

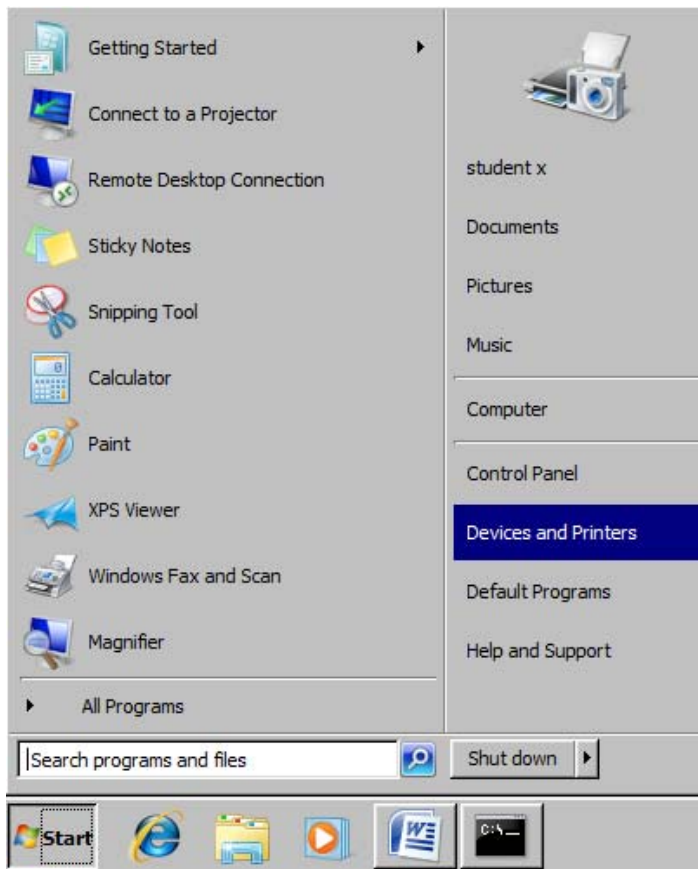
Printing PDF Files to Magellan or Balboa from Adobe Acrobat

*Please note that printing to the plotter will typically cost \$3-\$4 depending on the size of the image being printed.

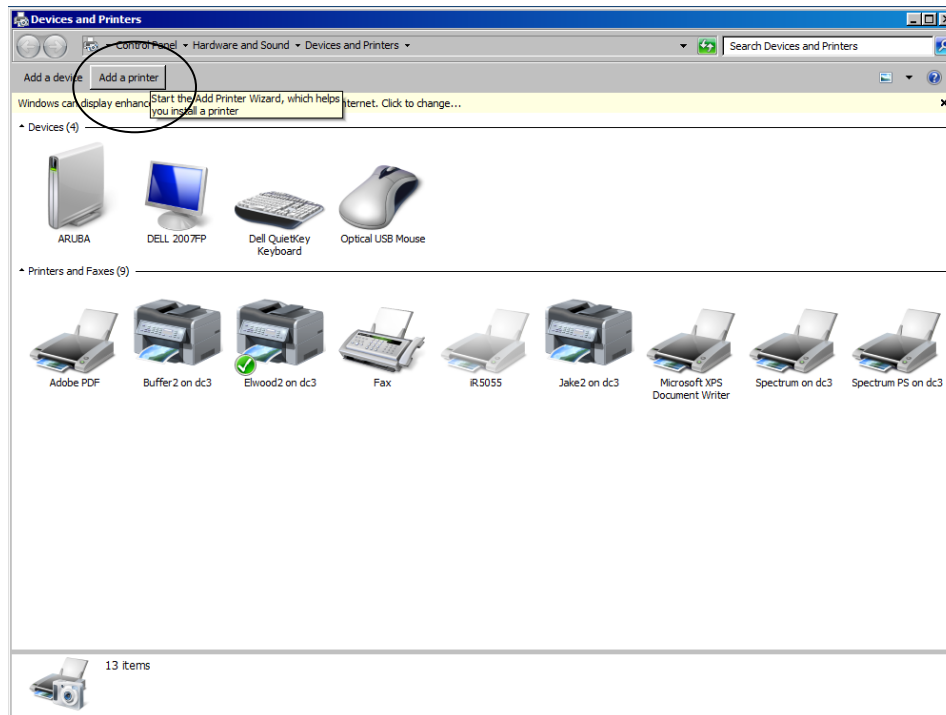
Step A: Add plotters to your workstation

In order to print to either Magellan or Balboa, you will need to add the printers to your station (if necessary)

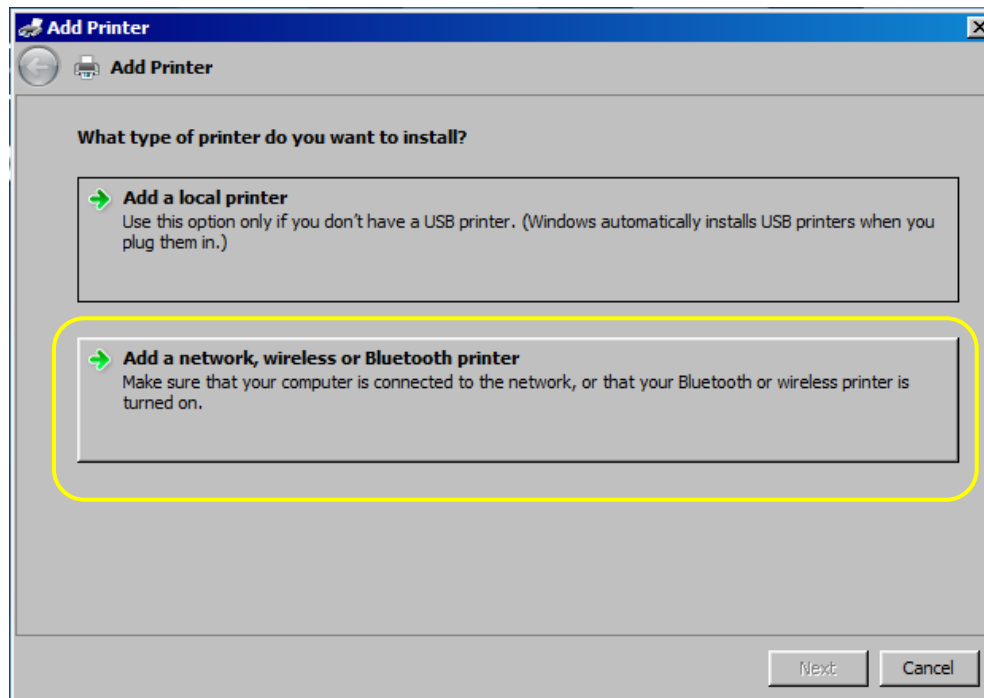
1.) Click on the start menu button and then go over to Devices and printers and left click on it.



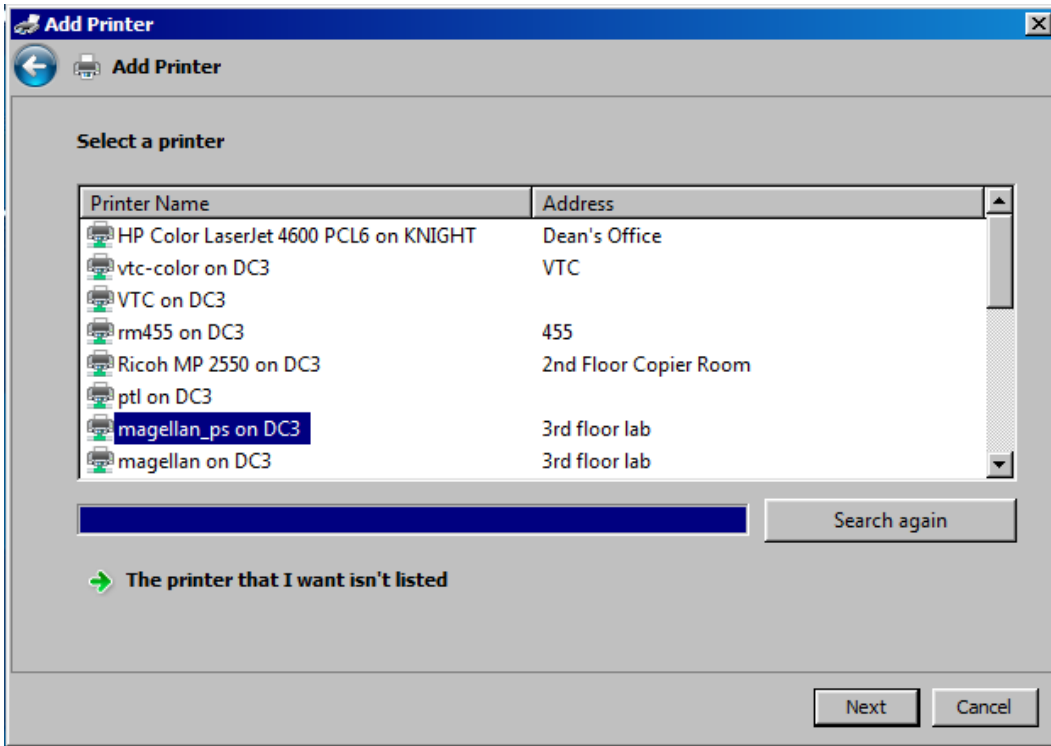
2.) Then, go onto the top and click Add a Printer.



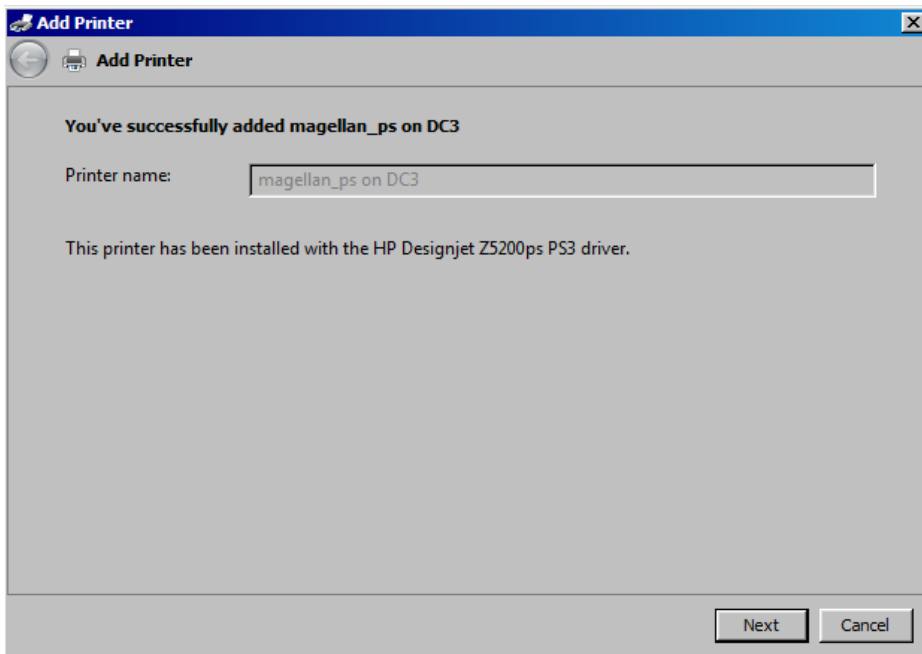
3.) After, the screen above should be prompted. You should click Add a network, wireless or bluetooth printer.



4.) Then, the network printers should be displayed along with magellan_ps on DC3. Click on magellan_ps on DC3 and then hit next to proceed. If you want to print to Balboa, use Balboa_ps.



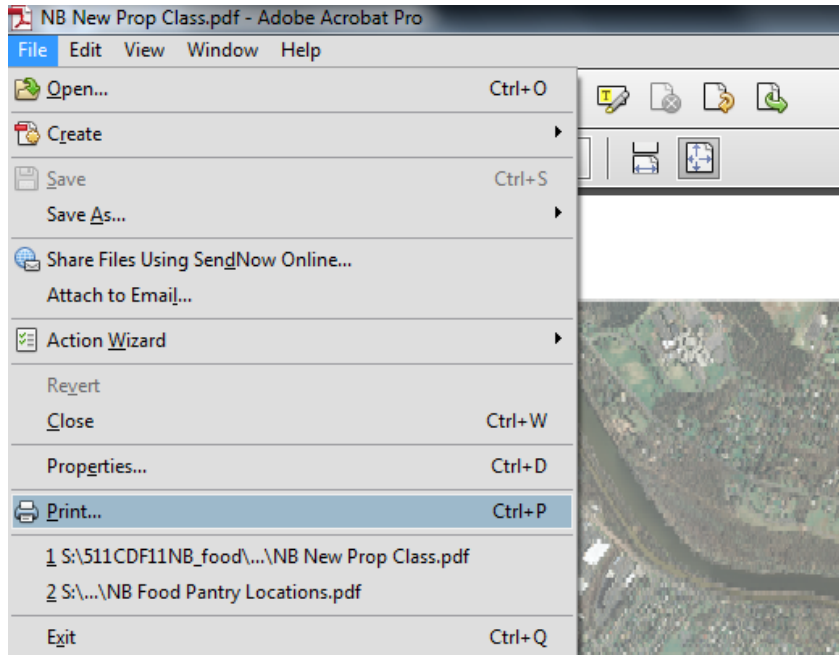
5.) It should take couple of seconds to connect to the printer and then a screen should come up saying that you have successfully added magellan_ps or Balboa_ps on DC3.



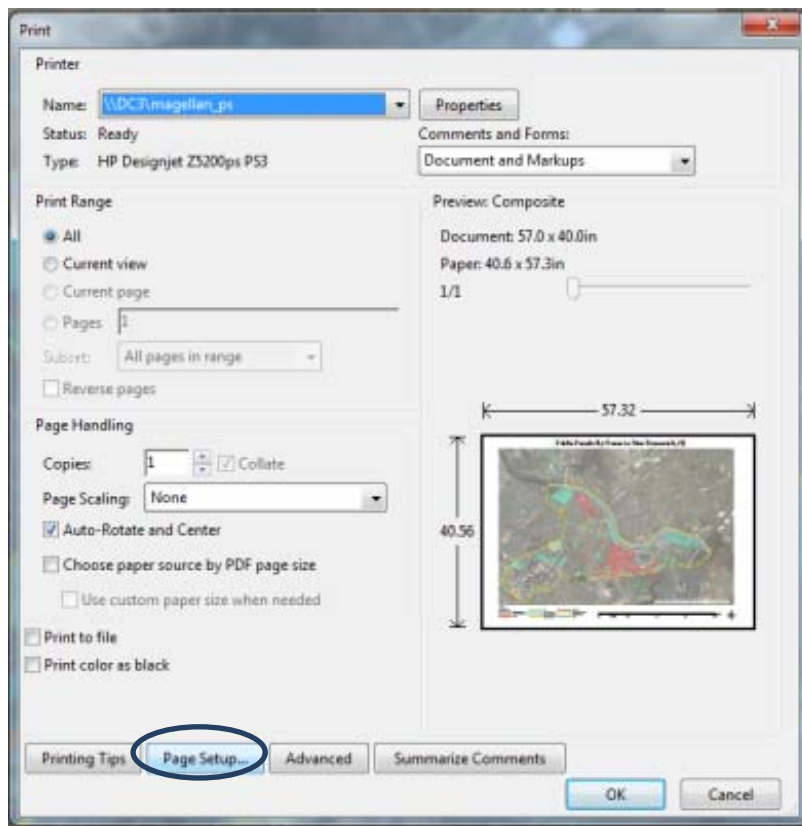
**If Prompted, do not add as the default printer

Step B: Print your PDF

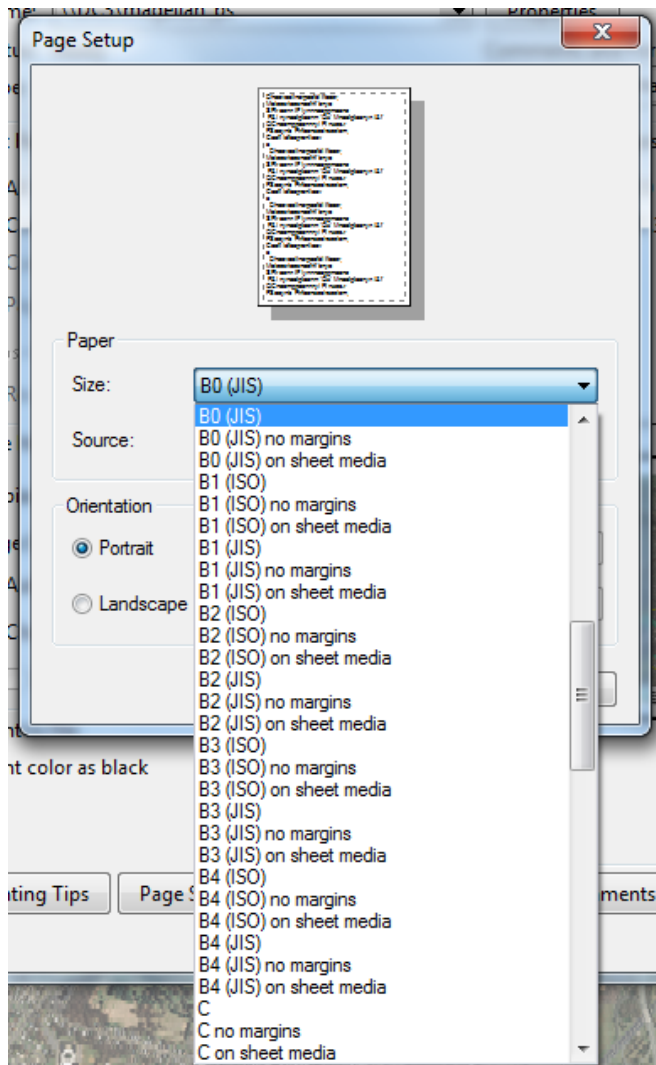
1. Open your PDF file in Acrobat
2. Select File → Print



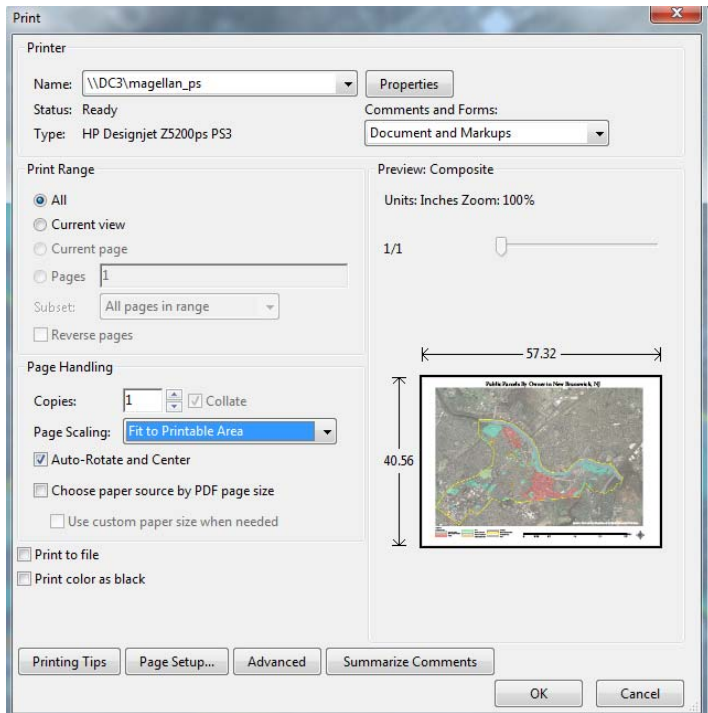
3. Select Your printer (either Magellan or Balboa) and then select the Page Setup Tab



4. Set the Paper Size (In this example, we used B0)



5. Change the Page Scaling to “Fit to Printable Area”



6. Select OK (this sends the job to the printer). The print job will then process on the local machine and then send it to the print server. Depending on the size and complexity of the file, this may take anywhere from a minute to hours.