

Print A3 Correctly in PowerPoint 2007

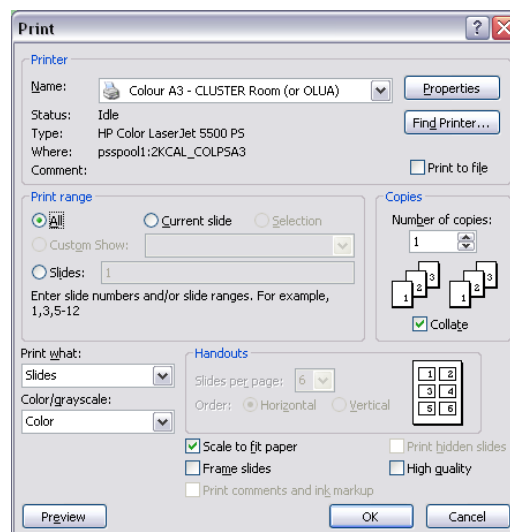
In PowerPoint 2007 open the file you want to print in A3 then click the **Office** button then **“Print”**



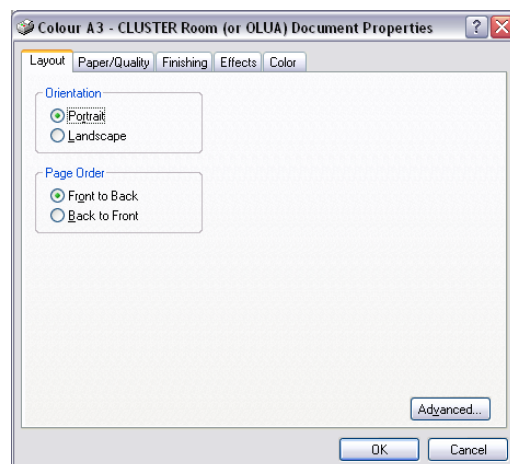
Select the **“Colour A3 - Cluster Room (or OLUA)”** printer from the list.

Tick the **“Scale to fit paper”** box

Click the **“Properties”** button



Click the **“Layout”** tab then **“Advanced”** button.



Select **“A3”** from the **Paper Size** drop down.

Click **“OK”** twice to get back to the Print options and then click **“OK”** to print the document.

A3 Printer Locations

Old Library (Central Printer) - Cluster Room Ground Floor
 Robinson Library - Cluster Room Level 2
 Stephenson Building - Tree Cluster
 Daysh Building - Brae Cluster

