HOW TO USE THE PLOTTERS AT GRAD CENTER!
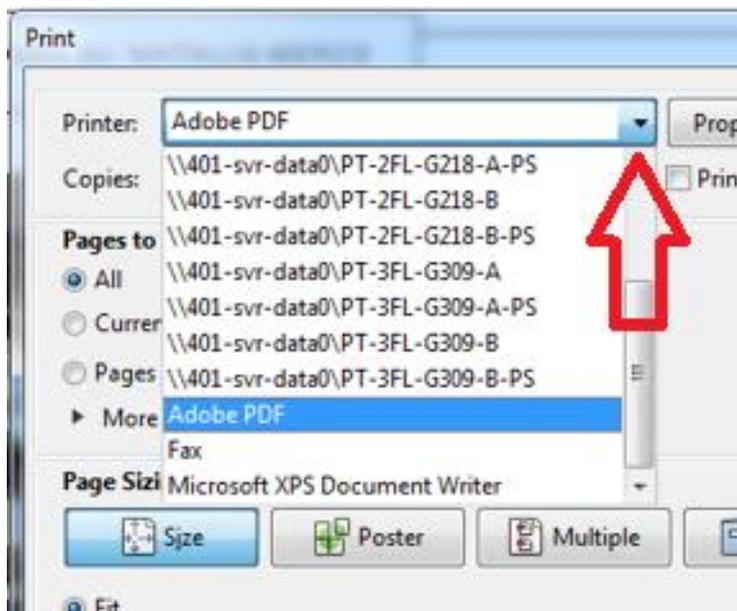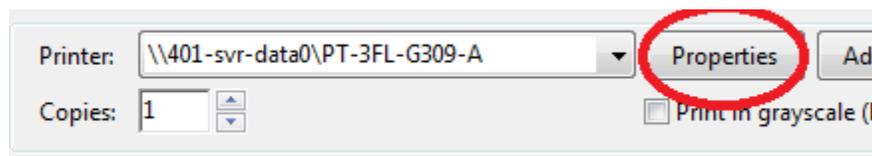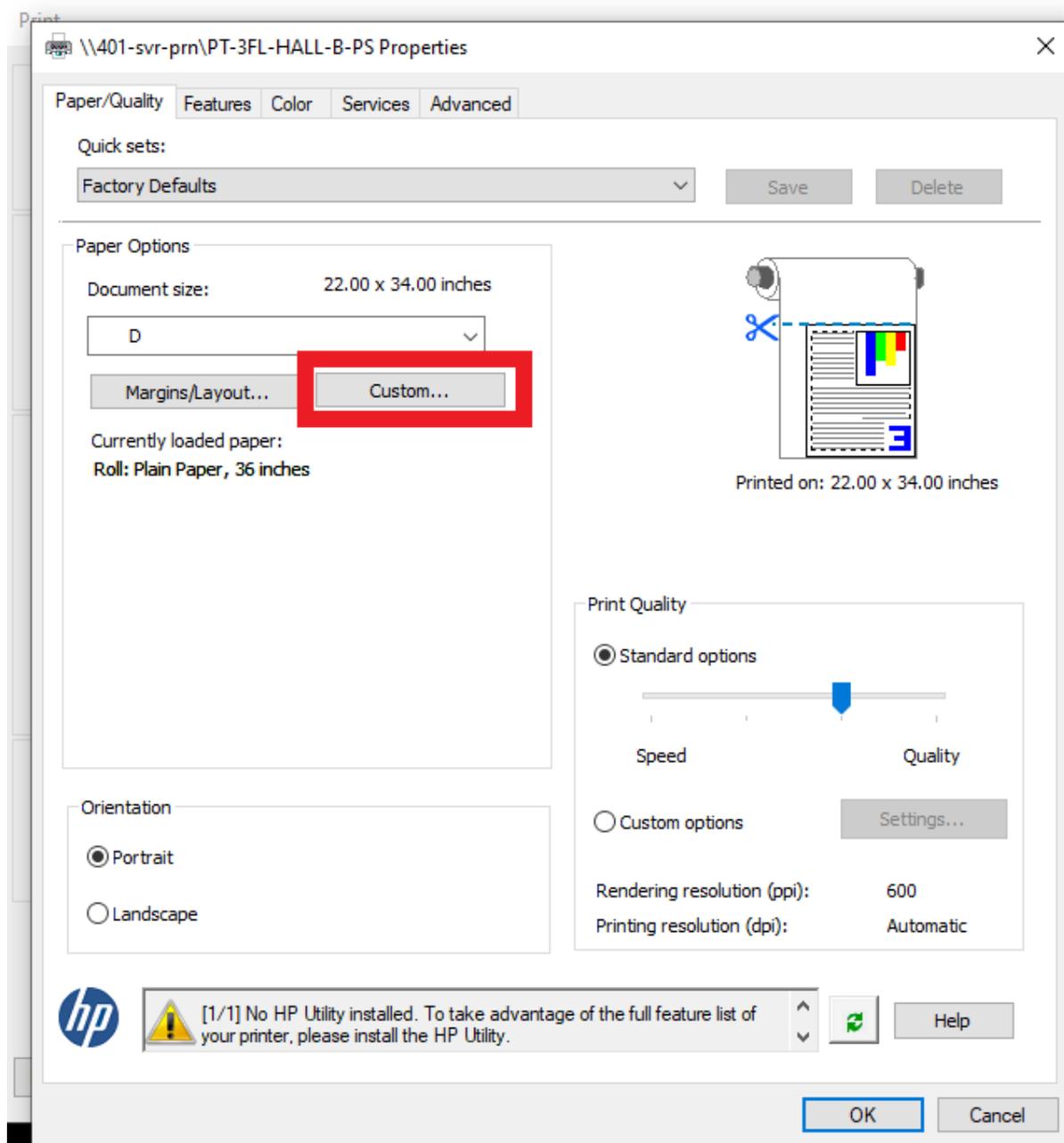
1) <u>Convert your file to PDF</u>: Depending on program, you have to either **save as PDF** or **export as PDF**

2) <u>Choose Plotter</u>: 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) <u>Decide Mode</u>: 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.
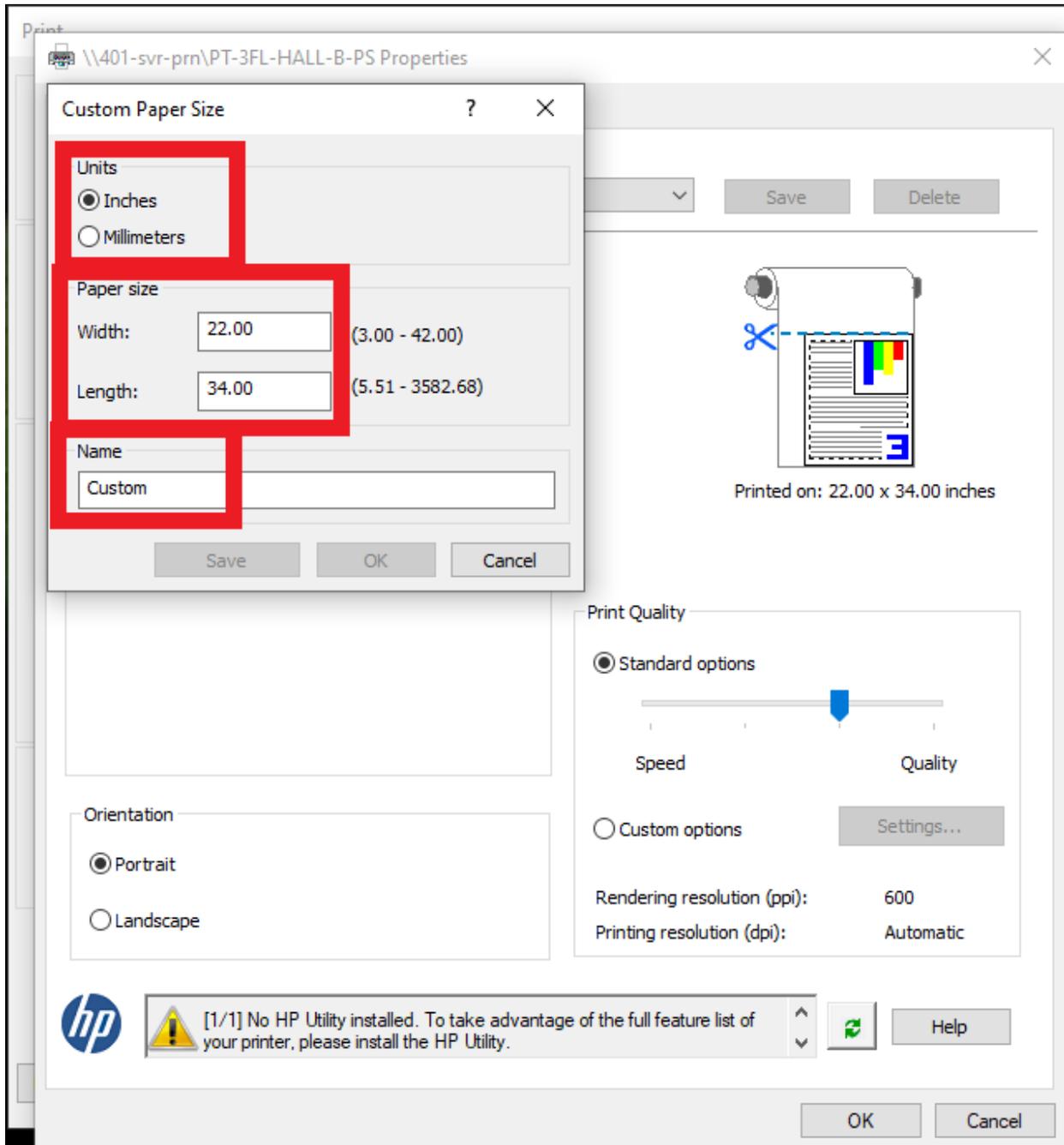

4) Setting Properties: The settings for Plotter A and B are similar. Once you choose the plotter, click on the **Properties** button right next to it. As an example, we will choose 3rd Floor plotter A. If you want to see how to use A-PS or B-PS, scroll down to number [**9)**].
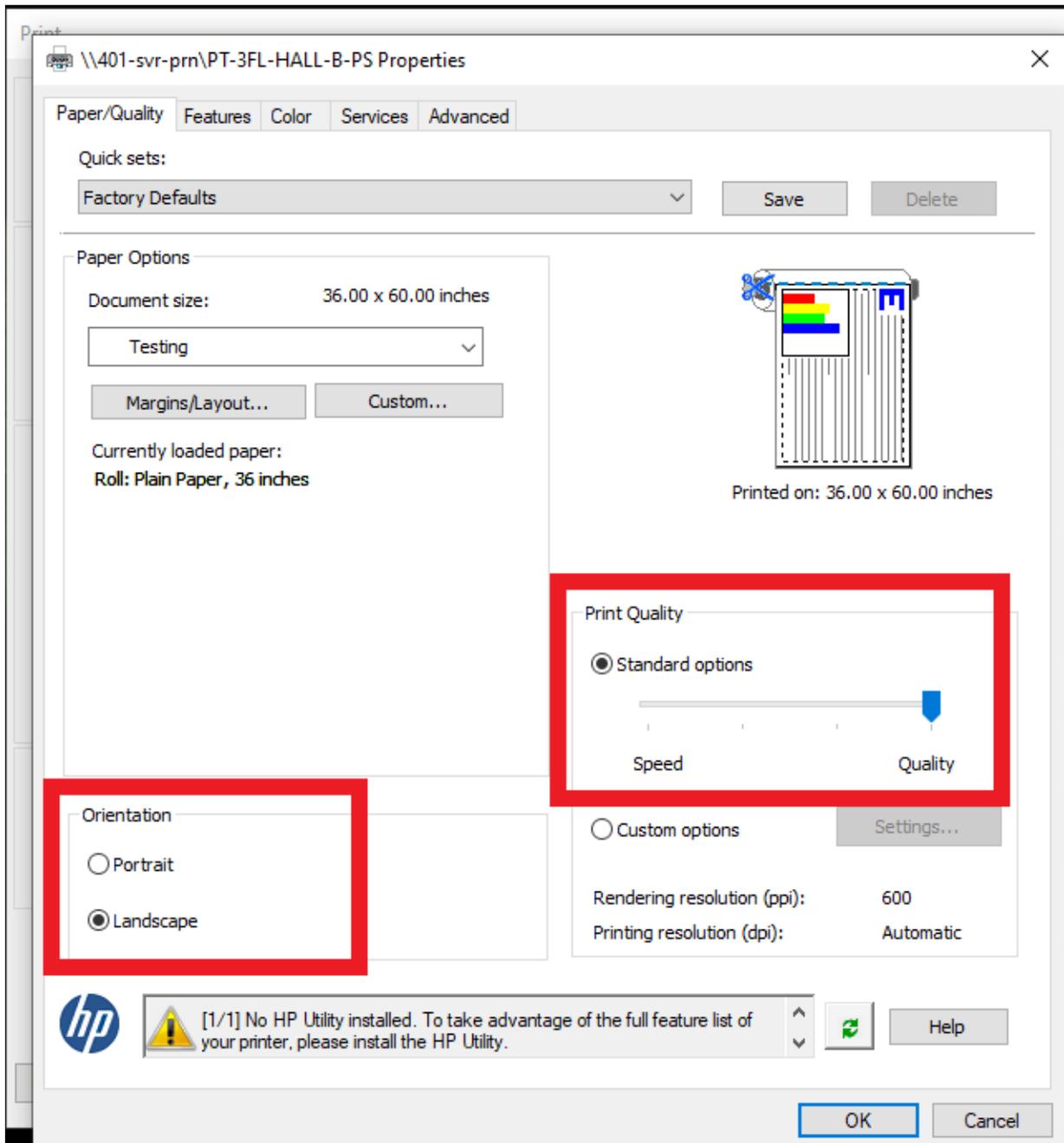
5) In **Properties**, the **Paper/Quality** tab is the only tab for A or B that you will have to worry about. Select **Custom** to change the units and size of the Image.
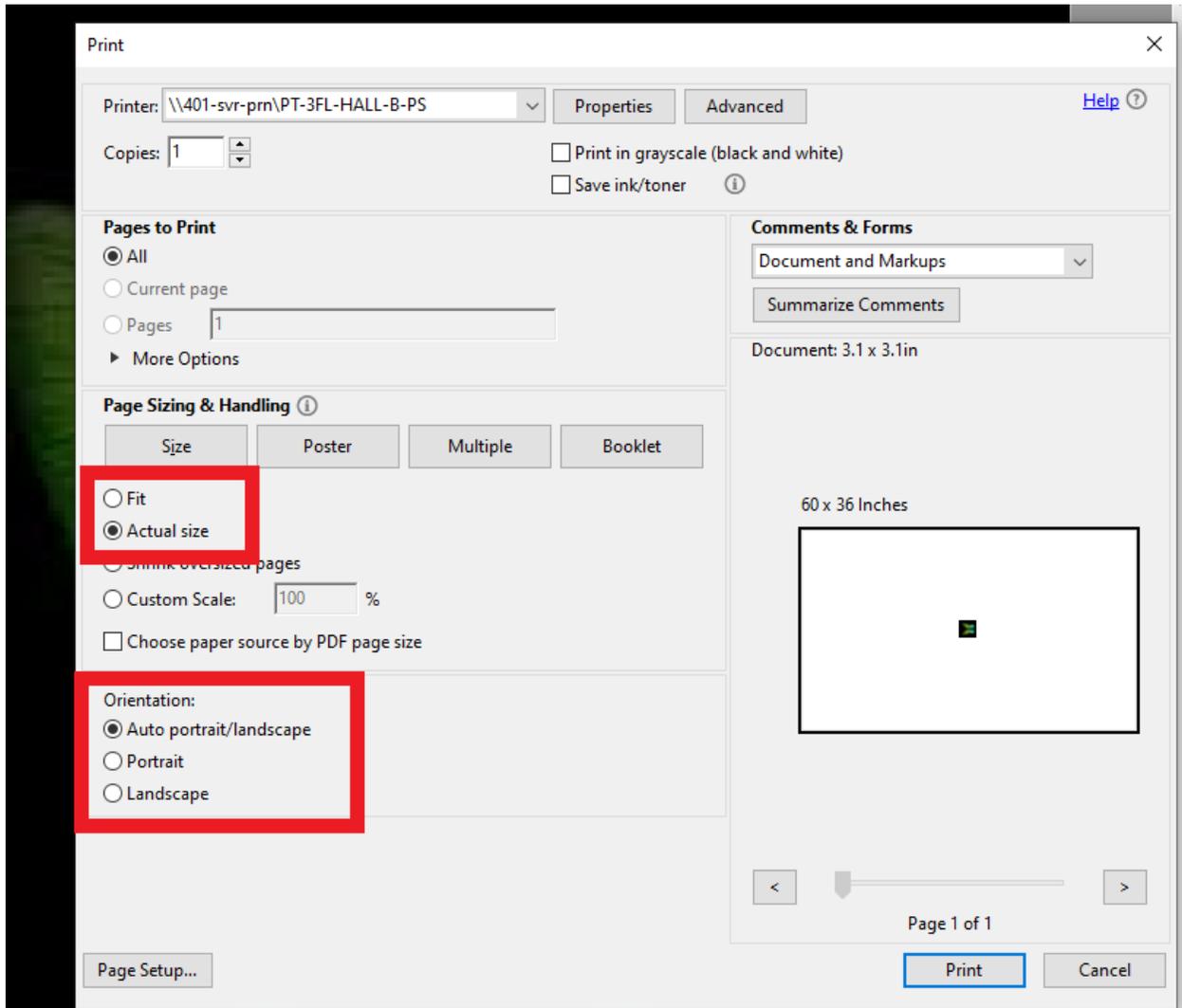
6) In **Custom**: Choose the current units (**Keep it in Inches**). Choose your **width** and **height** (Note: the maximum width is <u>36 inches</u> and the height are whatever you decide the length of your paper should be). Finally, give it a name other than "custom" (ex: **Testing**). Click **Save** 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**.