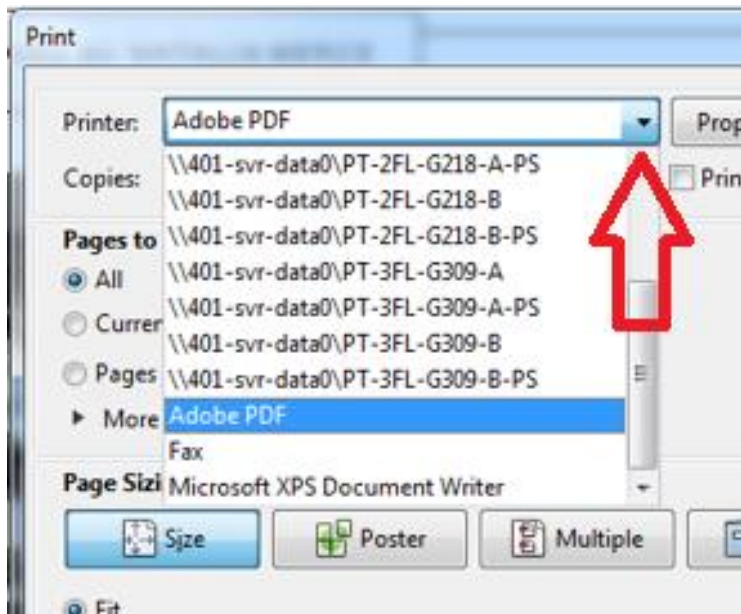
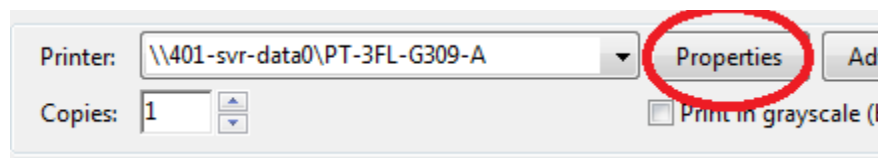


# HOW TO USE THE PLOTTERS AT UNDERGRADUATE AND GRADUATE CENTER

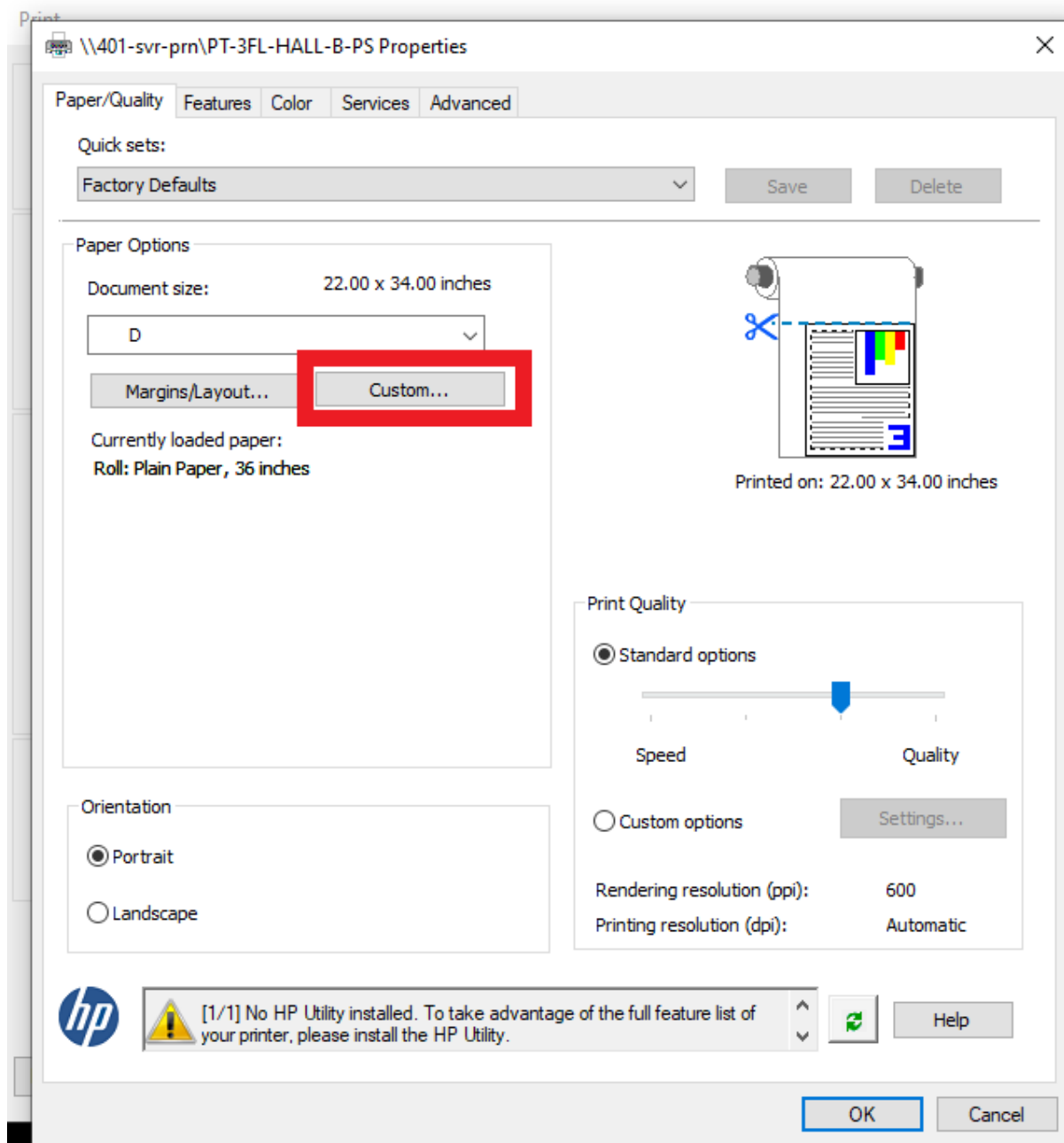
- 1) Convert your file to PDF: Depending on program, you have to either **save as PDF** or **export as PDF**
- 2) Choose Plotter: Each floor has an **A plotter** and **B plotter**.
- 3) Decide Mode: Each plotter has regular mode (A or B) or PS (post script: A-PS or B-PS) mode. Regular mode is faster but may not always transfer all the information or designs properly. Post Script transfers all the information but takes much longer.



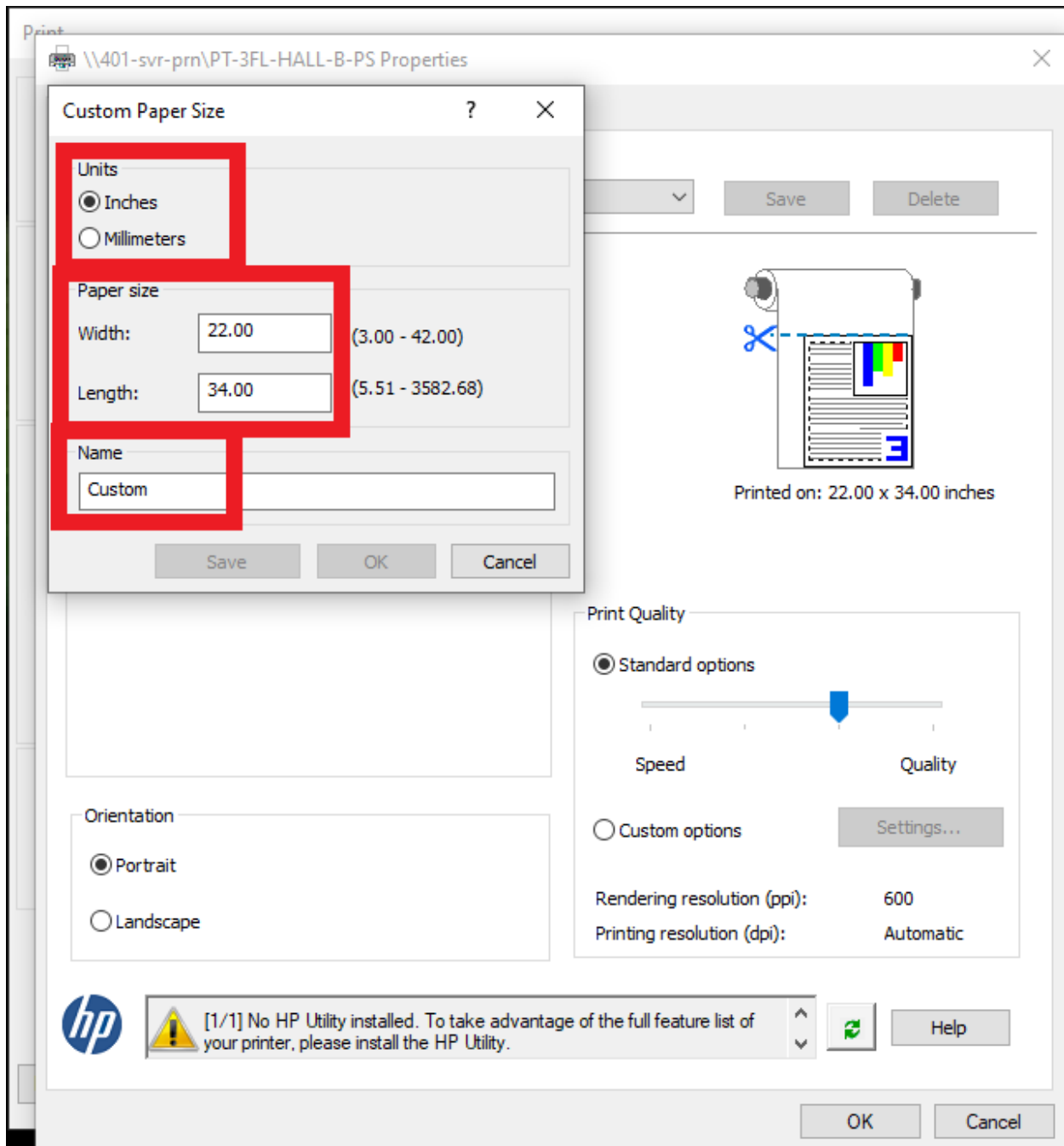
- 4) Setting Properties: The settings for Plotter A and B are similar. Once you choose the plotter, click on the **Properties** button right next to it. As an example, we will choose 3<sup>rd</sup> Floor plotter A. If you want to see how to use A-PS or B-PS, scroll down to number [9].



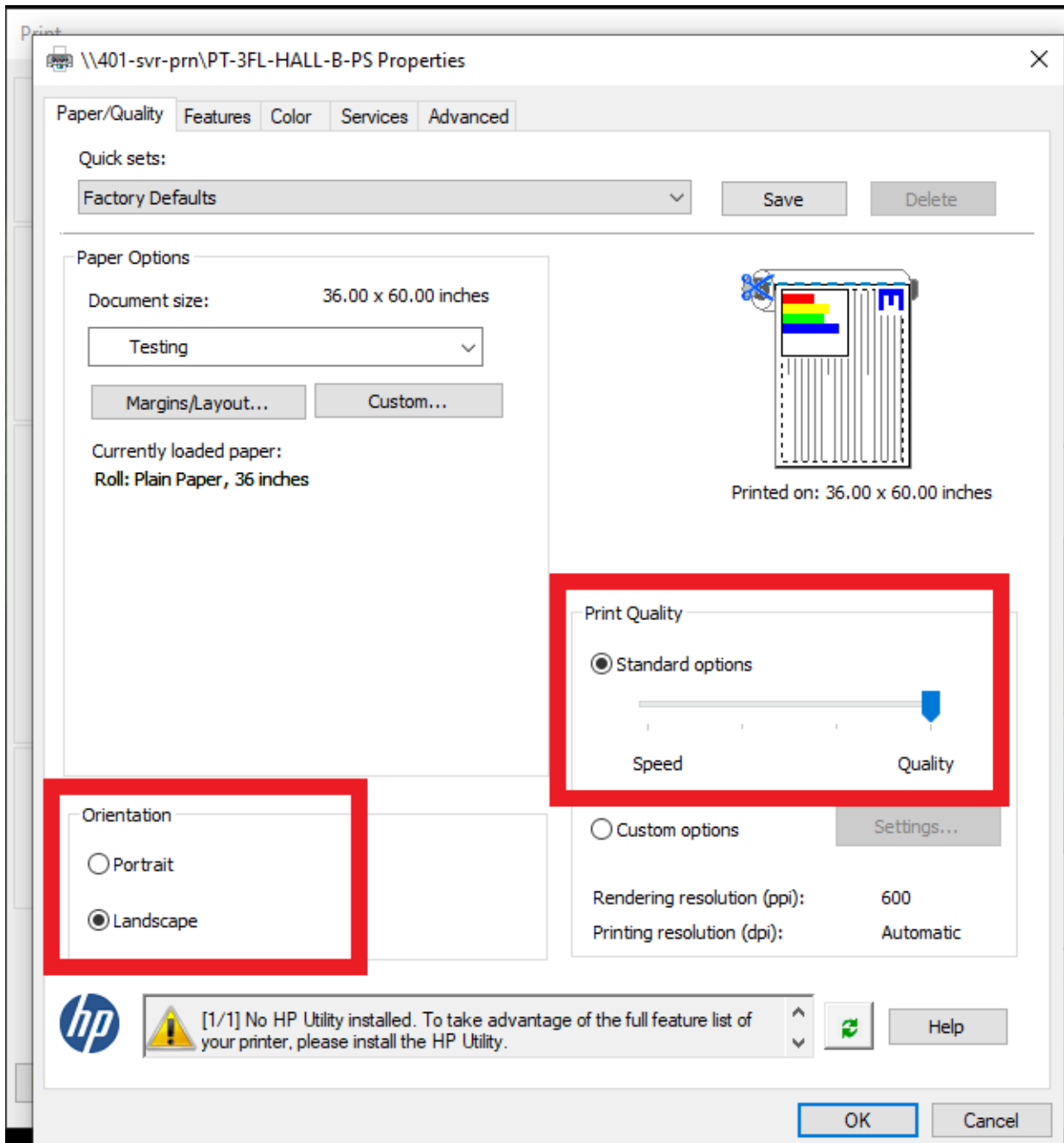
- 5) In **Properties**, the **Paper/Quality** tab is the only tab for A or B that you will have to worry about. Select **Custom** to change the units and size of the Image.



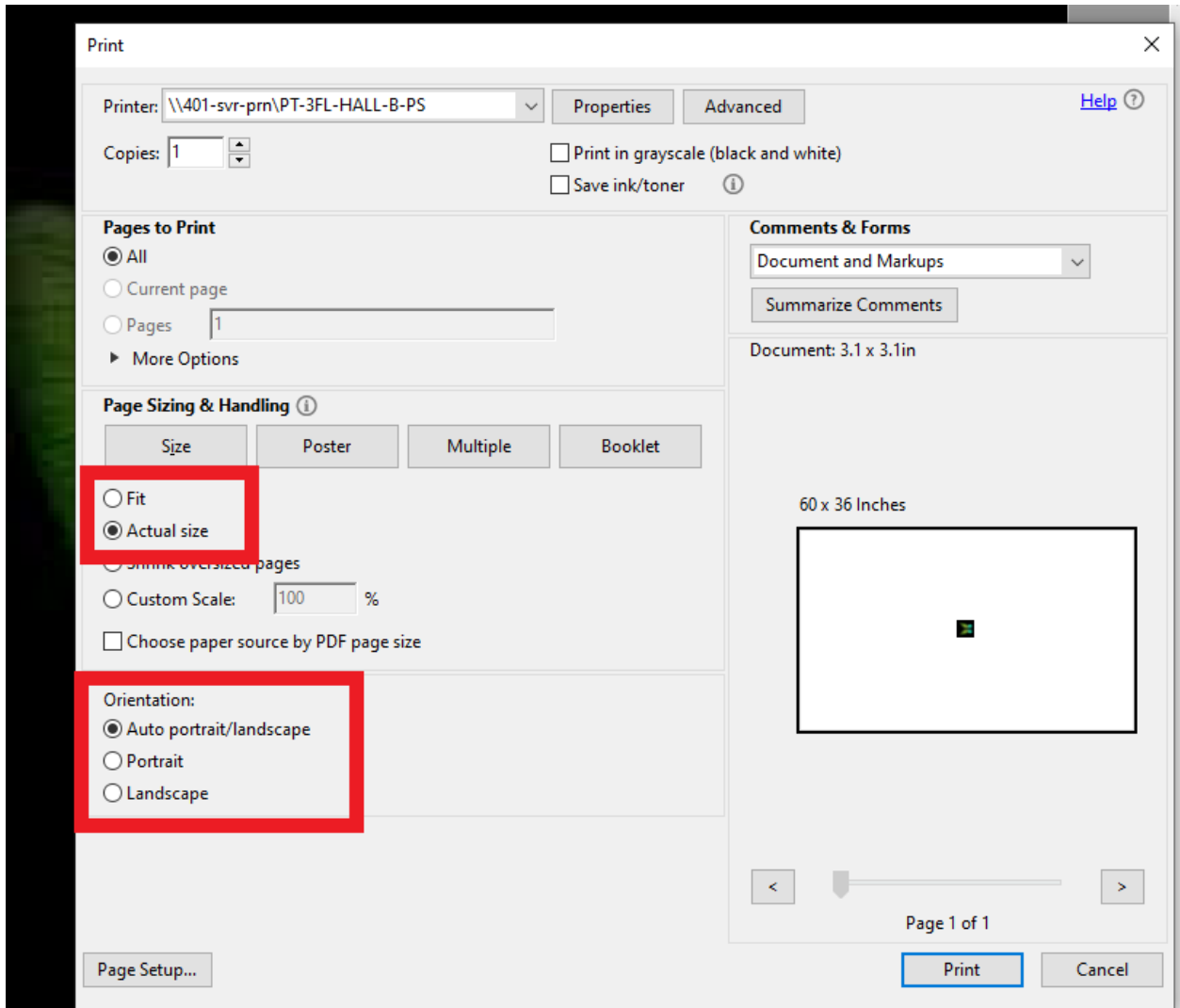
- 6) In **Custom**: Choose the current units (**Keep it in Inches**). Choose your **width** and **height** (Note: the maximum width is 36 inches and the height are whatever you decide the length of your paper should be). Finally, give it a name other than “custom” (ex: **Testing**). Click **Save** and then **OK**.



- 7) You should be back on the **Paper/Quality** tab. In the **Orientation** section below, choose your preferred orientation, usually **Landscape**. In the **Print Quality** section on the right, move the cursor/dial all the way to the right for maximum quality. then click **OK**.



- 8) At the bottom, in the **Page Sizing & Handling**, decide whether to choose **Fit** (Fits to the size of your custom page) or **Actual Size** (if you already have it set for those dimensions) for your image. In the **Orientation** section, leave it on **Auto portrait/Landscape** to choose the correct orientation, otherwise, you can manually set it Portrait or Landscape. it).



- 9) Finally click **Print**.