

Printing to the Plotter

If you need to print something from the Plotter located in the Multi-Media room, you will first need to send a Helpdesk ticket (helpdesk@qatar.tamu.edu) requesting that you be added to the Plotter User Group. The following steps are to be followed when printing to the Plotter:

NOTE: If you need to print a graphic, first create the graphic at the size you want it to print and skip Step 14 below. Otherwise, follow the steps below:

1. Open the document you want to print.
2. Click on **File** from the menu bar at the top and select **Print**.
3. Click on the down arrow for the printer type and select **\\services\plotter**.
4. Click on Properties.
5. Select the Basic Setup tab.
6. Under the Paper option, check **Roll** (Sizes of rolls are 24-inch; 36-inch; and 42-inch).
7. Click on **Scale to Fit** button.
8. Click on the Document Drop-Down menu.
9. Click on **Edit Paper List**. (Last item on the menu.) Leave other settings at default (36" and 24").
10. Select sizes under **Custom** to match the size roll loaded on the plotter.

Size of Rolls	Ratios (Enter these amounts)
24 – Inch	2.82 x 8.5 = 23.92
	2.82 x 11 = 31.02
36 – Inch	4.23 x 8.5 = 35.95
	4.23 x 11 = 46.53
42 – Inch	4.94 x 8.5 = 41.99
	4.94 x 11 = 54.34

11. Click **OK**, but do not print yet.
12. Click on **File** from the menu bar and select **Print Preview**.
13. Click on **Setup**.
14. In the **Adjust to** tab, enter the percentage needed for right size.

NOTE: You may need to repeat this step at different increments until you see your whole document on a single page at the right size.

15. Click on the **Print** tab.