as PDF
 - b. Open PDF, Adobe Reader will open
 - c. Click Printer Icon on Toolbar or go to File > Print
 - d. Check current poster size in preview window
 - e. Click PAGE SETUP in lower left corner to change size
 - i. The two most popular sizes are:
 1. 18x24 (ARCH C) – Medium (half) Size Poster
 2. 24x36 (ARCH D) – Large (full) Size Poster
 3. You can select any other size, but you'll have to trim paper
 - f. NOTE: click the **Fit** button if you created the document in Google Docs
2. Scanner
 - a. Click on SCANNER icon on computer desktop
 - b. Click "preview", drag to edit the grey dotted line for the area you want printed
 - c. REMEMBER to pick your poster size!
 - d. Click how many copies, and click "copy" to print
3. Poster Artist
 - a. Double click to choose a template/start from scratch
 - b. Choose 2:paper options and select your size (ARCH D, ARCH C, default size is A1, or A2) or custom size for banners (keep the short side 24")
 - c. Save your template if desired (will not change the original template)
 - d. Print

PSS YouTube Instructional Videos:

- <https://www.youtube.com/channel/UCsF0wvE5345uRzW1dJqJTdw>

Sign up for our free webinars for training/re-training at [go.pss.co/webinars!](https://go.pss.co/webinars)

PSS Support: 1-800-485-9722 / success@pssk12.com / www.pssk12.com / www.foliok12.com