

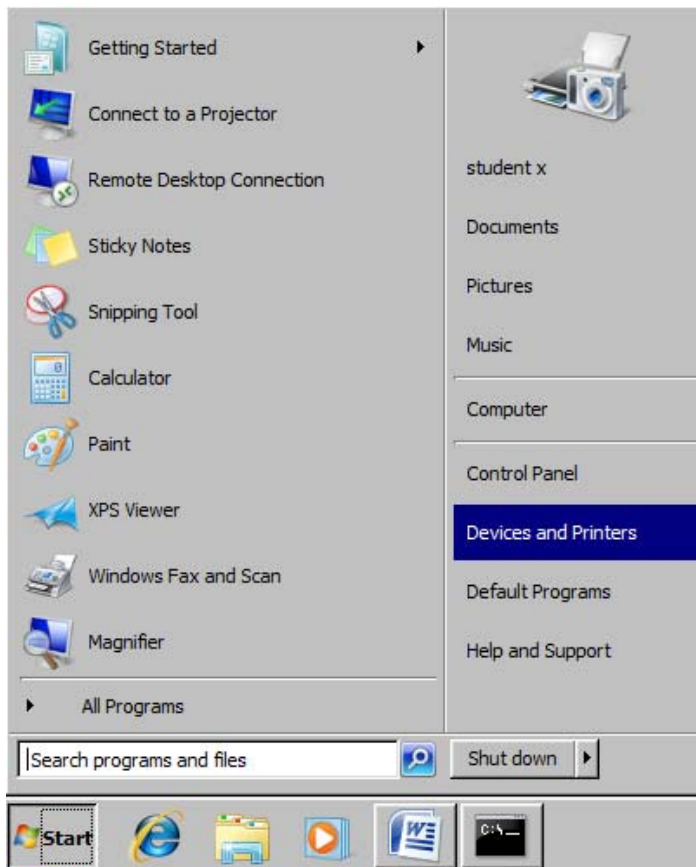
ArcGis Plotter Printing Instructions

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

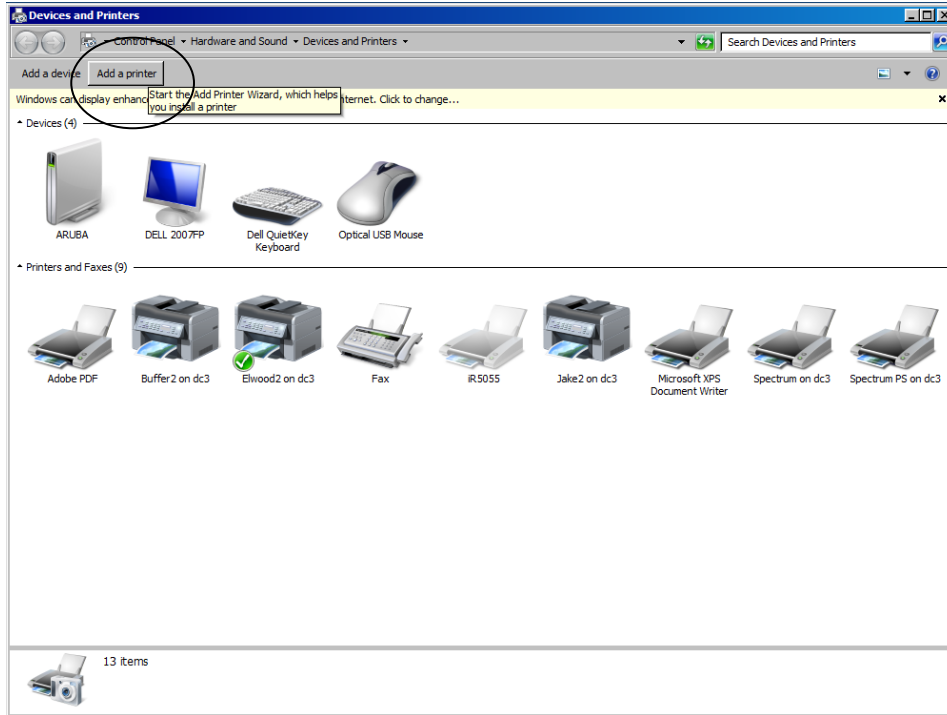
Step A: Add plotters to your workstation

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

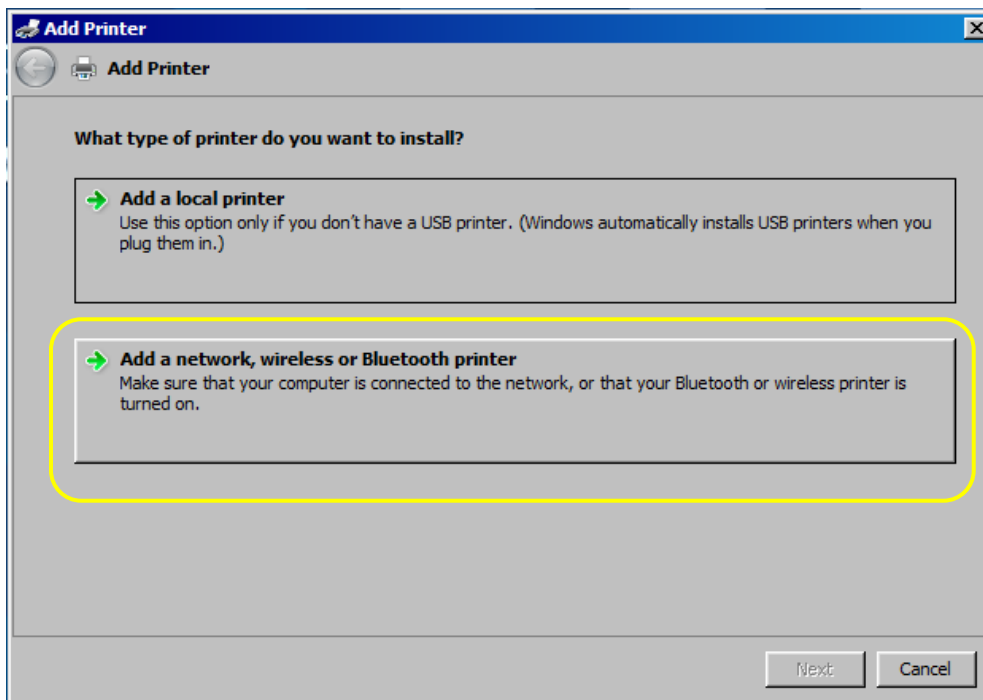
- 1.) Click on the start menu button and then go over to Devices and printers and left click on it.



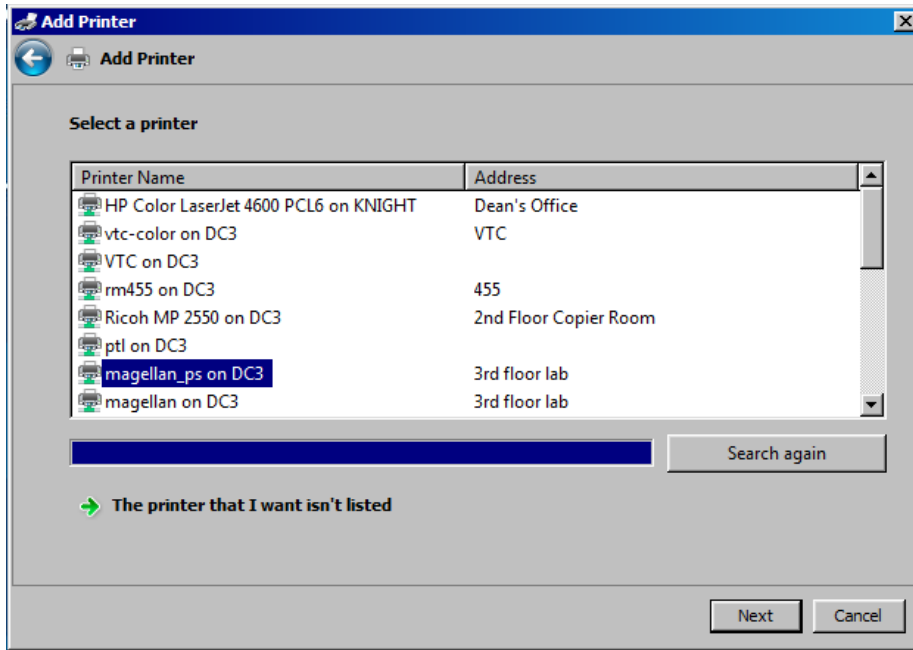
2.) Then, go onto the top and click Add a Printer.



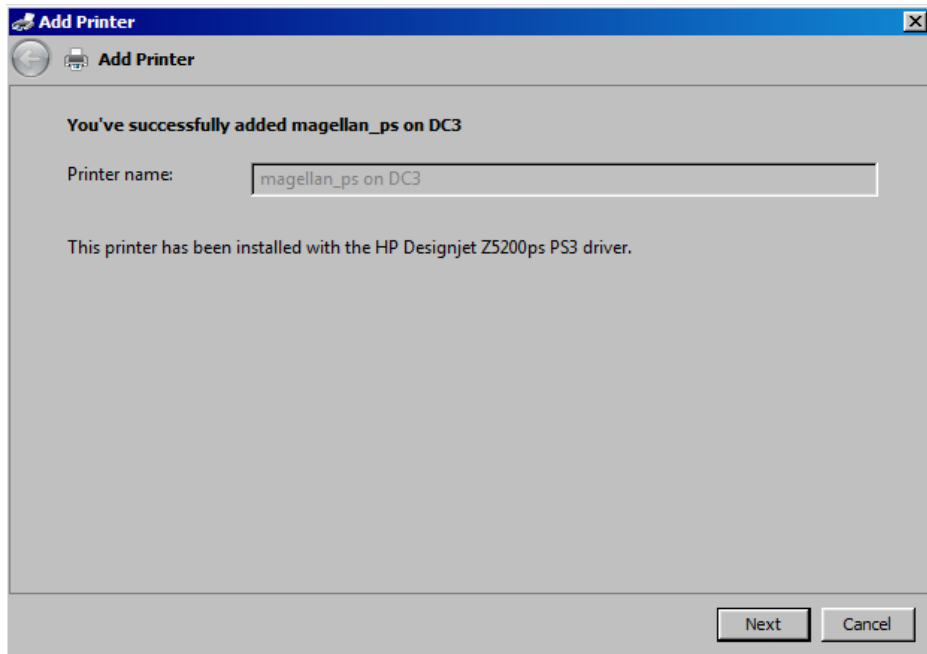
3.) After, the screen above should be prompted. You should click Add a network, wireless or bluetooth printer.



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.



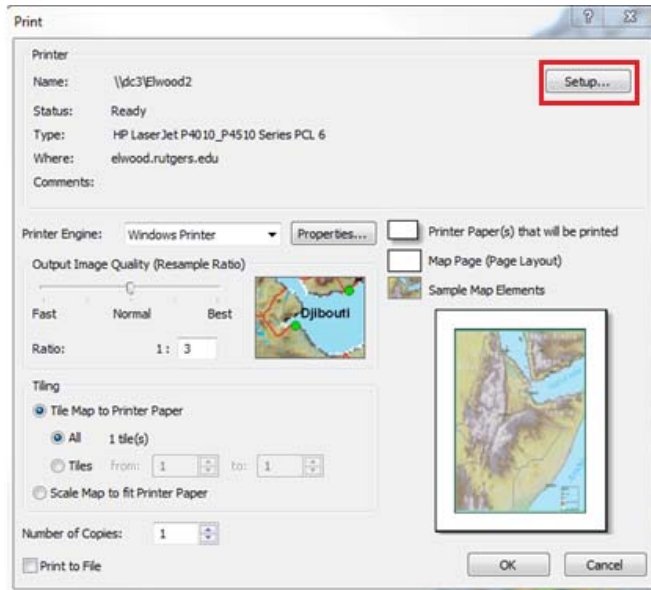
5.) It should take couple of seconds to connect to the printer and then a screen should come up saying that you have successfully added magellan_ps or Balboa_ps on DC3.



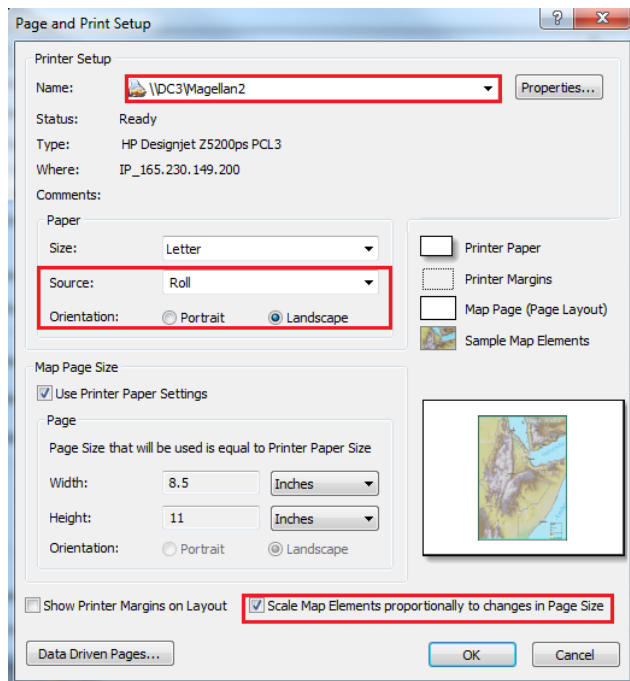
**If Prompted, do not add as the default printer

Step B: Print Map from ArcGIS

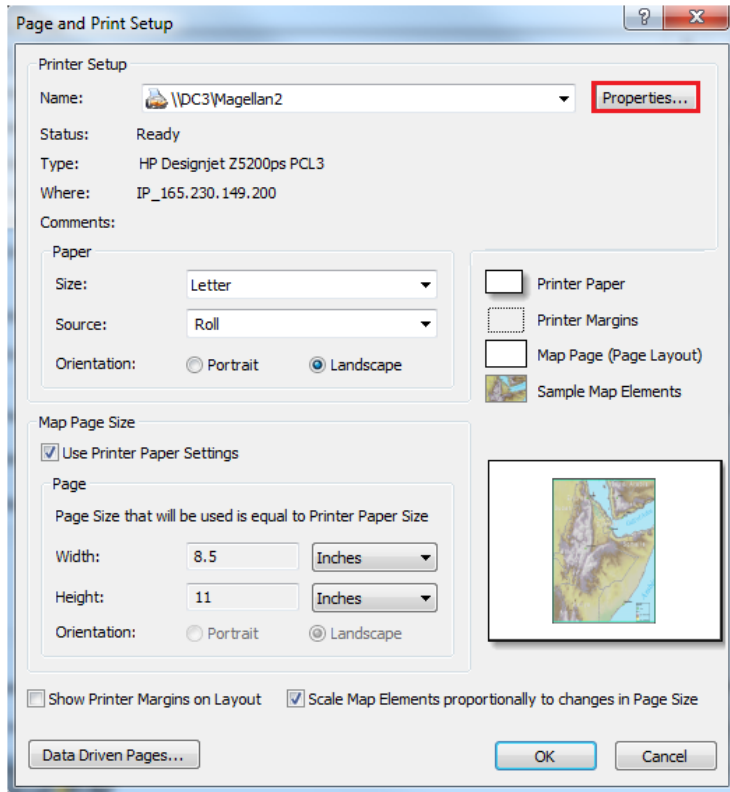
- 1.) After clicking print, a screen similar to the one shown above should appear. Click setup to make further changes so the document can be printed on the Plotter.



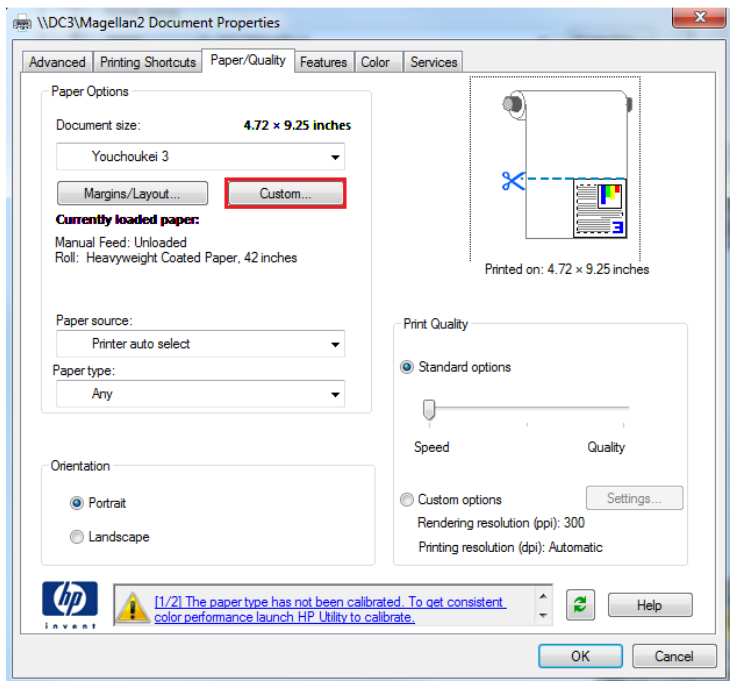
- 2.) In the setup window, change the Printer to DC3\Magellan2. After, make sure the orientation is landscape, the source is roll and scale map elements proportionally to changes in page size is checked.



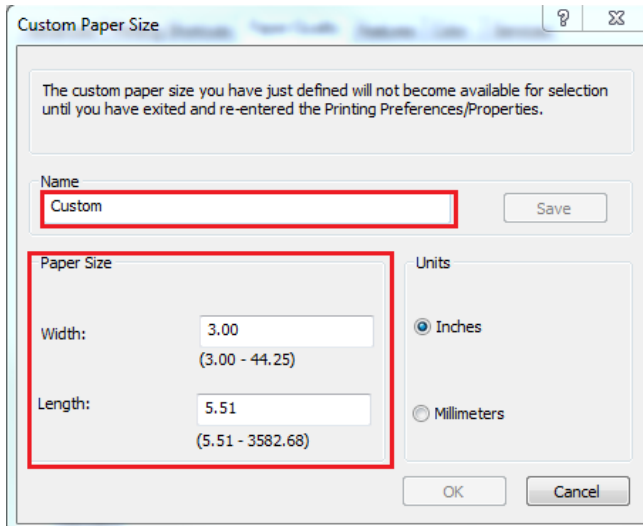
3.) Click on the properties tab next to the Printer's name and edit settings further.



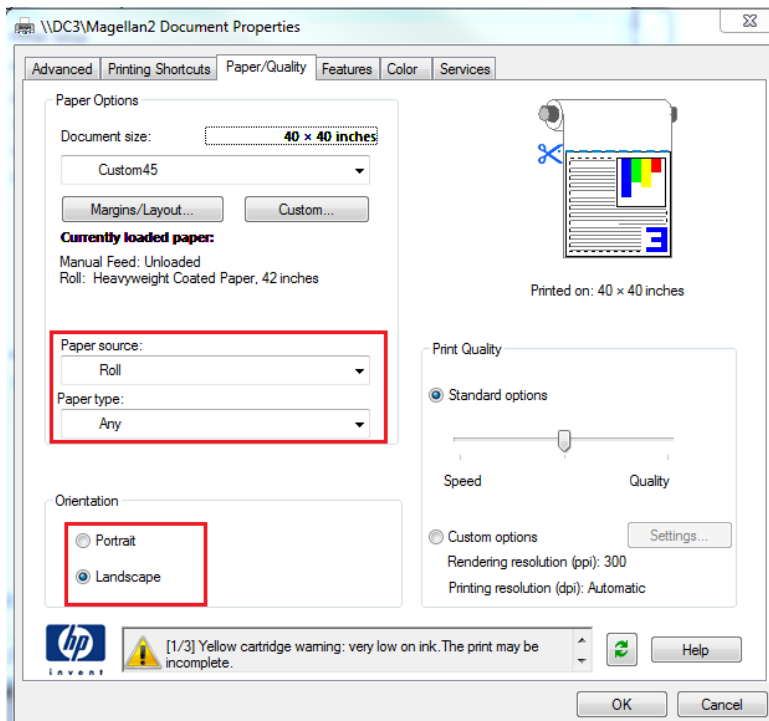
4.) In the properties window, click custom button to create a page that fits the size of the document.



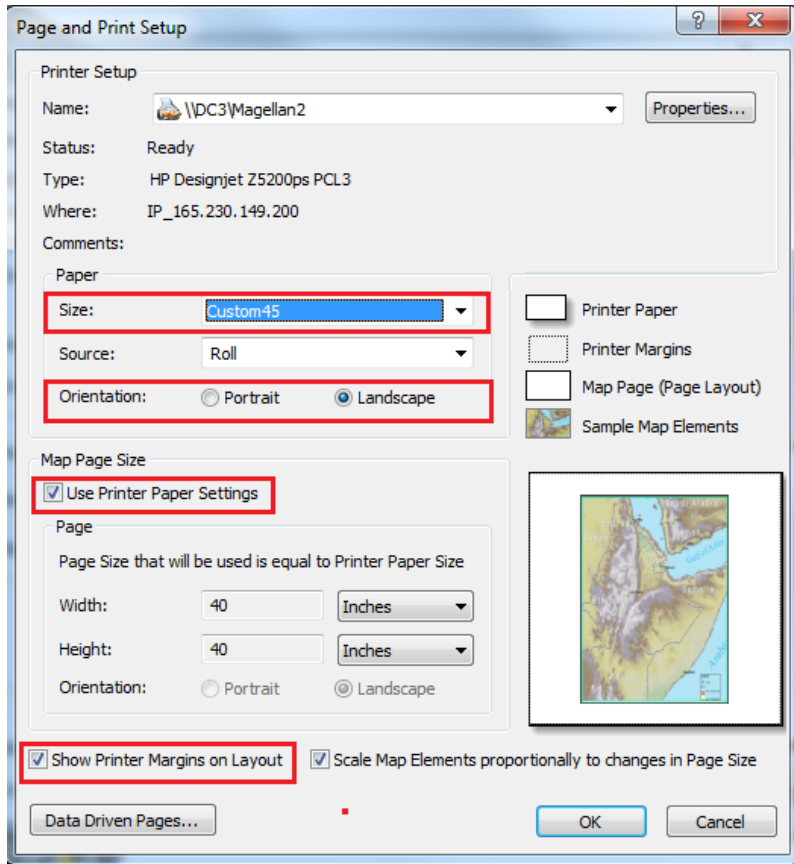
- 5.) In the custom paper size window, set specific dimensions for the paper size so the document fits on the page. Then, give a name for these custom dimensions, click save and then okay.
(Note: Width cannot be larger than 42 inches)



- 6.) Make sure the Printer source is Roll, paper type is selected any and orientation is landscape and then click okay.



- 7.) In the paper size section make sure the custom paper size you had made is selected and the orientation is set to landscape. In the map page size, make sure use printer paper settings is checked and on the bottom show printer margins on layout is checked.



- 8.) Click OK on the page and print window set up and then OK on the print window to start printing.

