

Plotter Printing Tips and Procedures:

- 1) Save your Document as a PDF. Other apps will print but PDF is preferred and less likely to have conversion errors.
- 2) Go to one of the 8 Print Center Express computers.
- 3) Open your Document in Adobe. Do NOT open it in a bowers window.
- 4) Select the **Newman Plotter** from the print destination list.
- 5) Click on “printer preferences” or “properties.”
- 6) Under “paper/quality” options, select paper size you wish. Under “Layout/output” also select paper size.
- 7) The poster sizes are limited by 36” as one dimension.
- 8) Arch D is 24” x 36”, Arch E is 36” x 48” These are the two most common sizes.
- 9) You will see a preview of your document. If it does not fill the space, hit “fit” button on the left of the dialog box.
- 10) The cost is \$.04 per square inch. Arch D cost would be \$34.56.
Arch E is \$69.12.
- 11) Once you verify your size and other settings, hit “Print.”
- 12) Then go to Plotter and swipe your Hokie Passport.
- 13) Verify and select your document. Hit “Print.”
- 14) Your Document will now print. You may open the catch basket to let your document drop.

Price Chart



Price Chart

Arch A	9 x 12	Print to Reg Printers
Arch B	12 x 18	\$8.64
Arch C	18 x 24	\$17.28
Arch D	24 x 36	\$34.56
Arch E	36 x 48	\$69.12
Arch E1	30 x 42	\$50.40
Arch E2	26 X 38	\$39.52
Arch E3	27 x 39	\$42.12

Ansi A	8.5 x 11	Reg Printers
Ansi B	11 x 17	Reg Printers
Ansi C	17 x 22	\$14.96
Ansi D	22 x 34	\$29.92
Ansi E	36 x 44	\$63.36

