

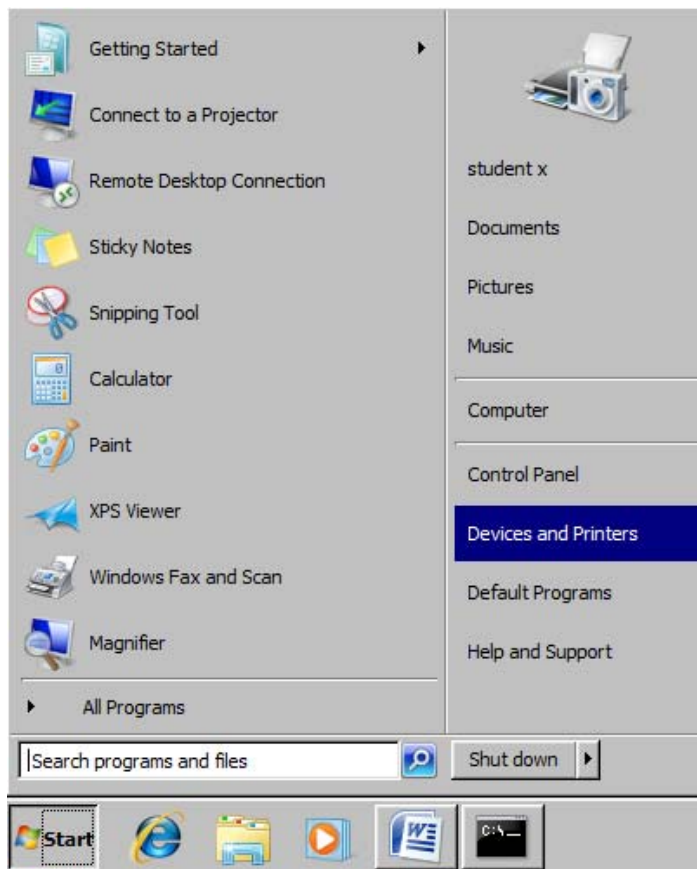
## AutoCAD Plotter Printing Instructions

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

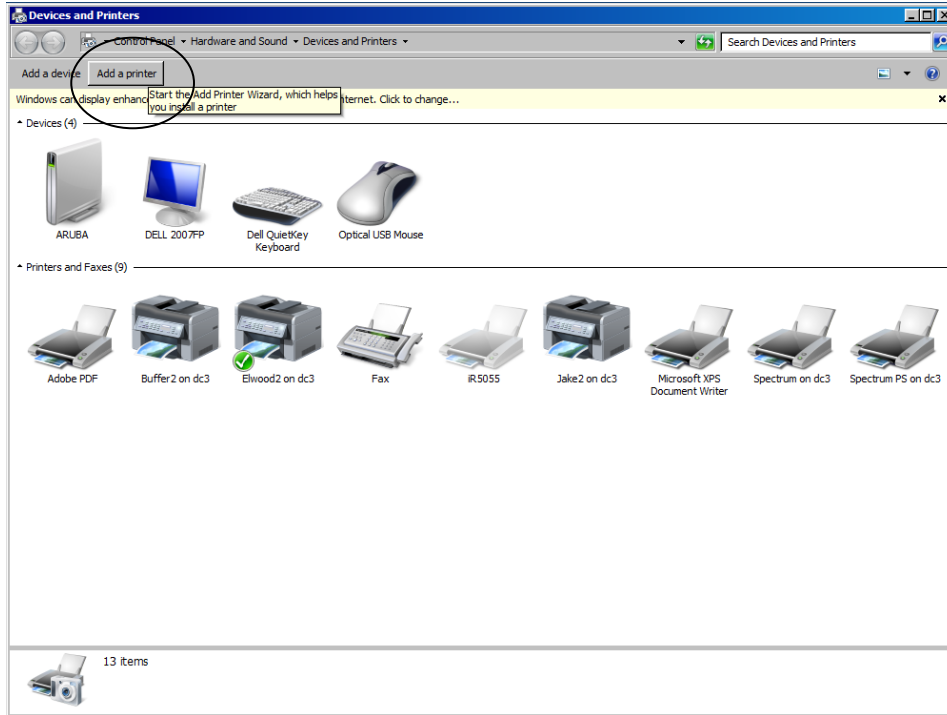
### Step A: Add plotters to your workstation

In order to print to either Magellan or Balboa, you will need to add the printers to your station (if necessary). Adding the printer does not follow you on your profile but is computer specific so if you are logged on to another computer you will need to add the printer again even if you have done so on another machine.

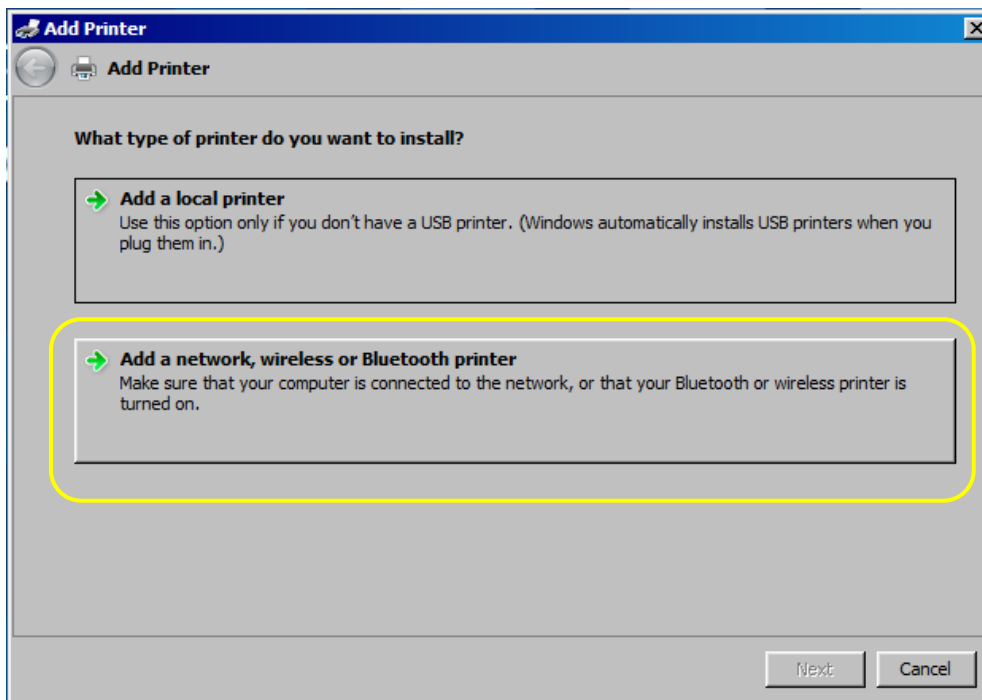
- 1.) Click on the start menu button and then go over to Devices and printers and left click on it.



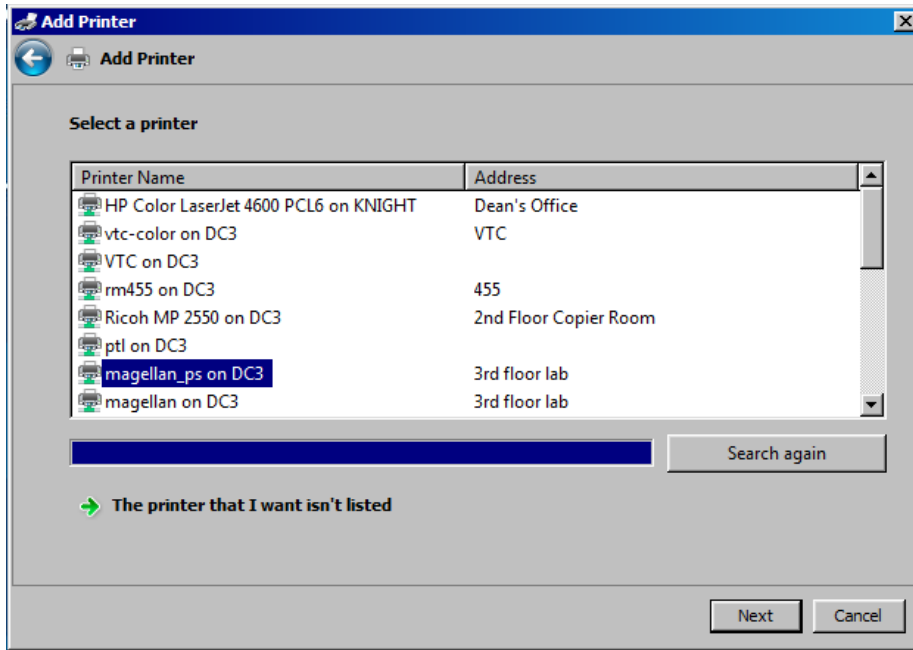
2.) Then, go onto the top and click Add a Printer.



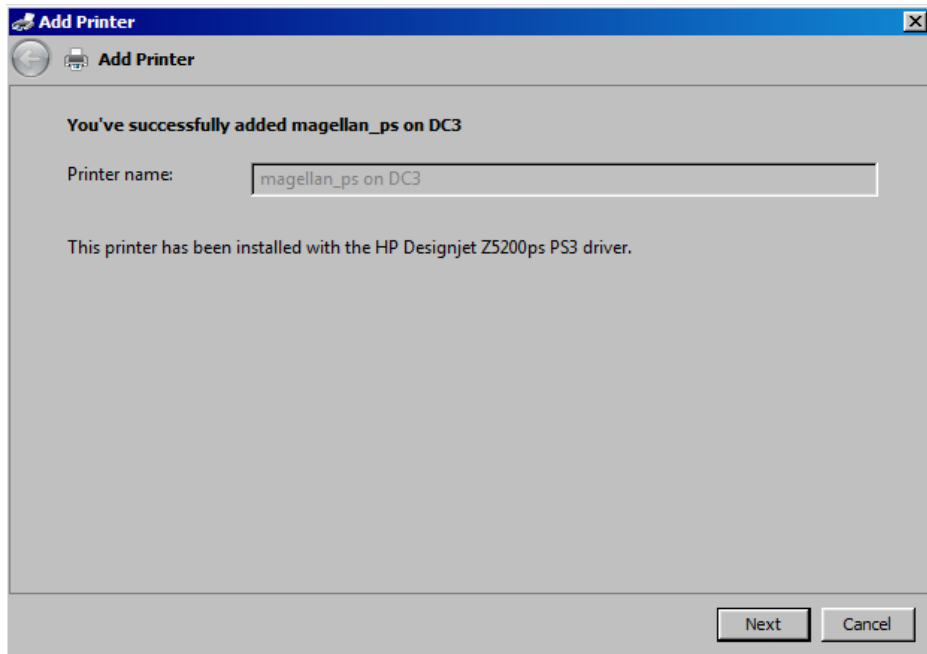
3.) After, the screen above should be prompted. You should click Add a network, wireless or bluetooth printer.



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.



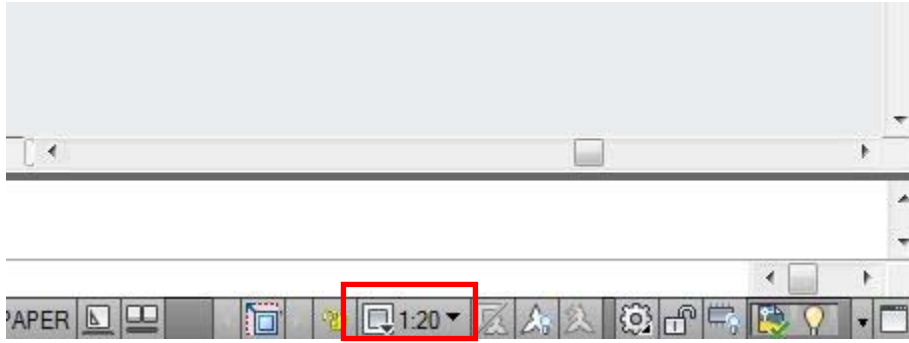
5.) It should take couple of seconds to connect to the printer and then a screen should come up saying that you have successfully added magellan\_ps or Balboa\_ps on DC3.



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

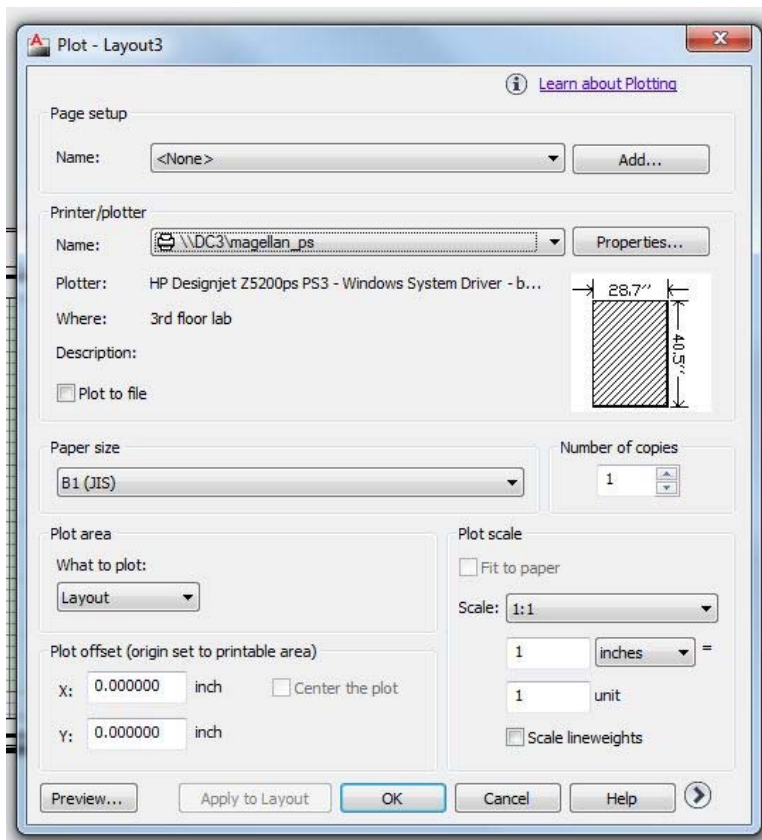
## Step B: Print Plan from AutoCAD

These instructions assume you have already set a scale for your plan to print at. In order to set a scale for your drawing, you need to set this in Layout tab of AutoCAD and set the Viewport Scale. The Viewport Scale can be set by selecting the Viewport window and in the lower right hand corner clicking the Viewport Scale button.

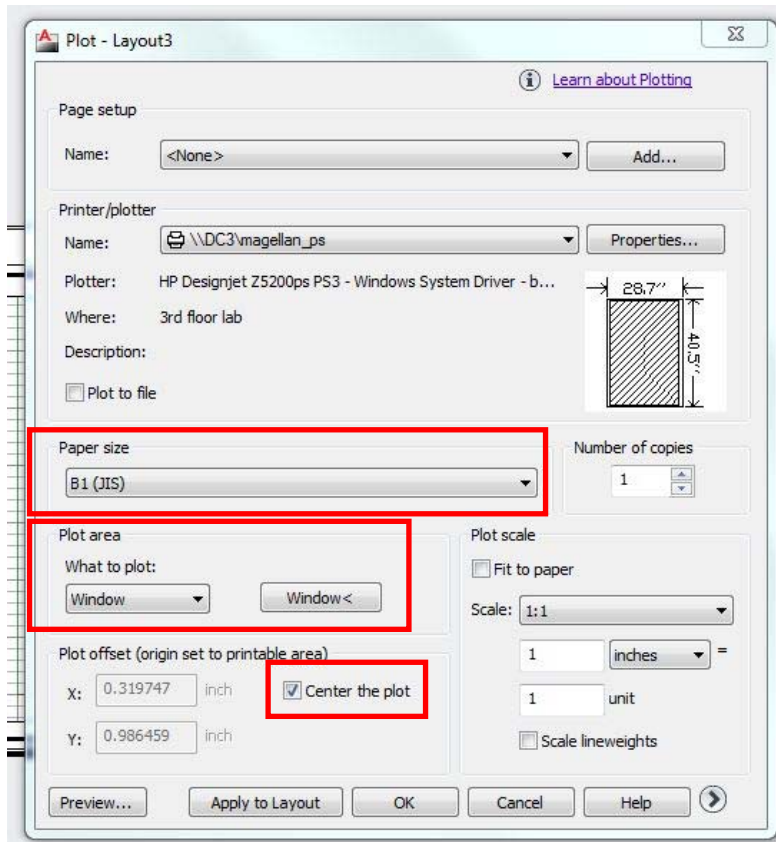


If the scale you want to set is not there, select Custom scale and then Add your own custom scale.

- 1.) After clicking print, a screen similar to the one shown below 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\Magellan\_ps. After, make sure the Scale is 1:1, the paper size is B1 (JIS), What to plot: is Window, and Center the plot is checked. When you Select Window as the “What to Plot” you will be taken into the Layout to draw a window over the area you wish to plot. Typically with an AutoCAD drawing you will use the borders of your Title Block but if you have no Title Block then just make sure you draw over ALL of your drawing.



- 3.) You can click Preview to make sure the Window you selected is correct and encompasses all of your drawing.
- 4.) If you want, you can save this Page Setup at the top of the Plot dialogue box by click Add, in the Page Setup area so you can use these settings again later.
- 5.) Click Ok and the file should be sent to the plotter.