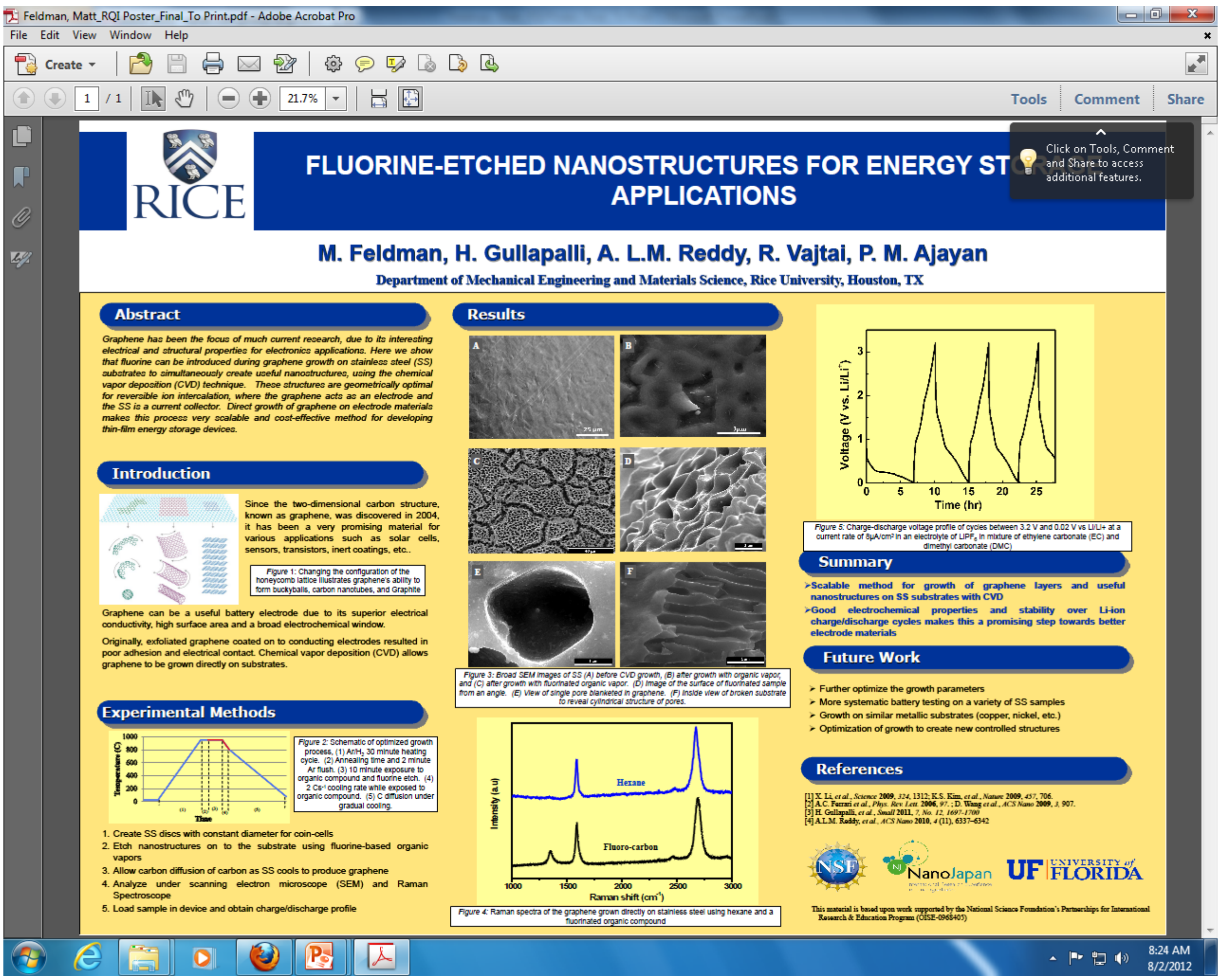
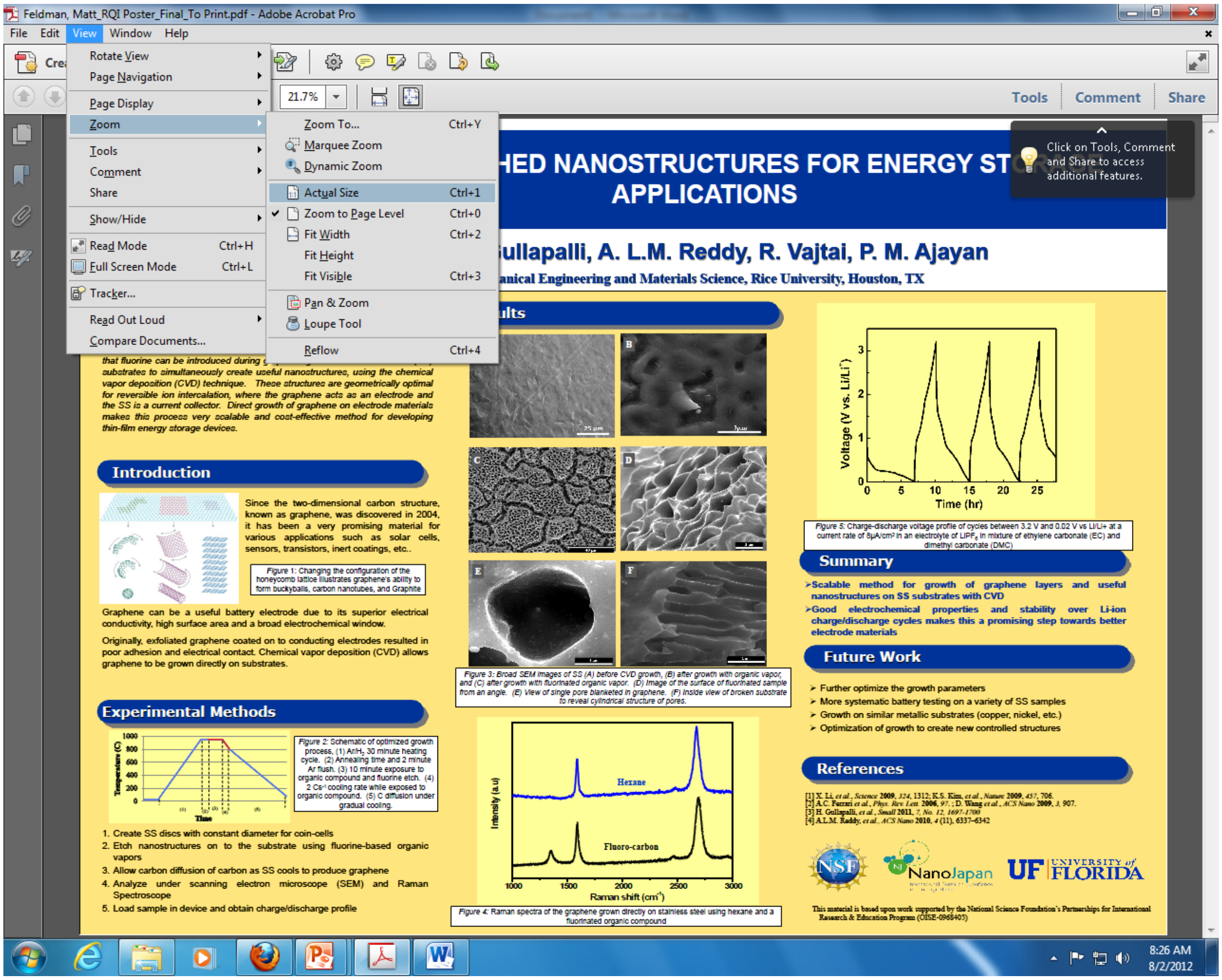
How to Print From PDF to Geology Lab Plotters

These are step-by-step instructions with images showing what the settings should look like.

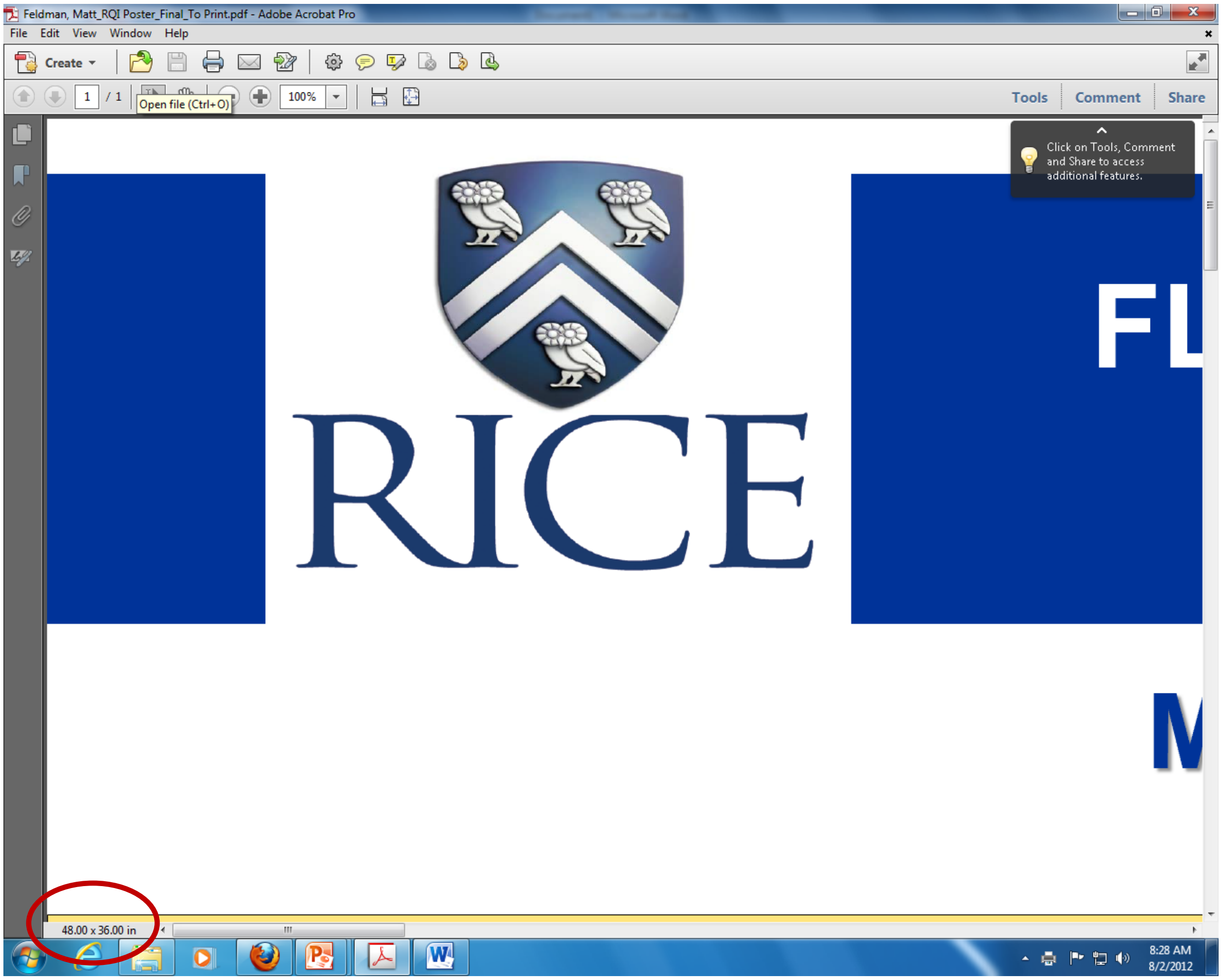
1. Open your PDF File



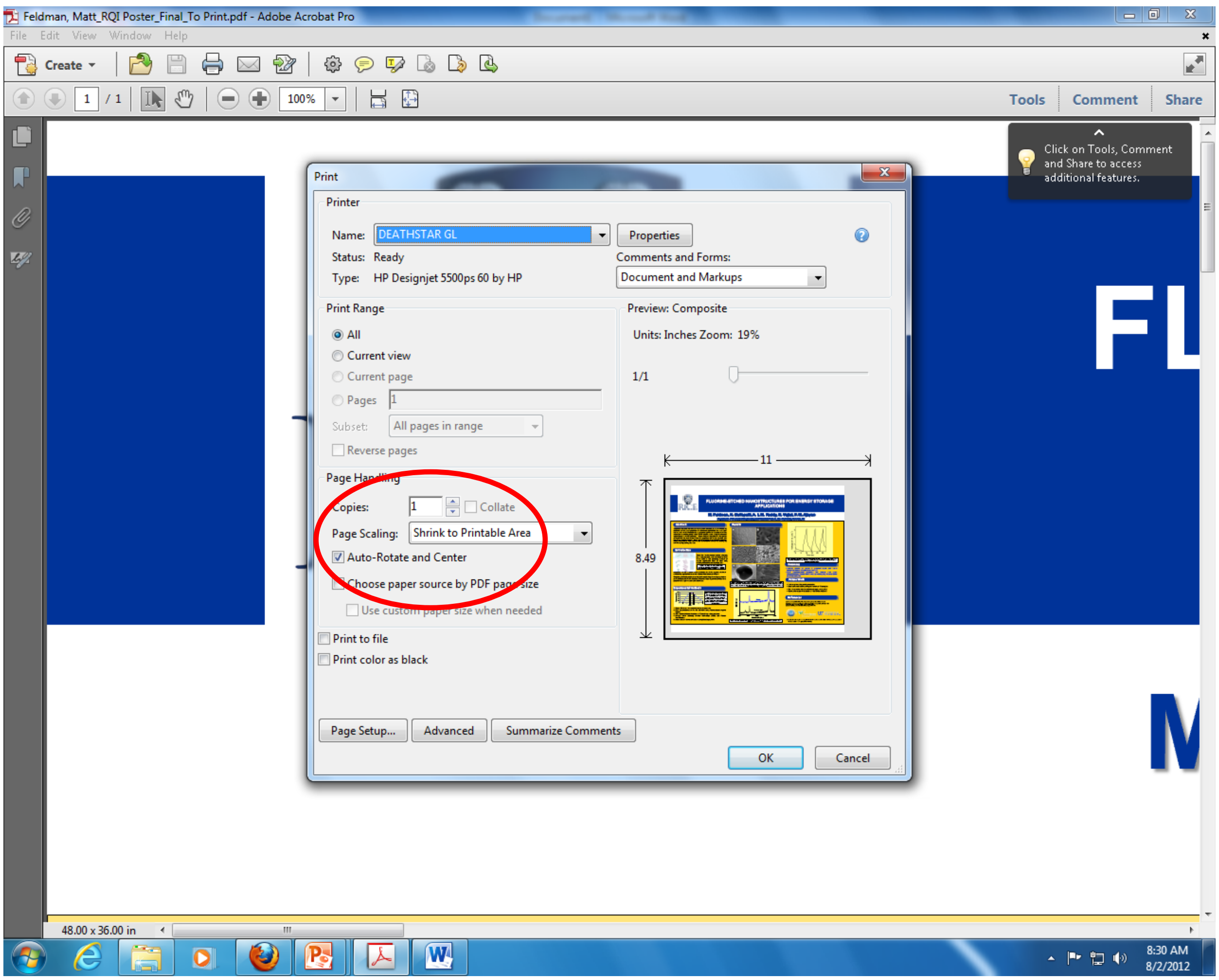
2. Under View, Select Zoom → To Actual Size



3. In the bottom left you will now see the actual size of your poster. Write this down or remember it.

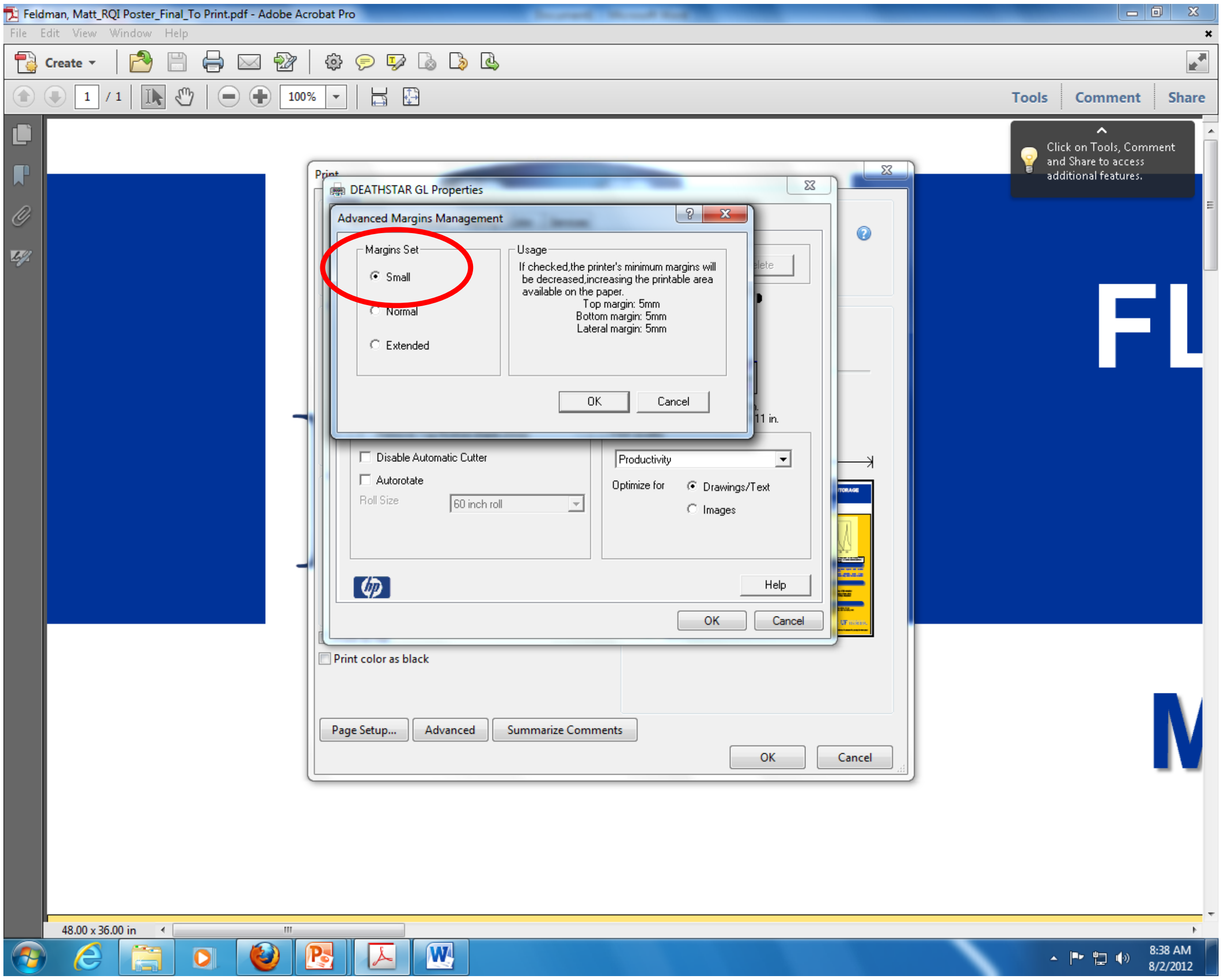


4. Now select File → Print to bring up the Print Screen window. Be sure that the plotter you want to use is selected. If printing from a PDF you should ONLY use the 'GL' names. Be 100% sure that the plotter you want to use is selected now or the properties won't set correctly in the next steps.
    a. Choose your plotter based on the available paper roll sizes and the type of ink you want. UV ink and glossy paper look nicest and will last much longer but it takes longer to dry and you risk smudging it. Plain coated paper and regular ink is better for a poster you will only use once or twice. The ink will fade if displayed for an extended period of time.
    b. Make sure that 'Shrink to Printable Area' is selected under Page Scaling
    c. Make sure that the 'Auto Rotate and Center' box is checked

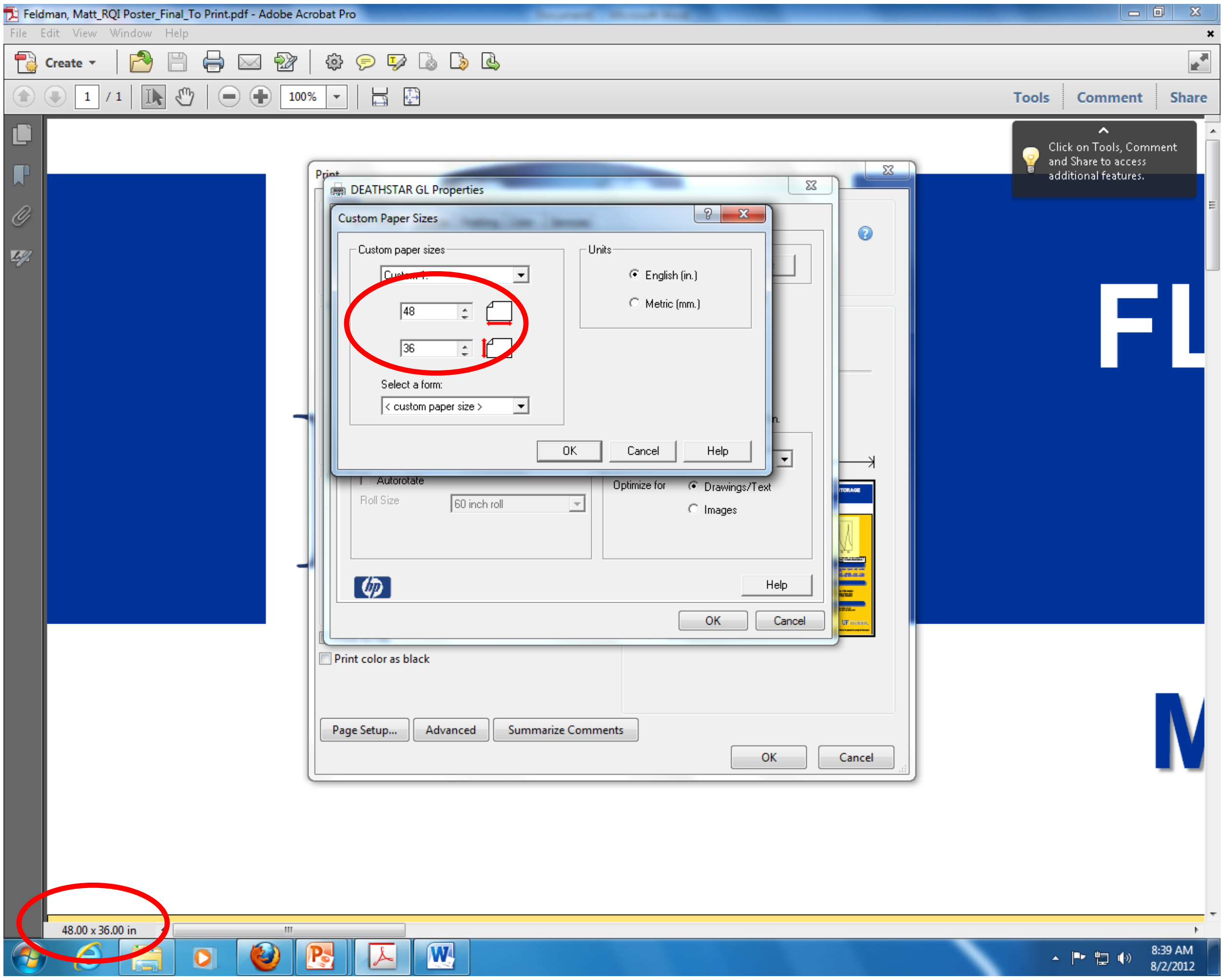


5. Now open the properties setting. Your screen should now look like this. You will be opening the 'Margins' and 'Custom' tabs on this screen to set the correct printing size.

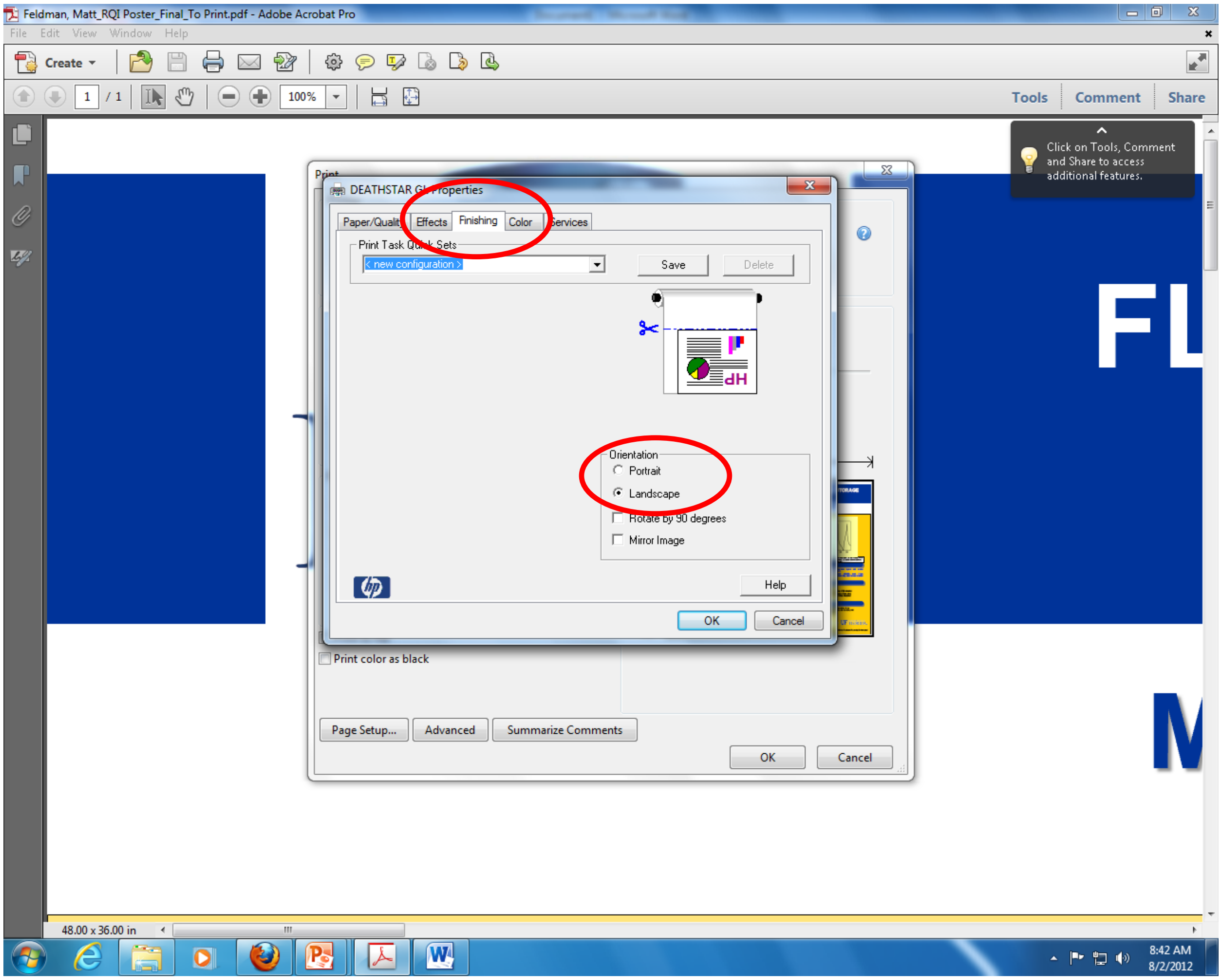
6. Under the ‘Margins’ tab select ‘Small’ and then ‘OK’



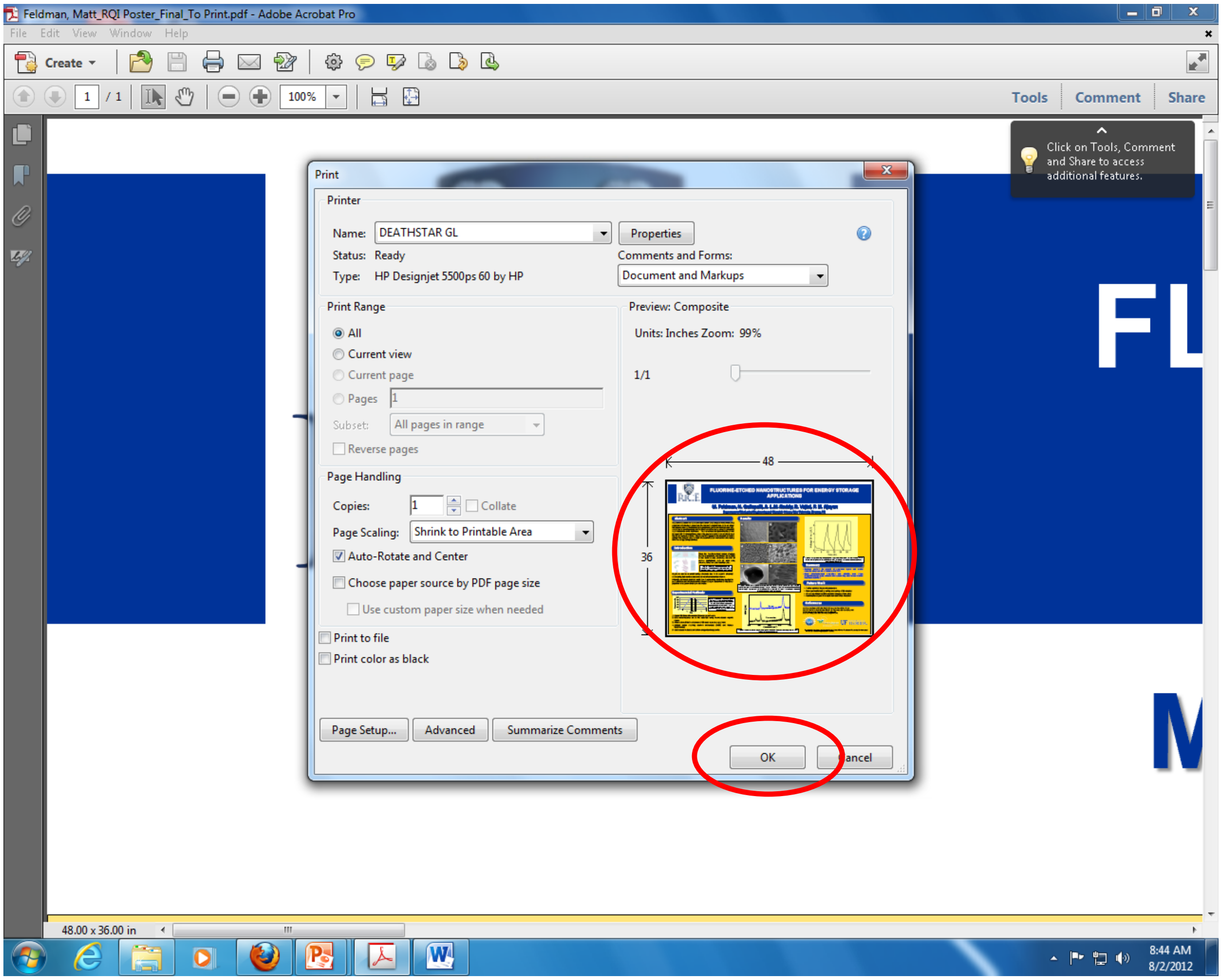
7. Under the ‘Custom’ tab you will need to enter in your exact poster dimensions. If you forgot to write them down you should still be able to see them in the bottom left corner. Then click on ‘OK’.



8. Now you need to set the printing orientation. Click on the 'Finishing' tab and select the orientation that makes best use of the orientation. The preview will change to let you see how much of the paper is used based on which orientation you select. Then click 'OK'.



9. Review the preview pane to make sure your poster is displaying properly and the orientation is set correctly. You are now back to the main print screen and are ready to send your poster to the printer by clicking 'OK'. If for some reason it does not print properly go back through these steps to double check your settings and/or try the other orientation.



Happy Printing!!!!!