

Printing Posters on the EES Plotter Made Easy...

UPDATE: AS OF FALL 2015, THE PLOTTER IS NOW HOOKED UP THROUGH THE NETWORK. DO NOT UNPLUG THE PLOTTER TO MOVE IT TO A COMPUTER.

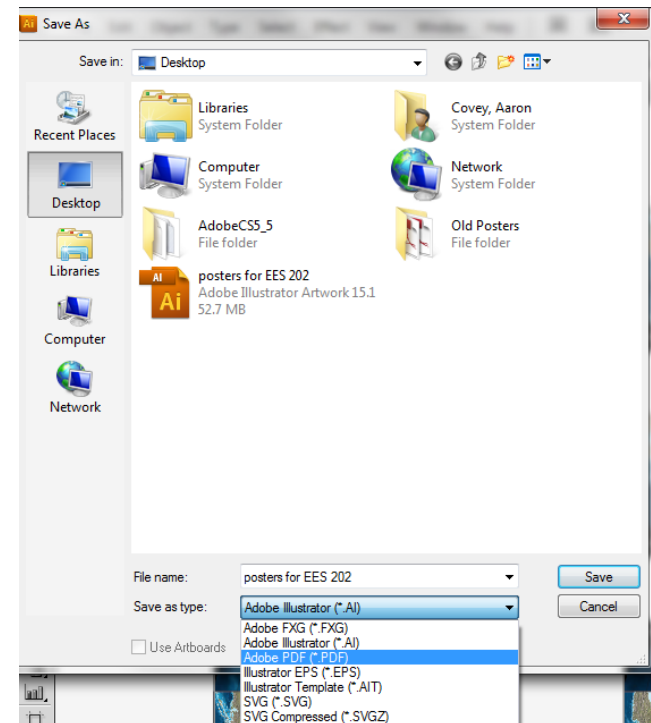
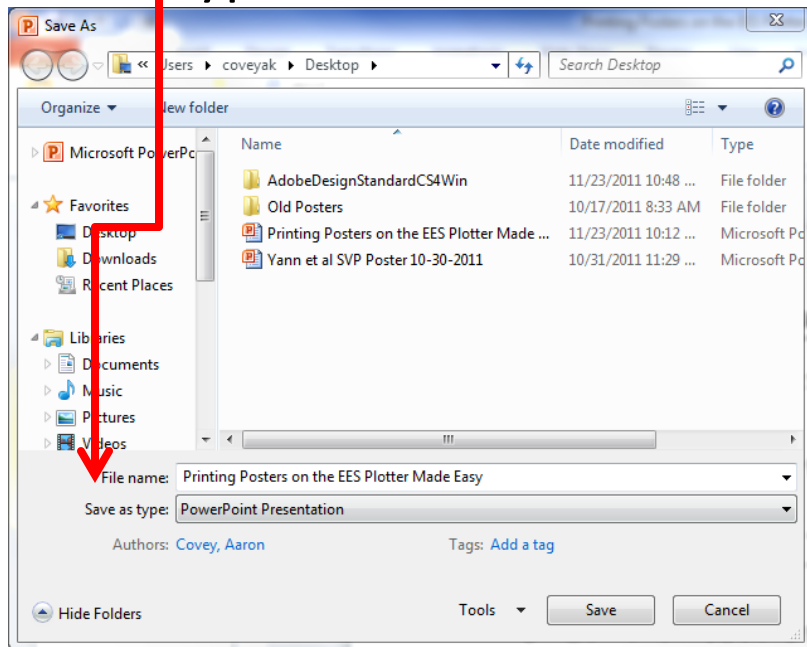
See instructions here to connect to the plotter:

https://www4.vanderbilt.edu/ees/files/Connecting_EES_server.pdf

Converting to a PDF...

(there seems to be less chance of issues when printing from a PDF)

- Office 2010 PowerPoint
 - Click on the “File Tab”
 - and then “Save as”
 - Under the “Save as type:” select PDF
- Adobe Illustrator
 - Save as...
 - Under the “Save as type:” select Adobe PDF



Now that you have your file...

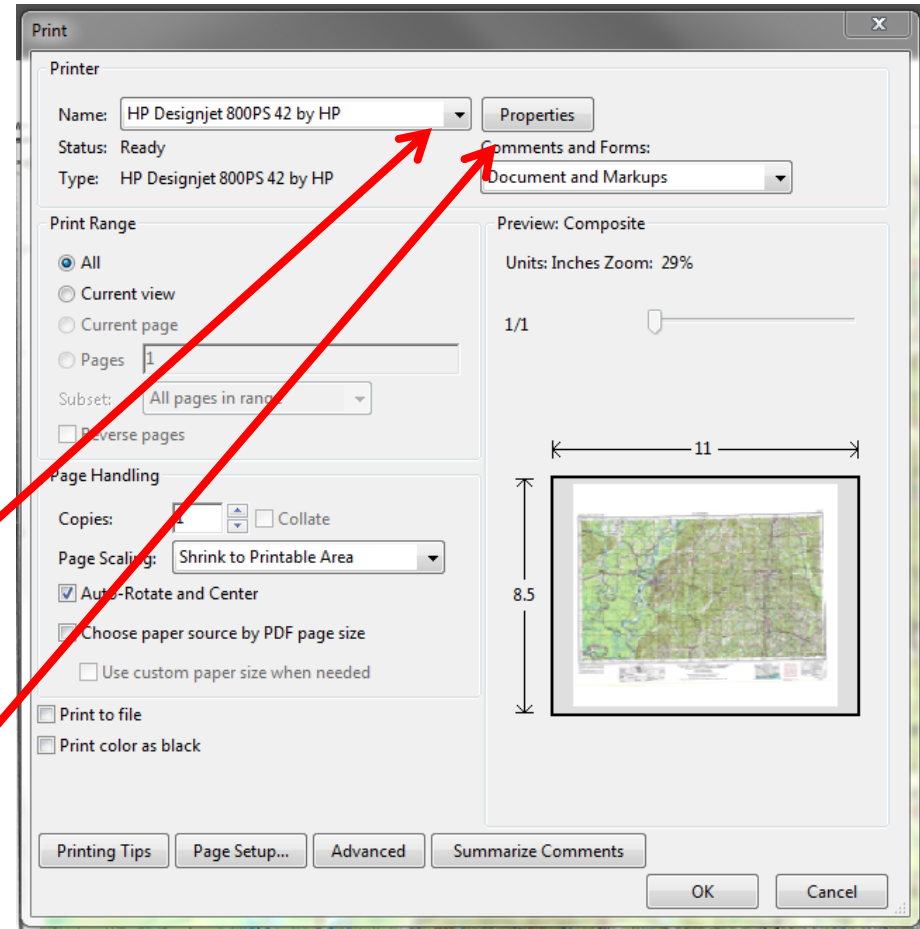
- Check to make sure the proper paper is loaded
 - We typically have available 36” plain paper, 42” plain paper, 42” high gloss paper.
 - If you need to change the paper, there is a “How do I...” guide on top of the plotter, illustrations and instructions are provided on page 53.
 - If in doubt for the first time changing paper, find Aaron...it isn't hard but must be lined up properly to feed paper through.
 - If your poster is larger than 42” you can scale it down – see below.

Now that you have your file...

- Check the levels of the ink, if you have a question find Aaron
 - They always make the levels look lower than they really are so when the “!” shows up there is still a bit of ink left in the cartridge.
 - If a cartridge runs out, please see Aaron

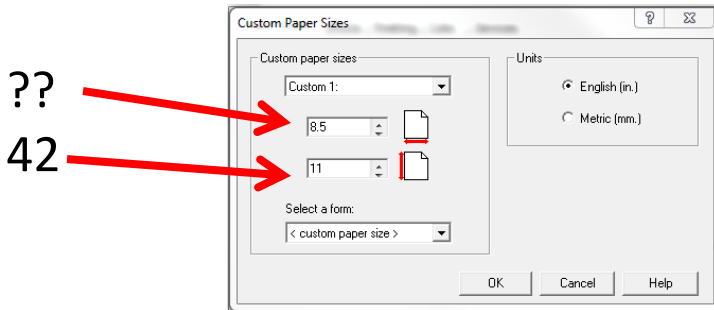
Now you're ready to print with a PDF...

- First thing, first...determine the size of poster you want printed. (Remember 42" width is the MAX)
- Open the "Print" options and select **"HP Designjet 800PS 42 by HP HPGL2"**
- Then select Properties

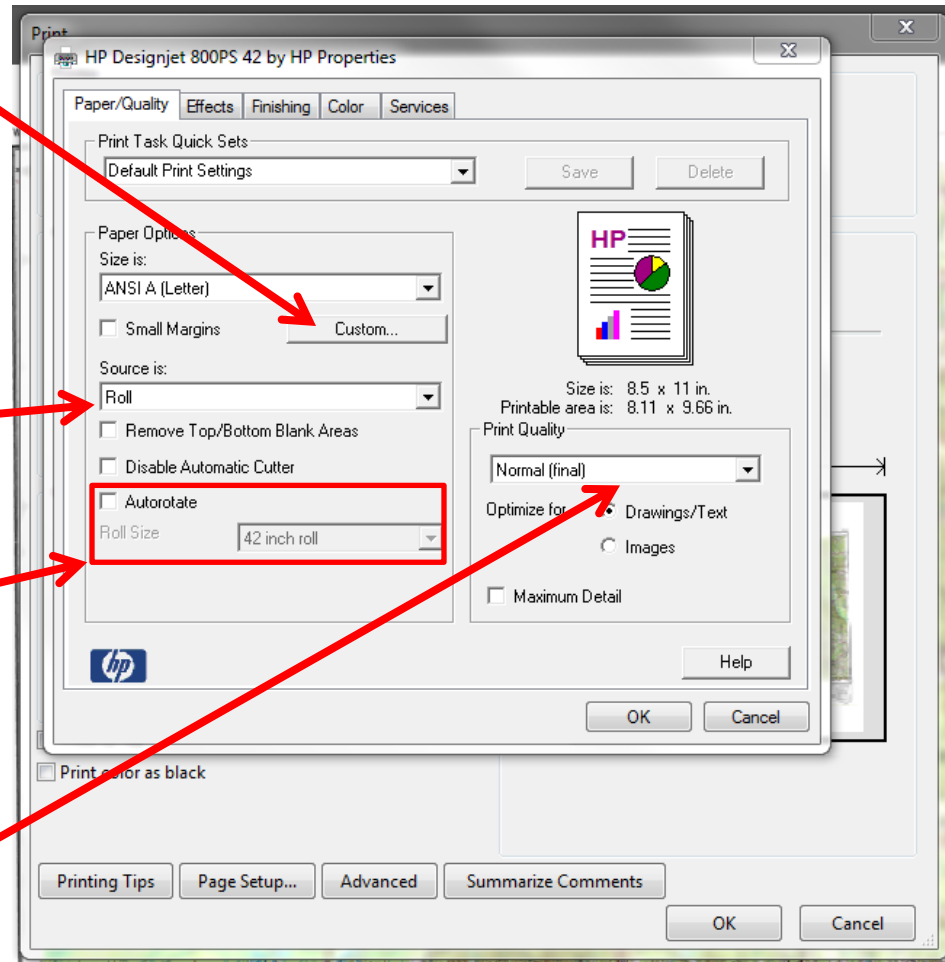


Now you're ready to print with a PDF...

- Enter your poster size...

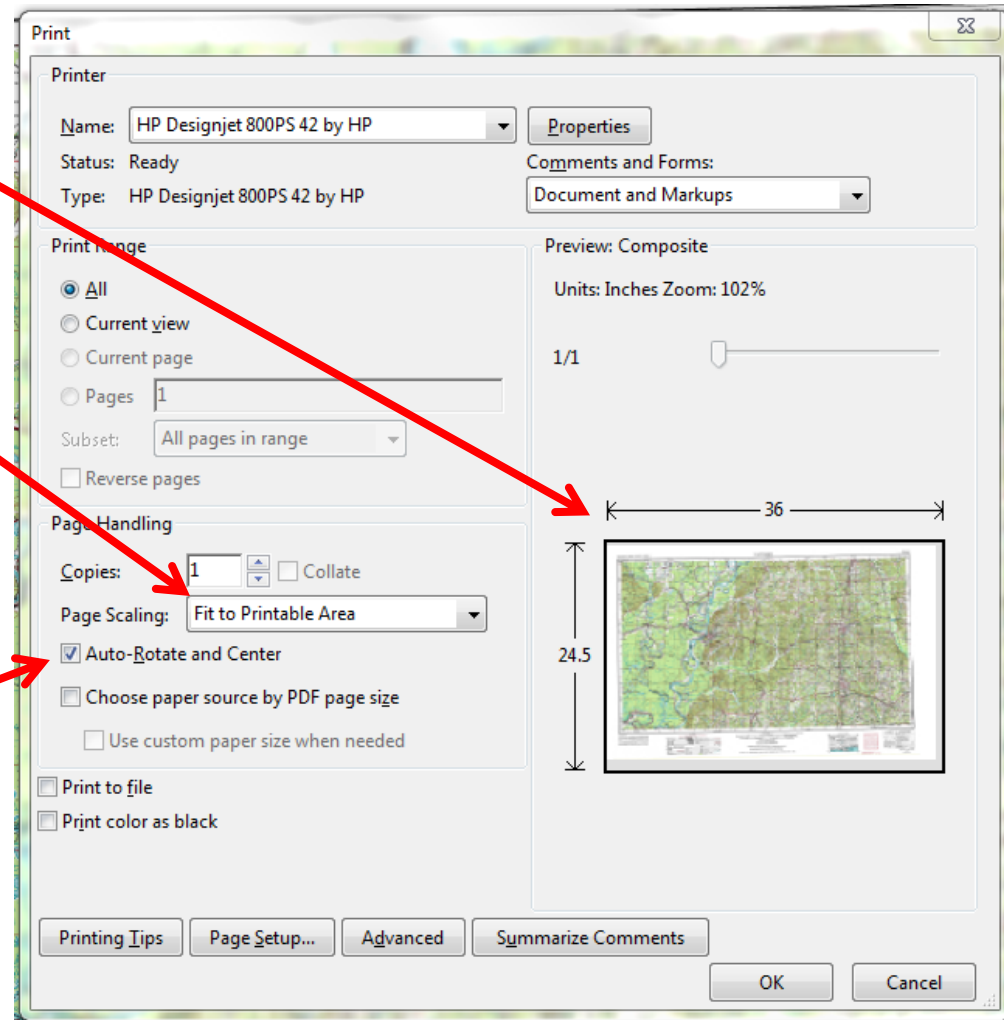


- Verify your source is “Roll”
- Check the Autorotate, and verify proper size
- If you are printing a rough draft, change the print quality to “Fast (Draft)” (You can use Fast on your final copy as well, the streaks that show up on the normal paper don't appear on the glossy)
- Click “OK”



Now you're ready to print with a PDF...

- Verify that your poster size has changed.
- Select “Fit to Printable Area”
 - The Plotter doesn't print to the very edge of the paper so selecting this always assures your poster will be within the printing area.
- Check “Auto-Rotate and Center”
 - This assures the long edge goes with the long edge of your size that you input previously
- “OK” ...sit back and wait!



Print from PowerPoint

- Print from PowerPoint is very similar, but there is a chance that Microsoft will screw up images while printing...
- The main difference here is where your options are located.
- Setup the printer as you would with PDF by selecting the printer, then “Printer Properties”
- Once everything is setup there, under “Settings” click on the “Full Page Slides” and select “Scale to Fit Paper”

