

# Printing Posters on the EES Plotter Made Easy...

Update: September 22, 2021

The Plotter is hooked up through the network. Do not unplug the Plotter to move it to a computer. **However, we recommend using computer lab computers to print to plotter.**

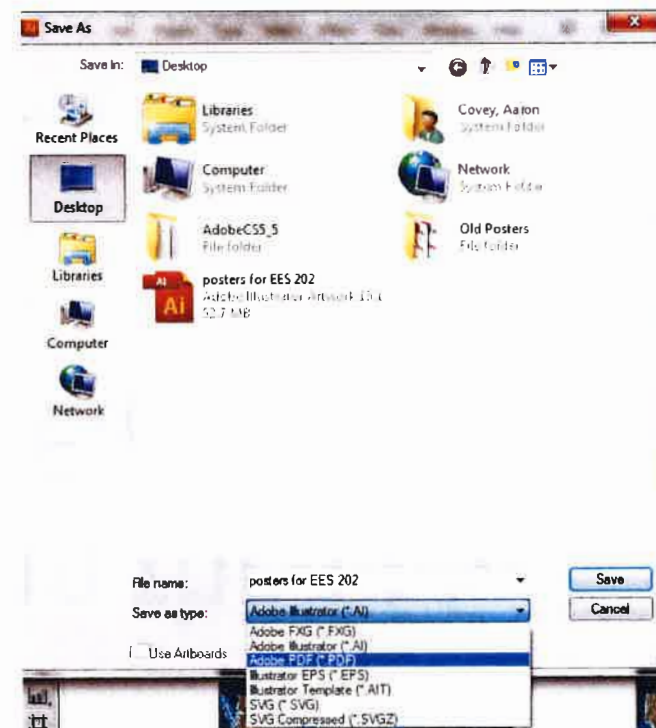
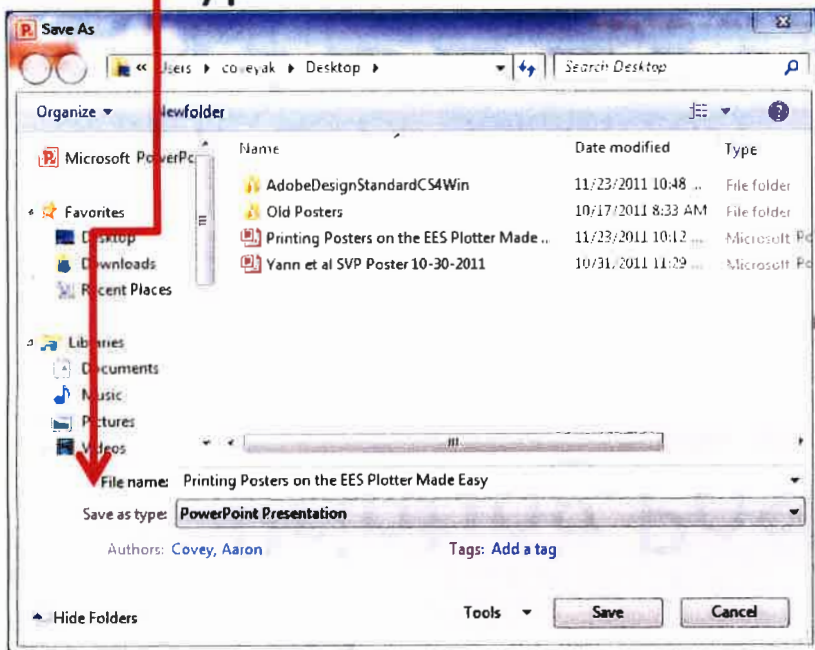
See instructions for how to connect to the plotter here:

<https://as.vanderbilt.edu/earth-environmental-sciences/resources/>

# 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...

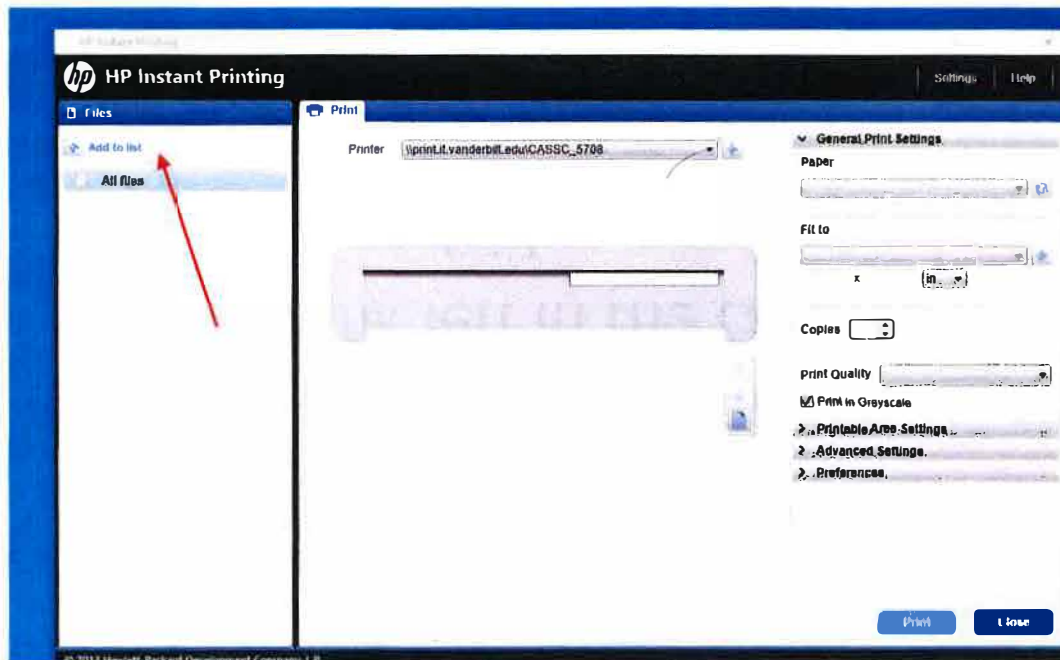
- Check to make sure the proper paper is loaded
  - We typically have 36" plain paper, 42" plain paper, and 42" high gloss paper available.
  - If you need to change the paper, there is a "How do I..." guide on the side of the plotter, illustrations and instructions are provided on page 53.
  - If in doubt when changing the paper, find Kevin or Haley...it is not hard but must be lined up properly to feed paper through.
  - If your poster is larger than 42", you can scale it down—instructions on how to do this included later.

# Now that you have your file...

- Check the levels of ink. If you have questions about this, find Kevin or Haley.
  - 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 Kevin or Haley.

# Now you are ready to print with a PDF...

1. Click on “HP Instant Printing” desktop icon.
2. The following screen should pop up

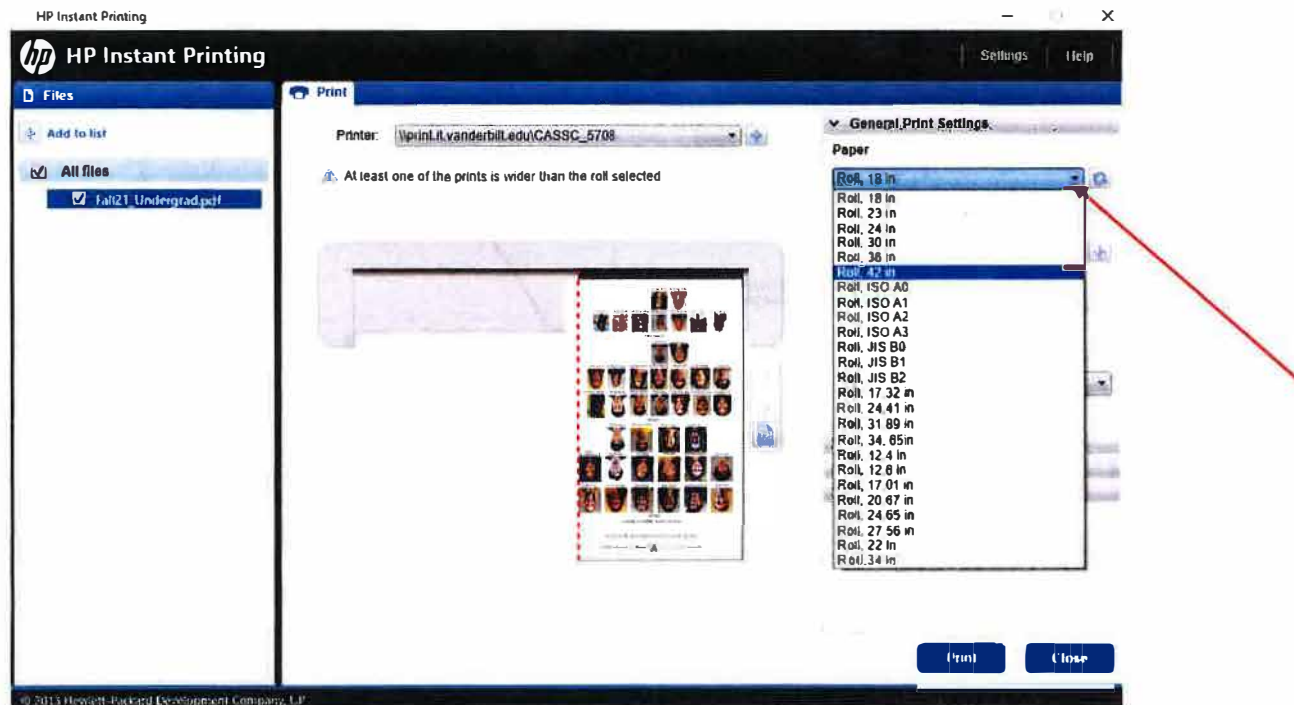


3. Click on “Add to list” and select the document that you intend to print from computer or USB.

4. Printer should default to plotter, but please confirm it appears as

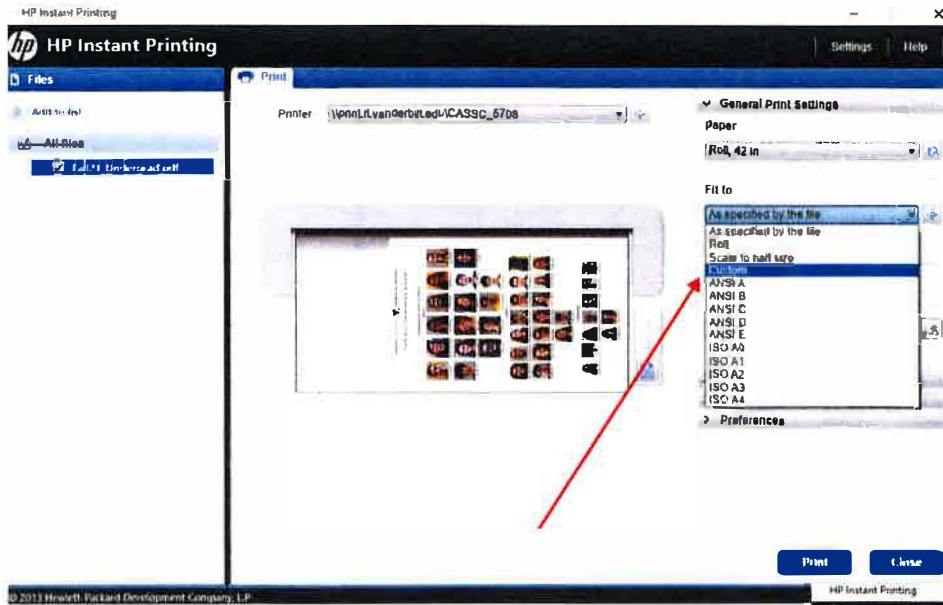
Printer: \\print.it.vanderbilt.edu\CASSC\_5708

5. Once your document is added, adjust paper size to fit the paper roll size in printer.



6. We only have 36" and 42" paper available.

7. Once you have selected your paper roll size, you can adjust the printing size of your poster.



8. We recommend using the custom setting to best ensure no portion of your poster will be cut off during printing.

9. Once you select the correct poster dimensions, you can click "Print" to finish!

