

Self-Service Plotting

1. Self-Serve Plotter stays loaded with 36” roll of regular bond
2. Login on workstation #1 (workstation faces the pop/Naked Food Juice coolers)
3. Preferred file format is Adobe Acrobat (for reasons of cross-platform compatibility and portability)
4. Open file, go to Page Setup/Print Setup and choose your printer THEN choose your paper size (each time you change your printer selection, the default settings for page size return). You only get the page size options for the selected printer: i.e. default is Workcentre Pro, which is black and white and cannot do a page size larger than 11x17--you won't get an option for 36 x 48 with this printer chosen.
5. The printer you should choose is called “hp designjet 800ps 42 PS3 #3” for large format plots
6. When you print, make sure your preview looks right to you, then send it.
7. If an error message pops up on the computer monitor at the bottom that says “‘yourfilename’ has failed to print” just ignore it. Most times it generates this message, yet will still print properly.

**tip--if you want the printer to trim it to size; after choosing the printer go to page setup, click on Properties, go to Advanced, page size=Postscript Custom Page Size, type in (example) 36 wide x 24 height, Roll Feed Direction: Long Edge first. Let's say your file is larger in one dimension than the roll: 48 wide x 36 height, use Short Edge First (the one closest to but still under 36 inches). YOU'RE STILL PRINTING PORTRAIT ORIENTATION!*

File structure/format guidelines

For quickest, best results: when building your file, if you are using raster images (Photoshop) then **FLATTEN THE LAYERS** prior to placing it in your layout/compositing software (like InDesign). Each layer in your Photoshop file adds to file size and rip time, slowing down the output process for your job and any following you. If you have set type on a layer and the font isn't available on our walkup workstation, then you also run the risk of allowing the computer to choose whatever it feels like using at the time to substitute for your font. Your raster images should be between 120 and 200 dpi and placed at 100% size in your InDesign file--remember that even if you place a physically large file, yet only use a small portion of it, the computer still has to process ALL of that file. **EVEN IF YOU'VE MADE IT AN ADOBE FILE.** It's the same for pulling all your stuff together in Illustrator and using placed raster images.

Color

The plotters and color fiery printers all use CMYK color space to output your color. There can be a drastic difference between RGB and CMYK color spaces. The logic behind converting your color to CMYK prior to printing is to see onscreen if there is going to be a big color shift prior to printing out your plot. When you **DON'T** convert, you're relying upon the printer to do the conversion for you--and I assume you don't want to be surprised with the results. To see what color space you are using, in Photoshop it should say at the top of your open file next to the filename in parentheses. To change this in Photoshop, go to your Image menu, then Mode, then select CMYK color. In Illustrator it also appears in parentheses next to the filename. To change to CMYK in Illustrator, go to the File menu, then Document Color Mode, then choose CMYK color. I believe Rhino and AutoCAD and all Microsoft products default to RGB color spaces.

**tip--you can print out smaller/cheaper color proofs on the color fiery to see your color before running your plot.*

