

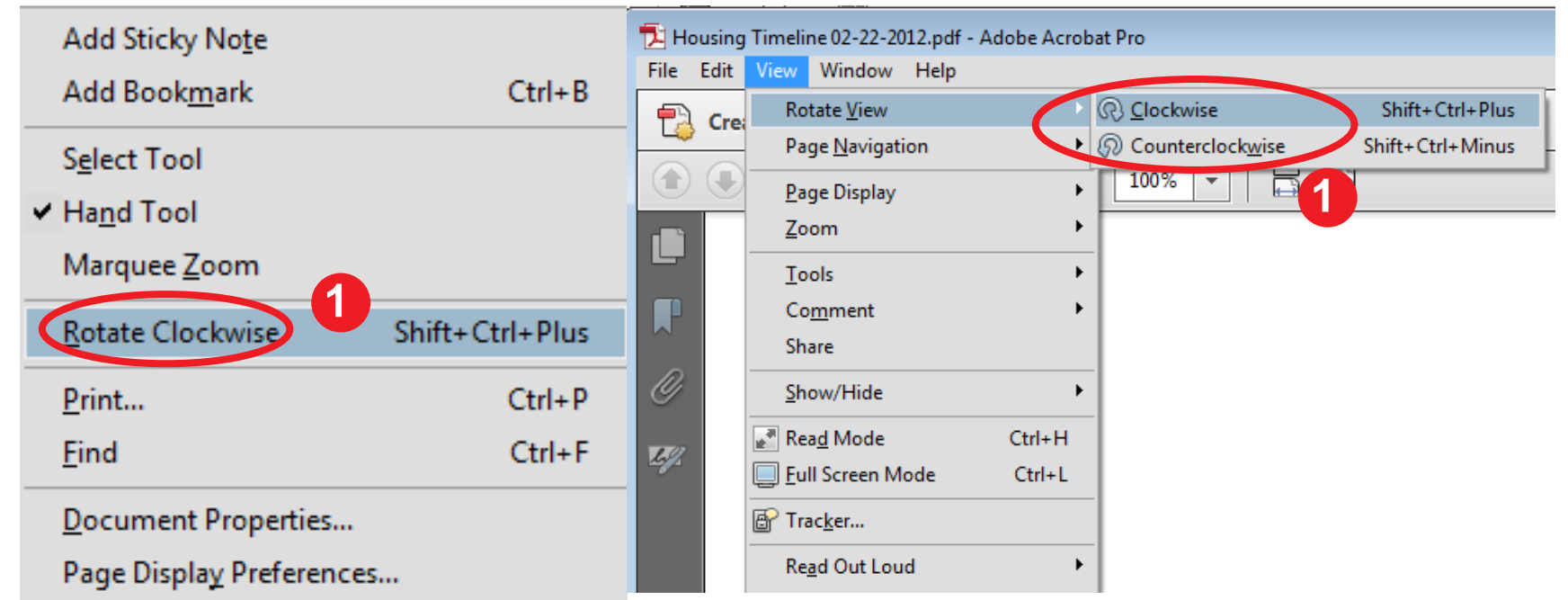
WINDOWS PLOTTING FROM ADOBE ACROBAT

UW CBE ARCHNET

How to setup your document to print correctly to the Archnet plotters:

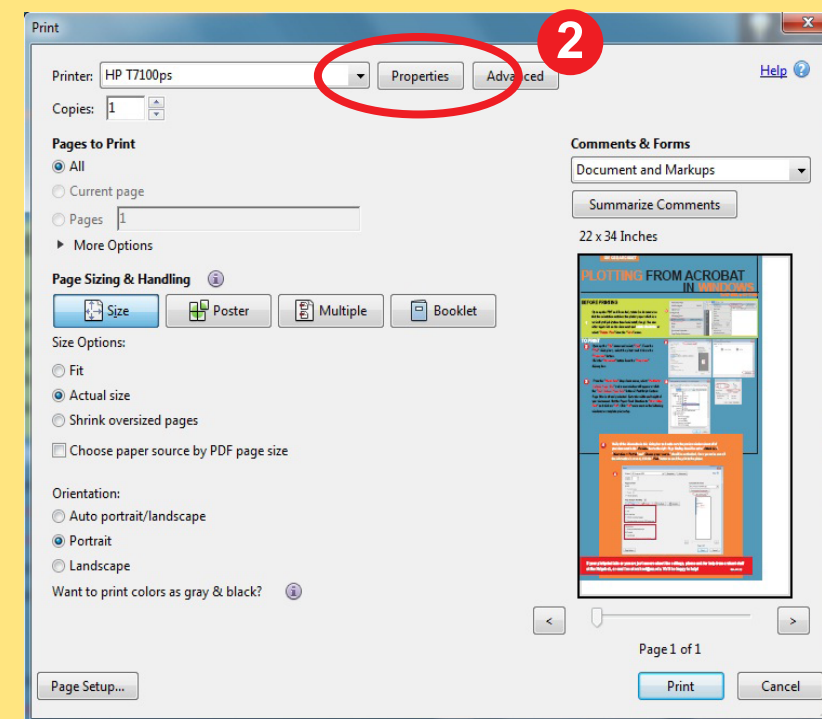
BEFORE PRINTING

- 1 Open up the PDF and if needed, rotate the document so that the orientation matches the plotter paper which is a vertically tall job (rather than horizontally long). You can either right click on the document and **rotate clockwise** or select "**Rotate View**" from the "**View**" menu.

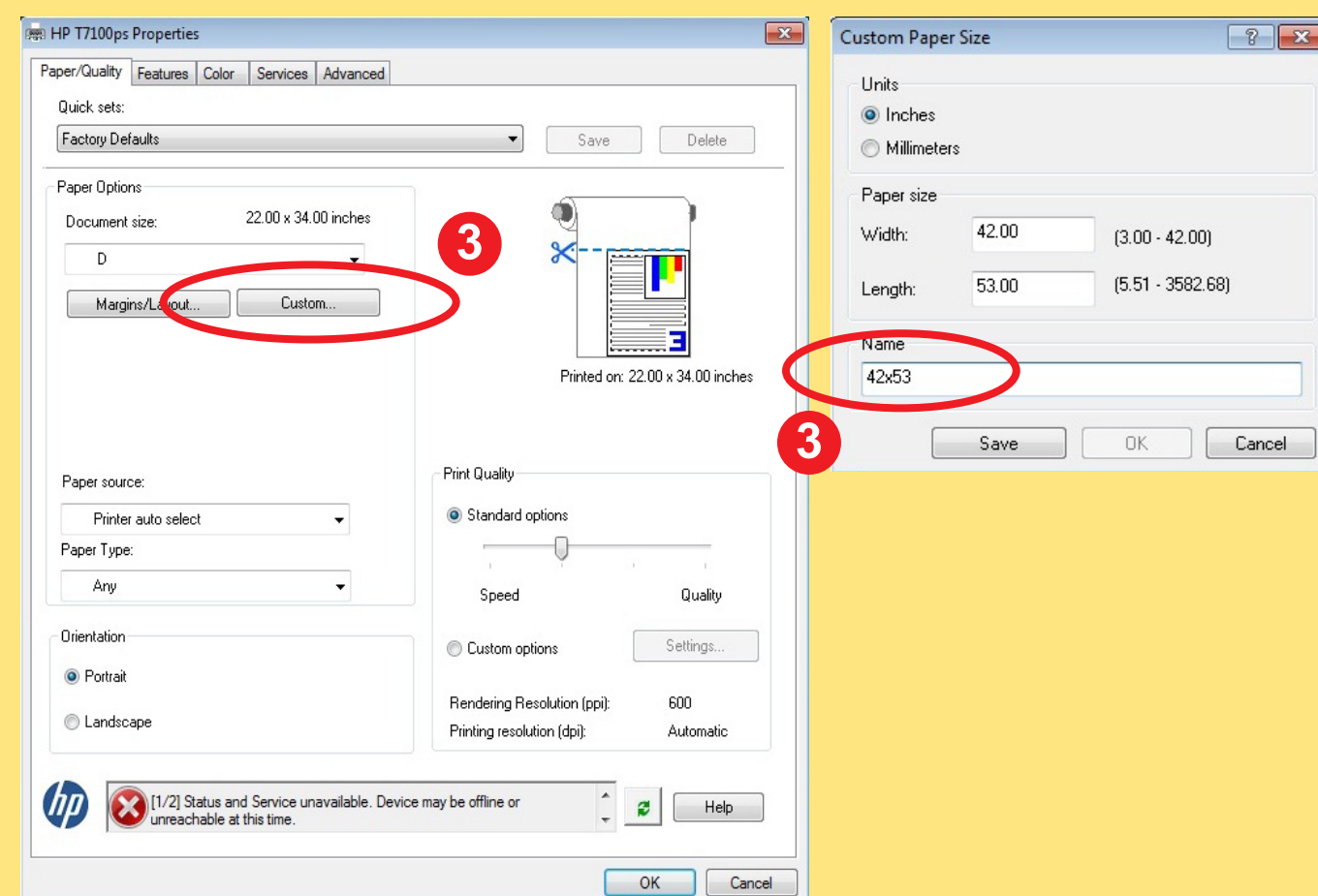


TO PRINT

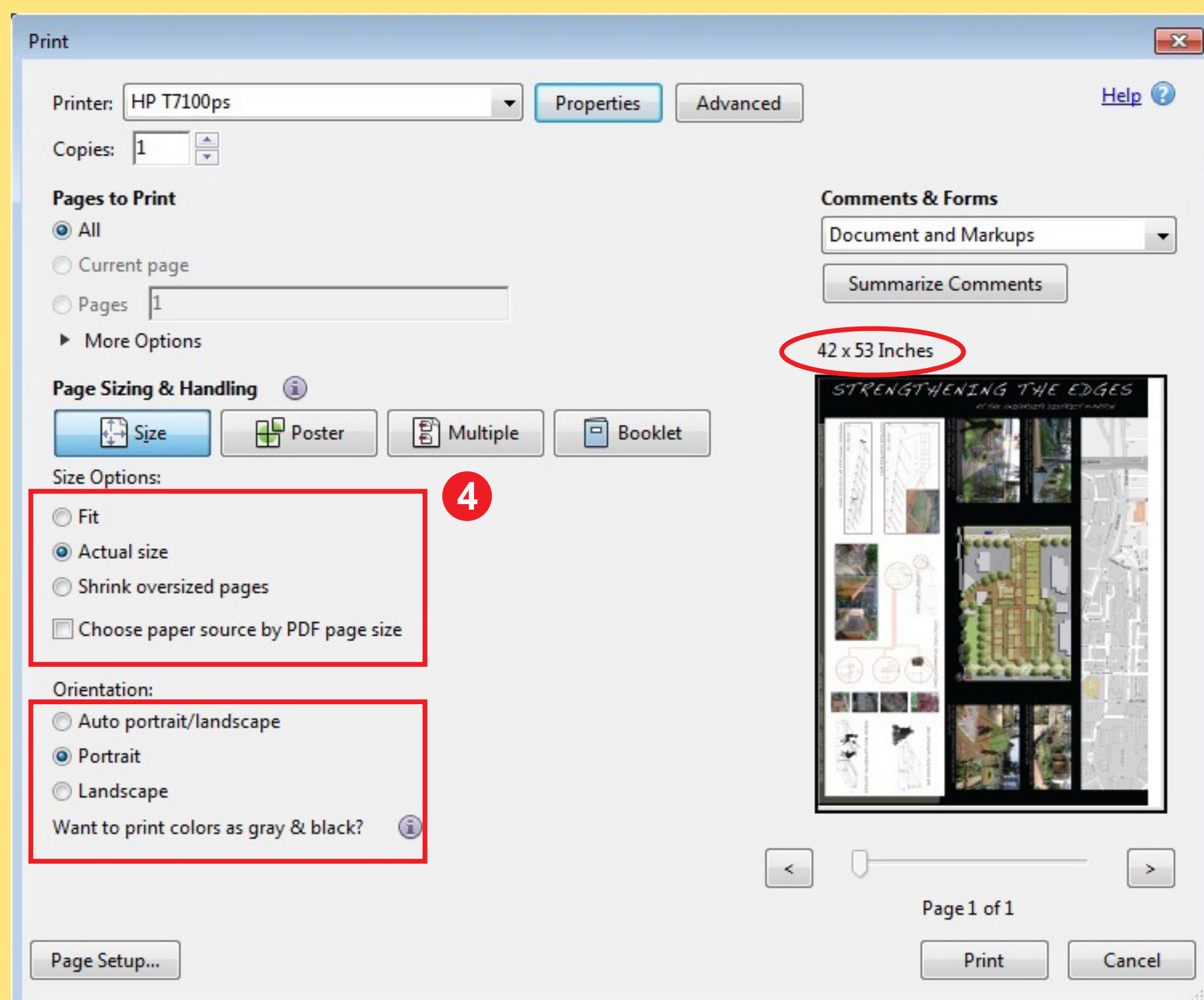
- 2 Open up the "**File**" menu and select "**Print**". From the "**Print**" dialog box, select the plotter and click on the "**Properties**" button.



- 3 In the "**Properties**" window, click on the "**Custom**" button and a new window will appear. Enter the width and height of your document. Set a new name for your custom page size and click on "**Save**". Click "**Ok**" twice more in the following windows to complete print setup.



- 4 Verify all the information in this dialog box and make sure the preview window shows all of your document in the "**Preview**" box to the right. Page Scaling should be set to "**Actual size**". "**Orientation = Portrait**" and "**Choose paper source**" should be unchecked. Once you make sure all the information is correct, click the "**Print**" button to send the print to the plotter.



If your plot/print fails or you are just unsure about the settings, please ask for help from archnet staff at the Helpdesk, or email us at archnet@uw.edu. We'll be happy to help!