

HOW TO PLOT

1. Convert to PDF file

(Acrobat works the best, so use it!)

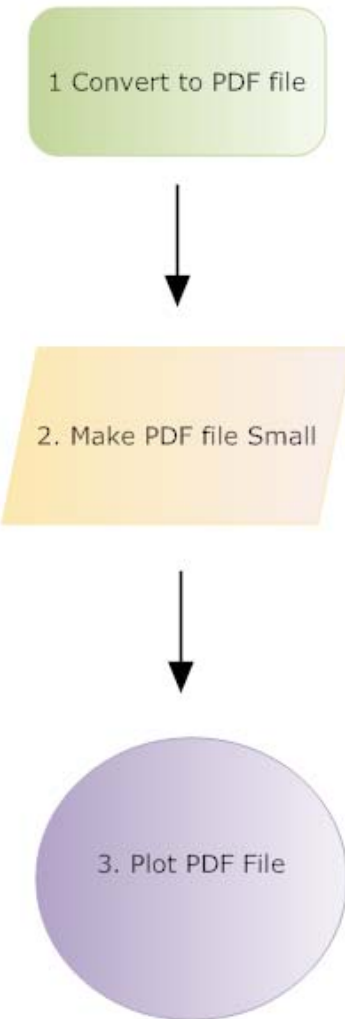
2. Make PDF file Small

(File has to be less than 30 MB, or it will cause errors)

3. Plot PDF File

(Never Plot directly from your USB/External HD)

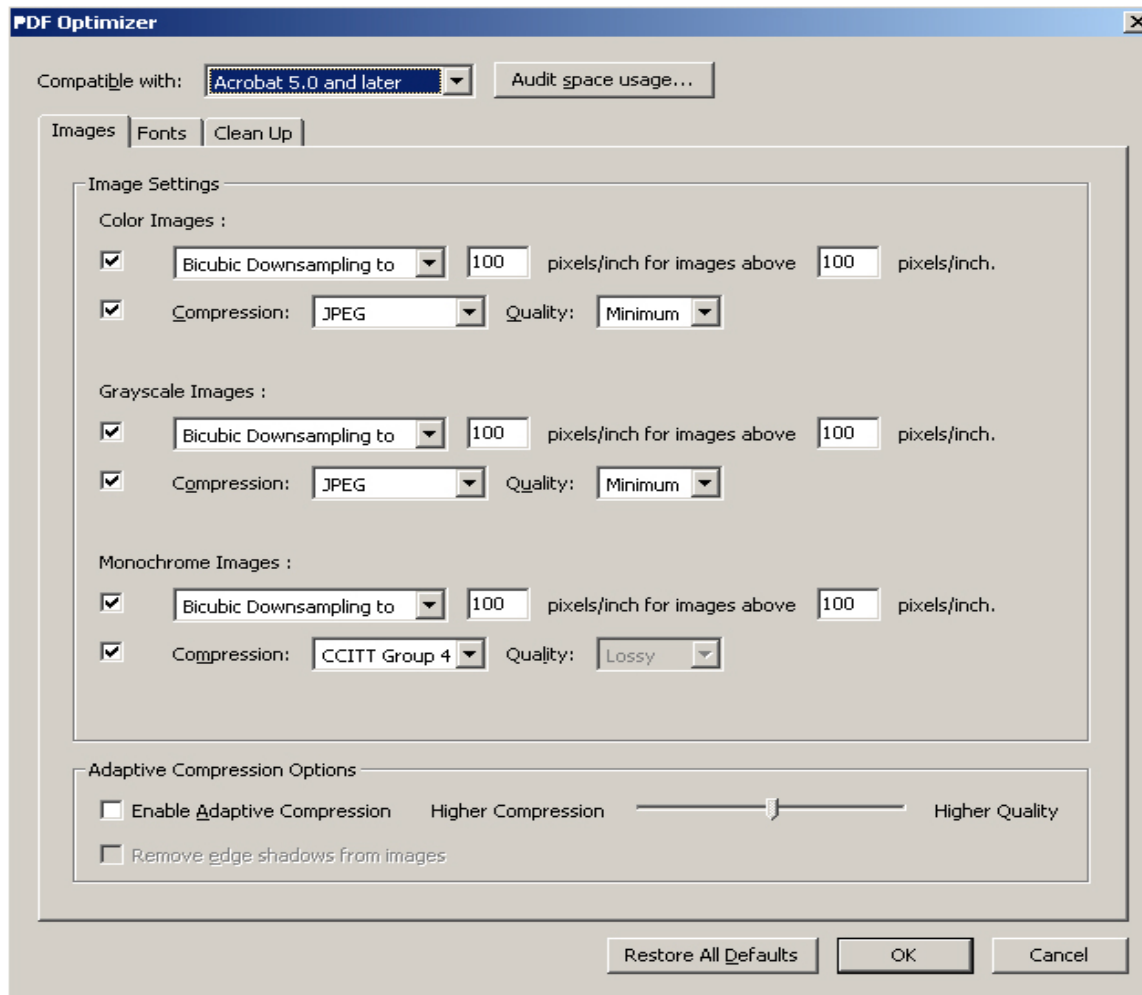
(Copy the file to G-drive and then plot from there)



Convert to PDF

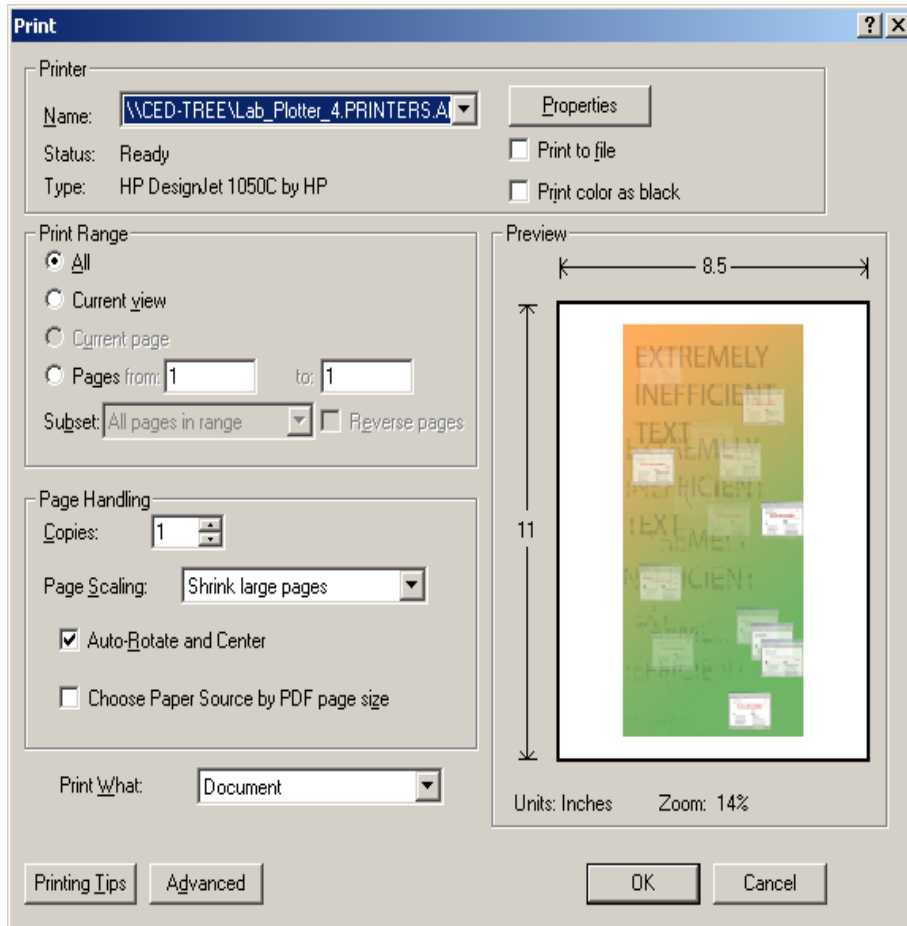
- Go to File on the menu bar select **print**
 - In printer name, select **Adobe PDF (or Amyuni PDF)**
 - Click “ok”
- **The file size needs to be smaller than 30MB**
- **DO NOT plot directly from your USB drive. It will cut off some parts.**
 - copy it to lab machine and plot from lab machine

Make PDF Small



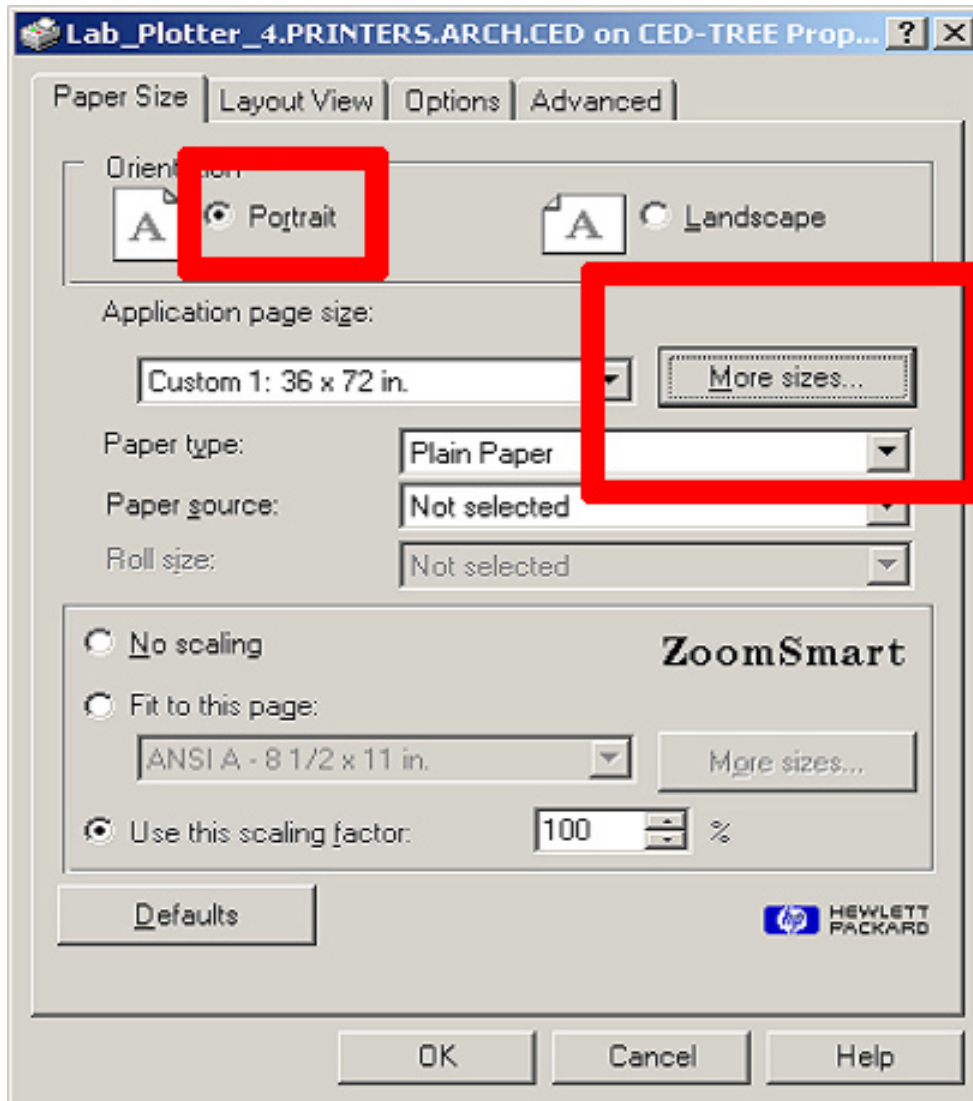
- Open up the PDF in Acrobat. Under the Advanced tab on the menu bar, select **PDF optimizer**
- Set all the **pixels/inch** numbers to **100 or less** click **ok**

Plot the File: Step 1



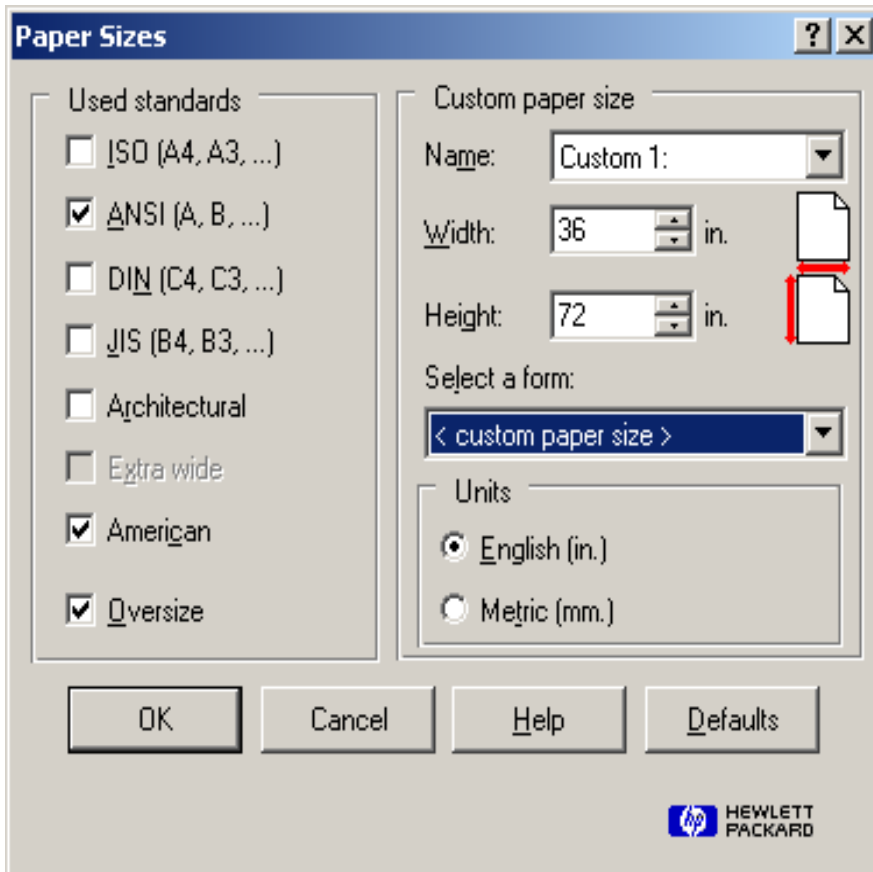
- Under the **File** menu, select **print**.
- On the top of the print window, **select the plotter** from the drop down list.
- Click on the **properties** button next to the printer name

Plot the File: Step2



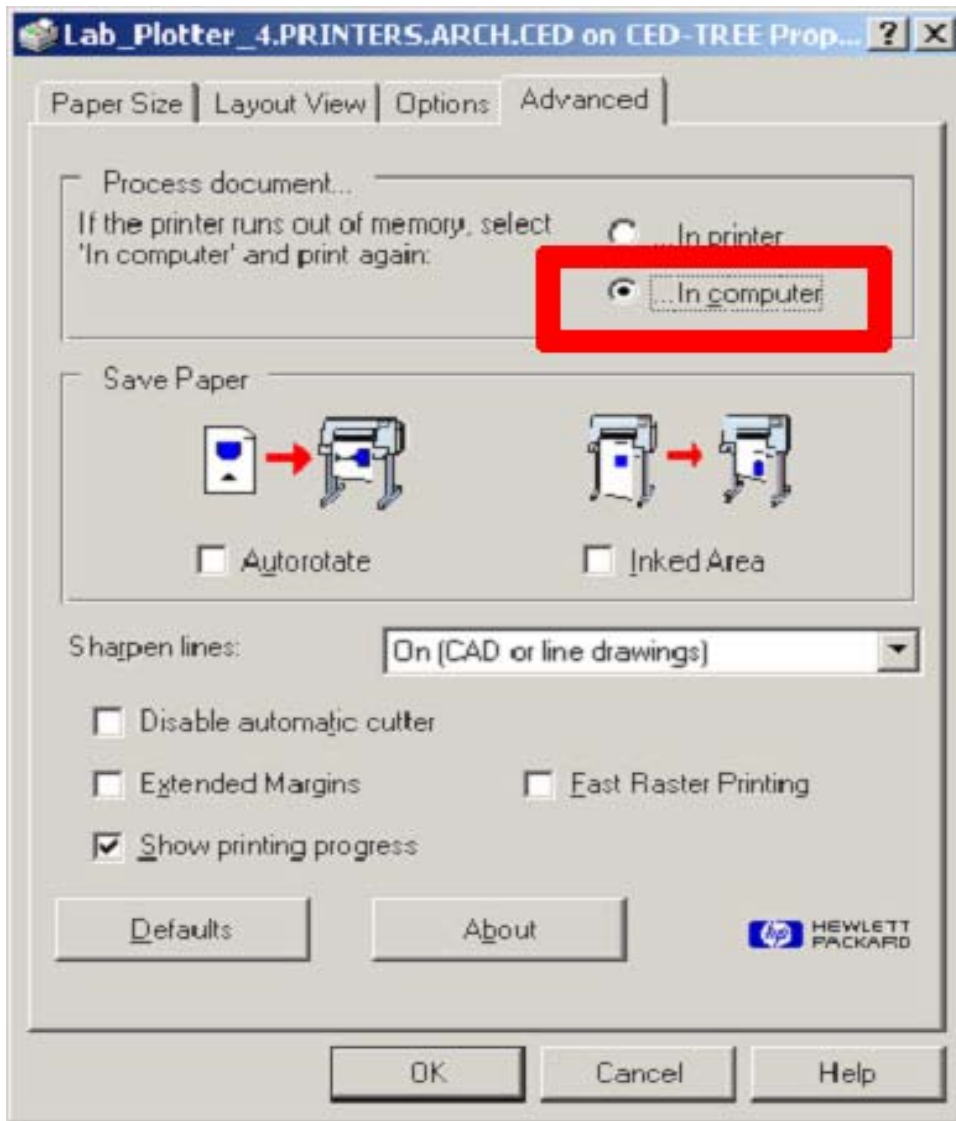
- Select ***** Portrait *****
(It will rotate to the right dimension for you)
- Scaling: Select **“Use this scaling factor, then use 100%”**
- Click **“More sizes”** button on Application

Plot the File: Step3



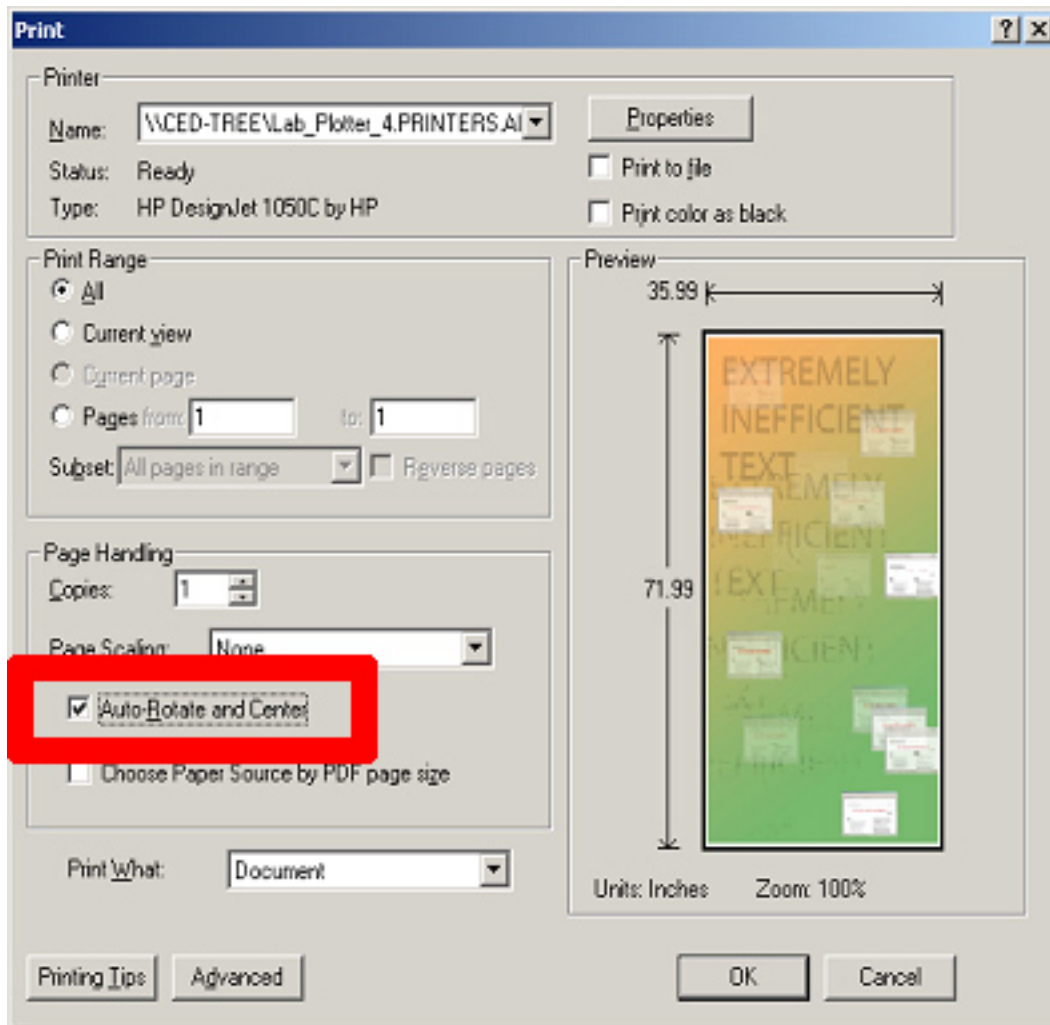
- Width **CANNOT** be greater than **36** inch !!
- Height **CANNOT** be greater than **72** inch !!
- **We will rotate it later !!**
- Press “**OK**” to continue

Plot the File: Step 4



- **MAKE SURE YOU SELECT ...In computer**
- Failure to do so is one of the leading causes of mysterious cut-offs
- Press **OK** to close this window

Plot the File: Step5



- **Double-Click** on **Auto-Rotate and Center** and leave it checked.
- Make sure it looks ok on the preview section
- Then click **“OK”** to plot