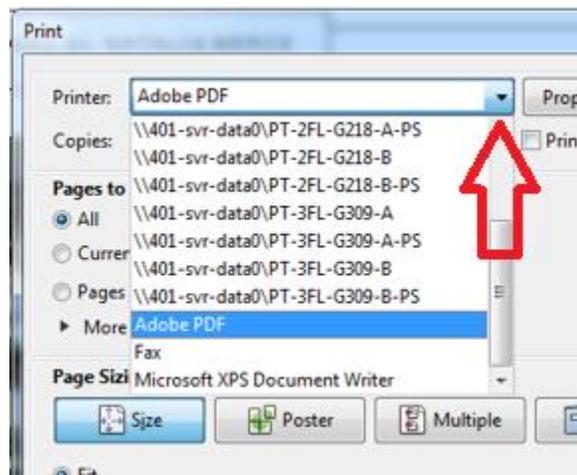
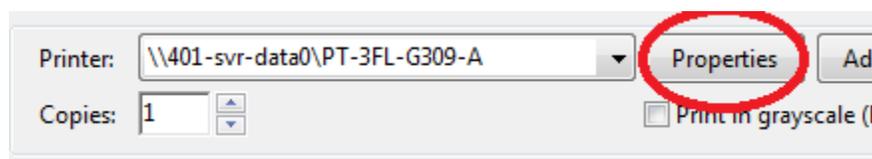


HOW TO USE THE PLOTTERS AT GRAD CENTER!

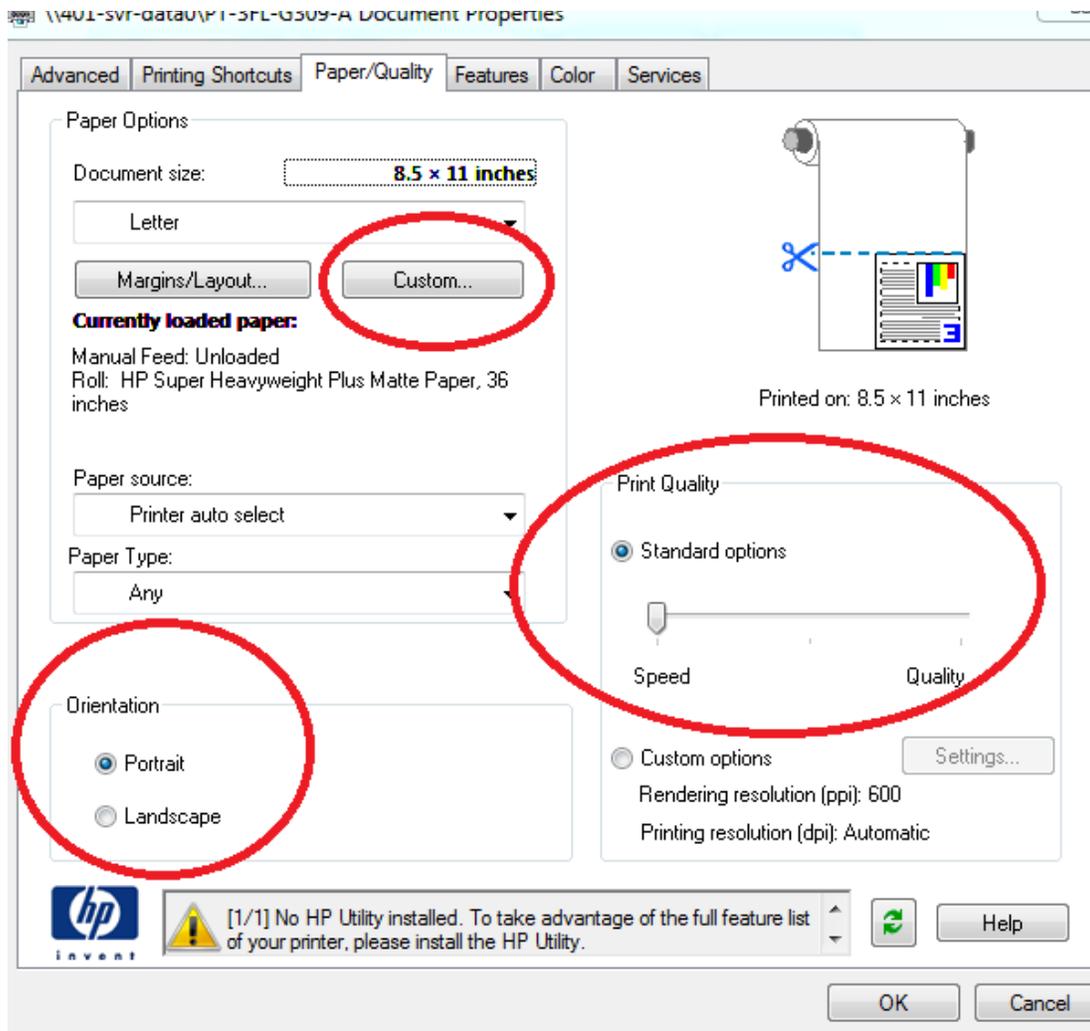
- 1) Convert your file to PDF: Depending on program, you have to either **save as PDF** or **export as PDF**
- 2) Choose Plotter: There are 4 Plotters, Two on the 3rd FL and Two on the 2nd FL. Each floor has an **A plotter (smaller)** and **B plotter (bigger)**.
- 3) Decide Mode: Each plotter has regular 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.



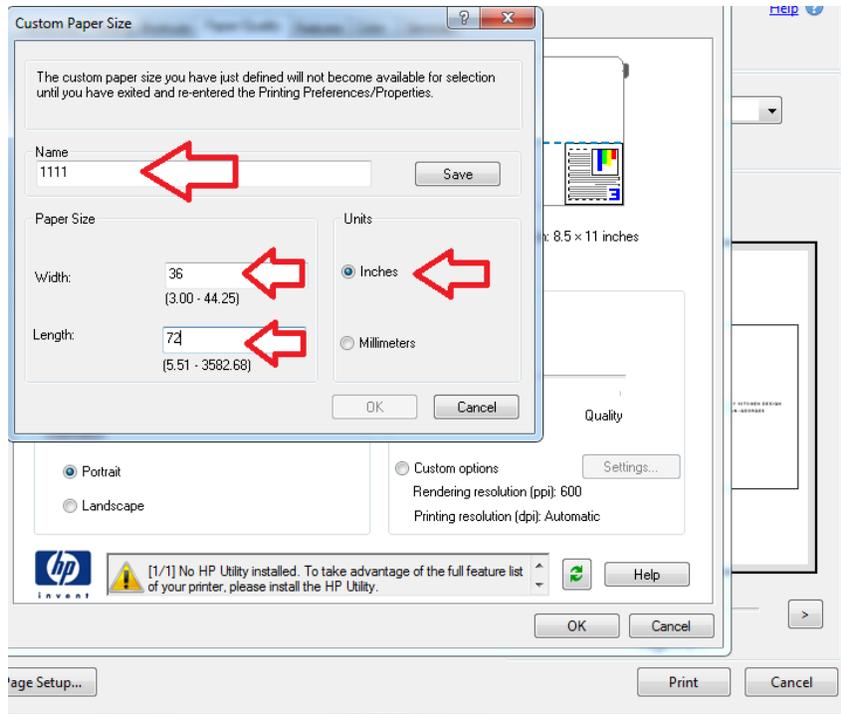
- 4) Setting Properties: The settings for Plotter A and B are similar. Once you choose the plotter, click on the **Properties** button right next to it. As an example, we will choose 3rd Floor plotter A. If you want to see how to use A-PS or B-PS, scroll down to number [9]).



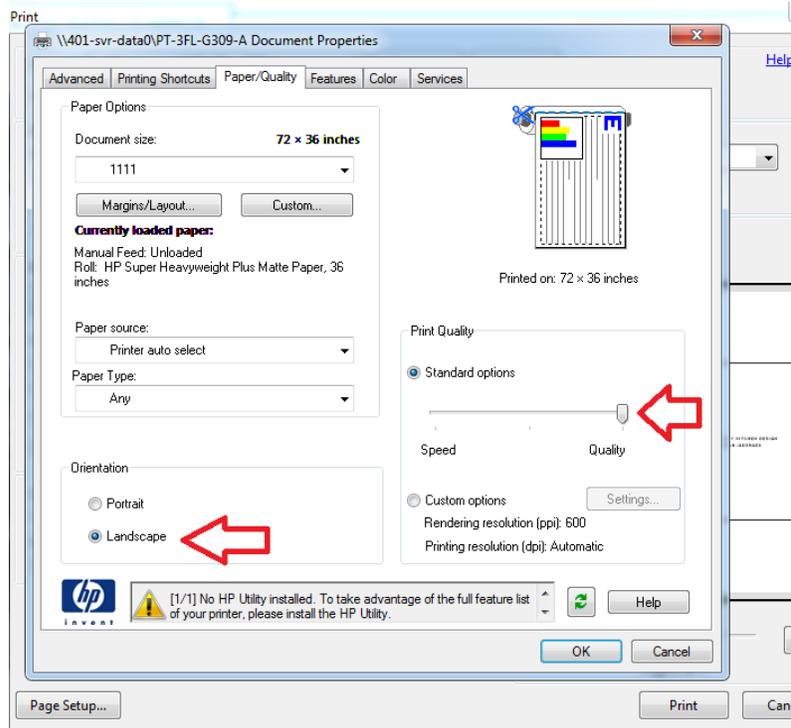
- 5) In **Properties**, the **Paper/Quality** tab is the only tab for A or B that you will have to worry about. There are 3 options here that you need to concern yourself with: **Custom**, **Orientation**, and **Print Quality**.



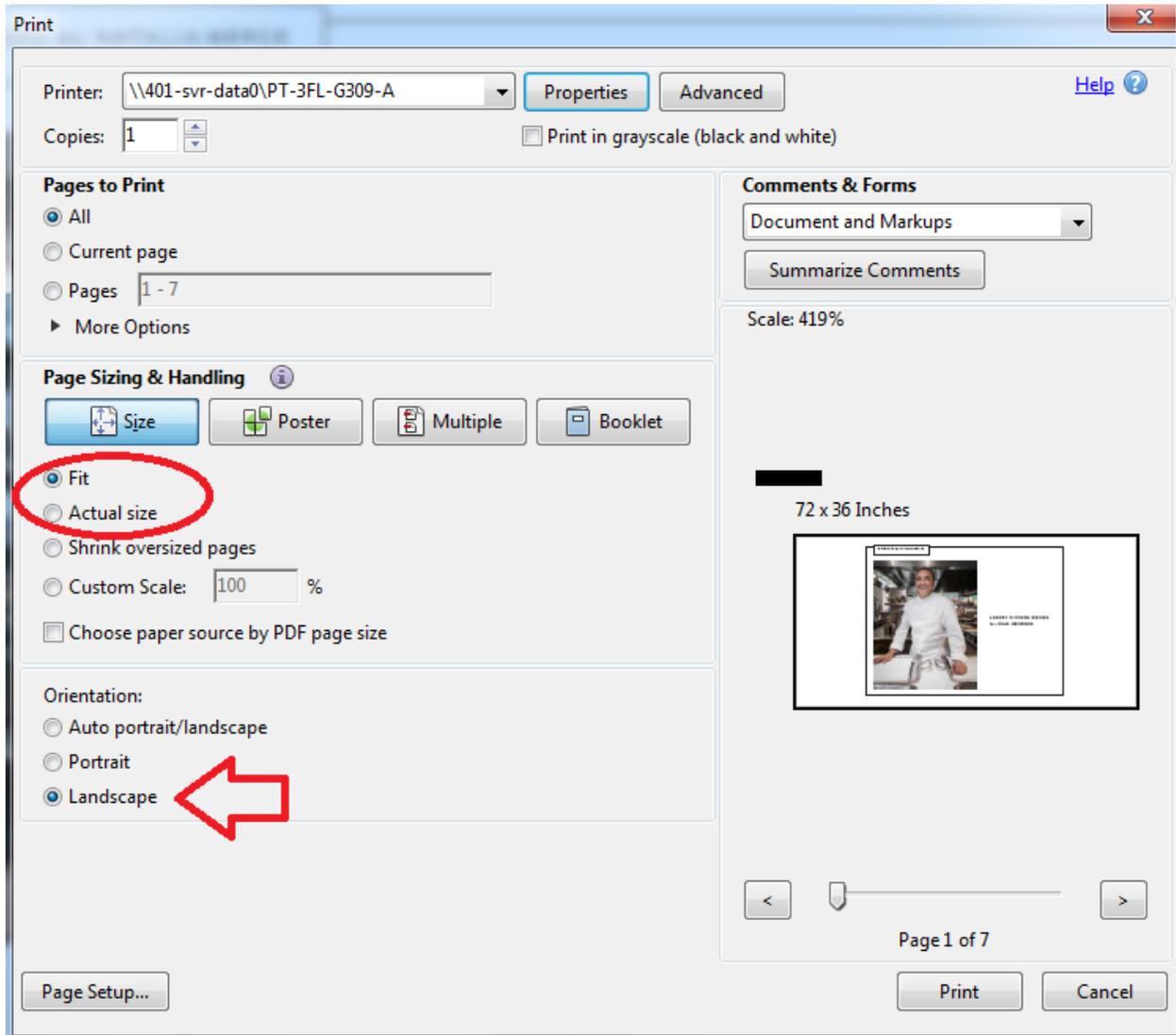
- 6) In **Custom**: Choose a random name (ex:11111) and click **save** (***Must click save first after typing in random name or else you won't be allowed to save any changes to paper size***). Then choose your **width** and **height**. (Note: the width is usually 36 inches and the height is whatever you decide the length of your paper). Keep the **units in inches** and click **ok**.



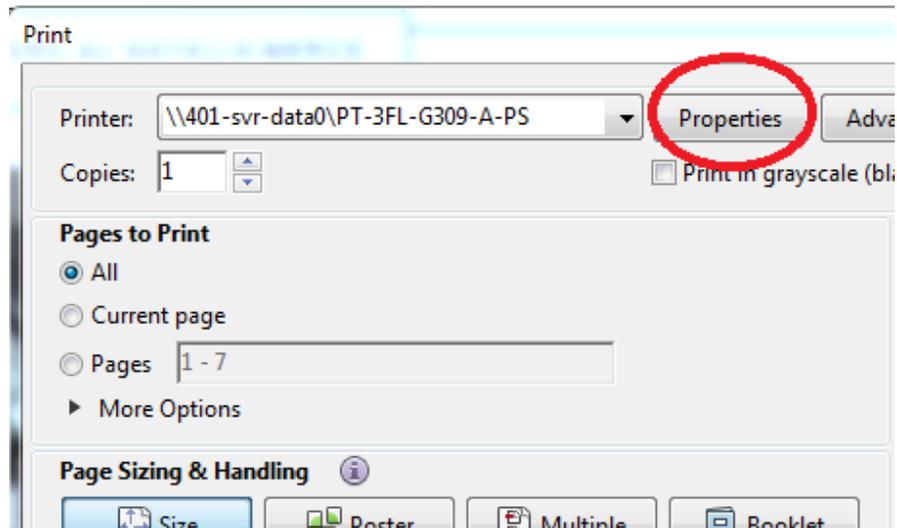
7) In the **Orientation**, choose **Landscape** (or if you want to leave it as portrait, you may) and set the **Print Quality** all the way to the **right** for maximum quality, then click **OK**.



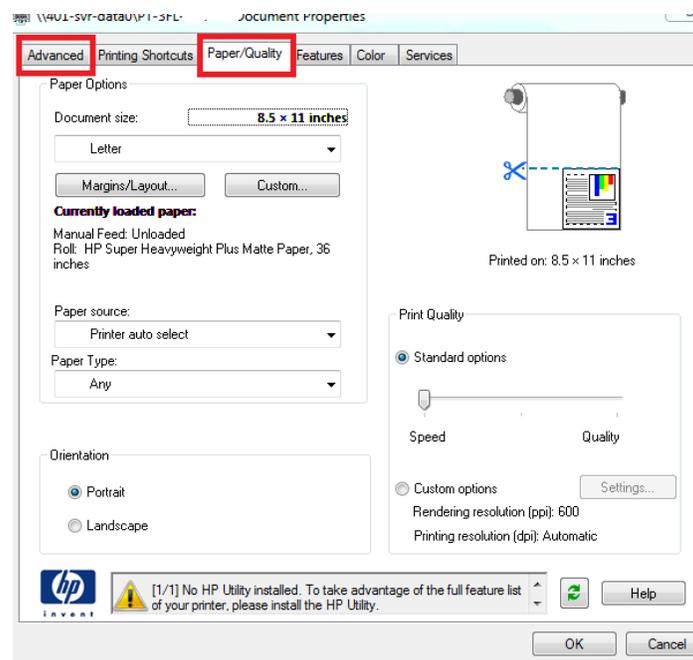
- 8) At the bottom, set the **Orientation** to **Landscape** once again, and in **Page Sizing & Handling** (above of **Orientation**), decide whether to choose **Fit** or **Actual Size** (Depending on type of paper you use (ex: semi-gloss, etc.) one of these options will work better. Test out both and see which one makes the image to the right look like how you want it). Finally, click **Print**, once you are ready to print.



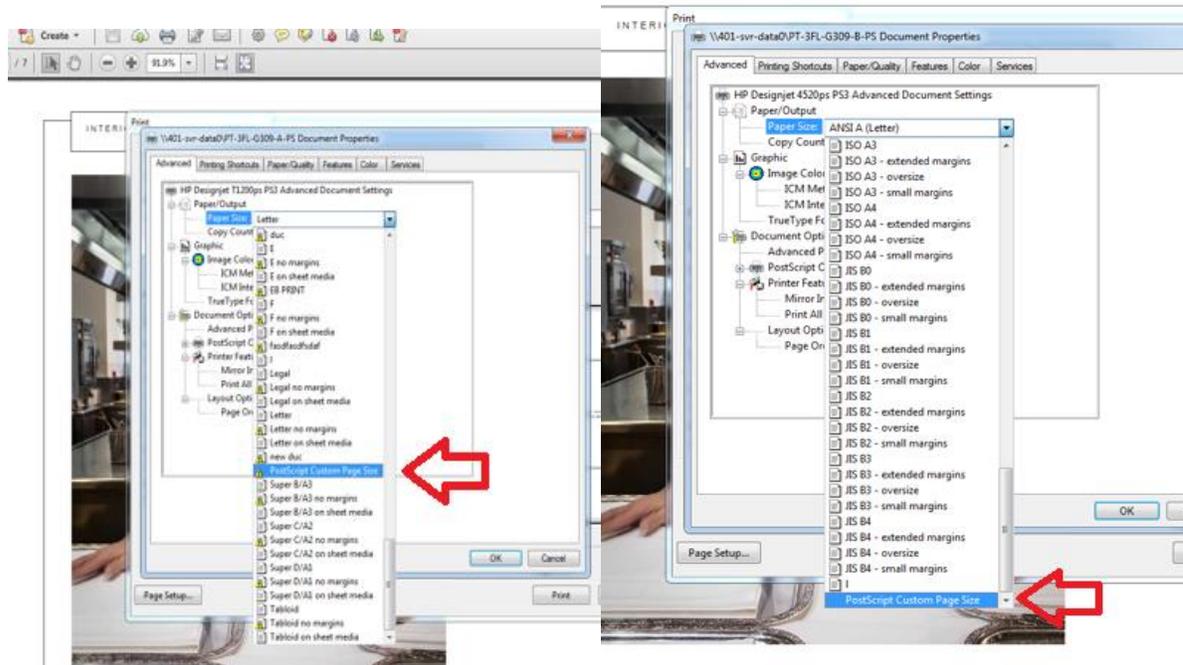
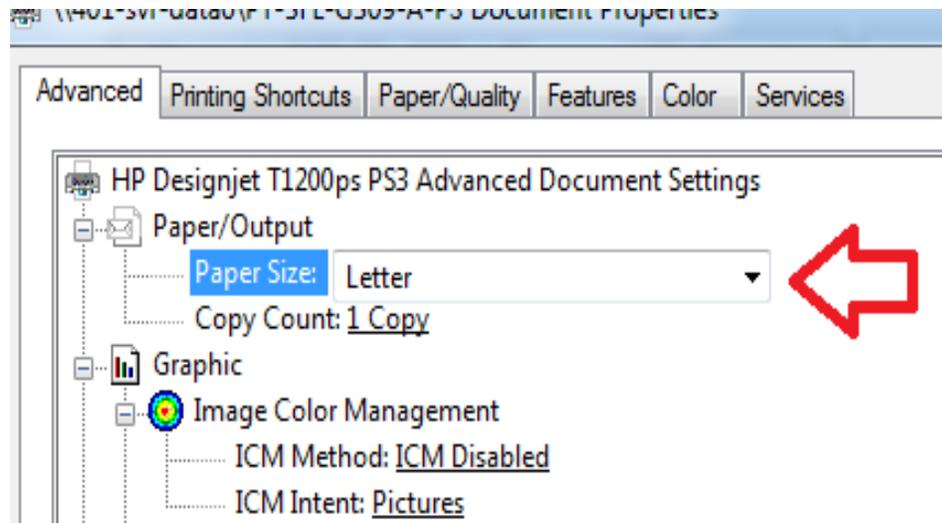
- 9) For A-PS or B-PS, the settings are slightly different. First choose the Plotter with the PS setting (In this Example I will use A-PS for 3rd floor), then click **properties**.



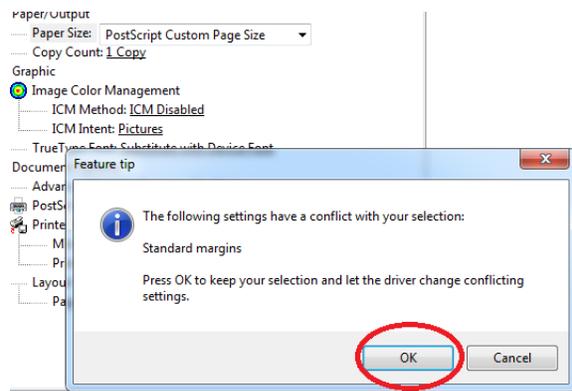
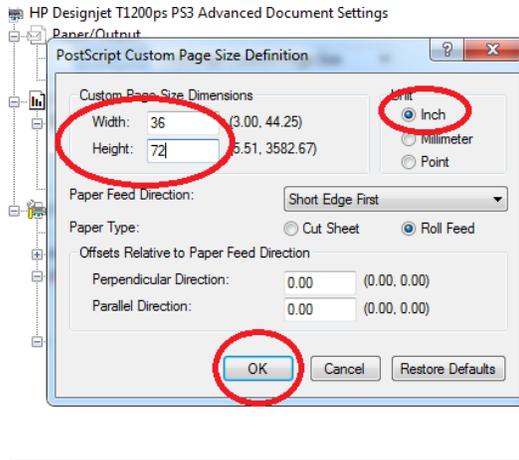
10) In Post Script, there are two tabs you will need to focus on. **Advanced** and **Paper/Quality**. Click on the **Advanced** tab.



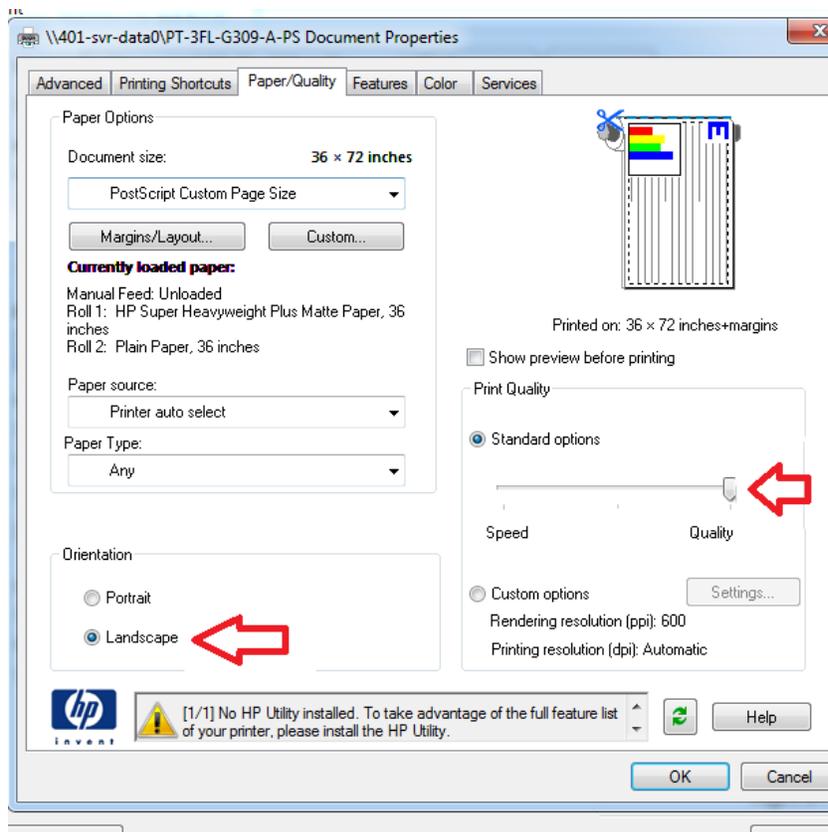
11) Under **Paper/Output: Paper Size**: click the **drop-down arrow** and look for PostScript Custom Page Size (for **A-PS** it should be in the middle of the list and for **B-PS** it is all the way on the bottom)



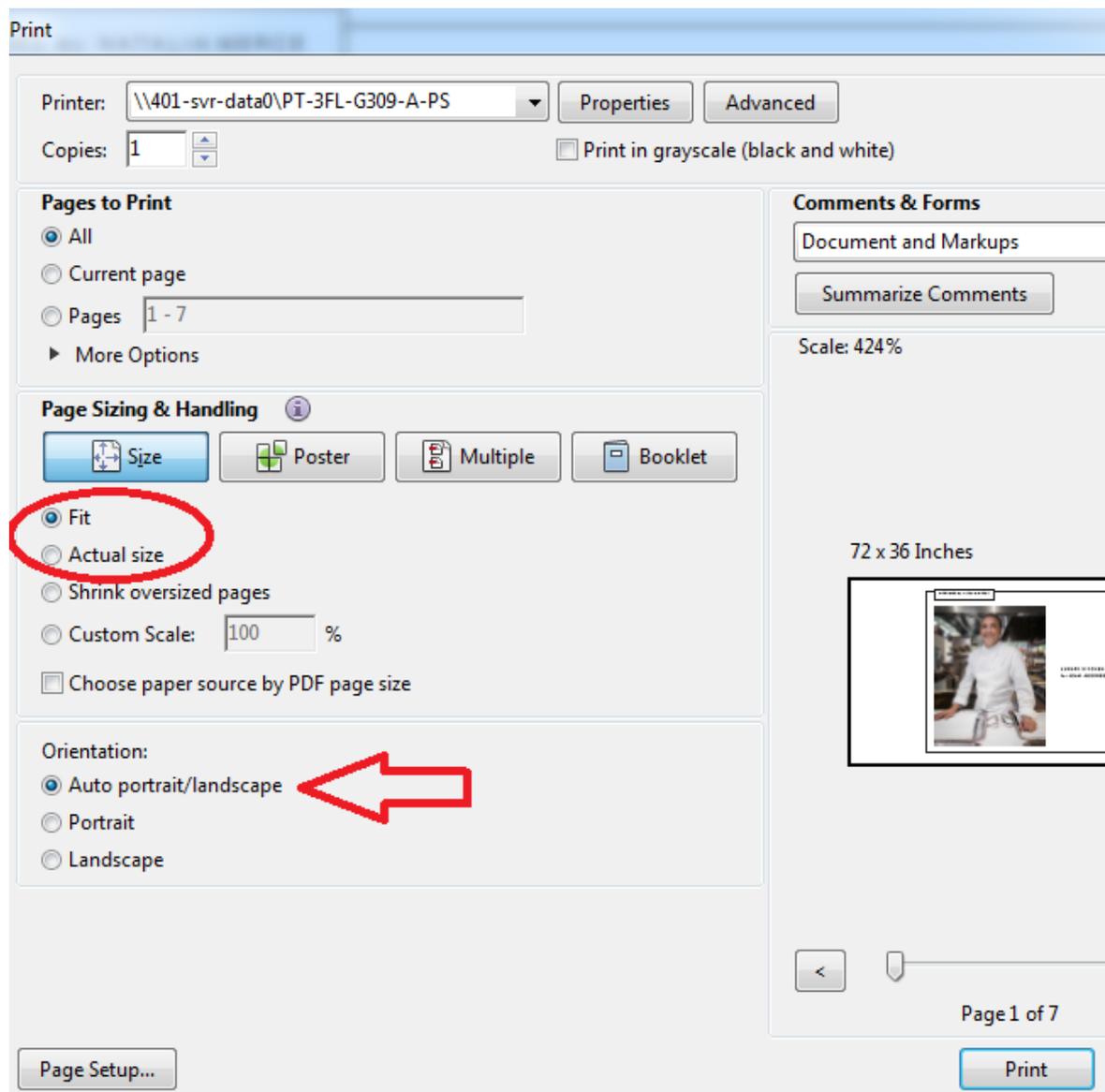
12) Choose your dimensions (remember that width is either less or equal to Height) In this case we will set it to the usual width 36 and random height 72. Click **ok**, and then **ok** again.



13) Now click on the **Paper/Quality** tab and set the **Orientation** to **Landscape** and move the **Print Quality: Standard Options** gauge all the way to the left for maximum **Quality** and click **ok**.



- 14) Make sure in this window that the **Orientation** is set **Auto portrait/landscape** and that **Page Sizing & Handling** is set to either **Fit** or **Actual size** (look at the picture to the left to decide which works best).



- 15) Finally click **Print**.