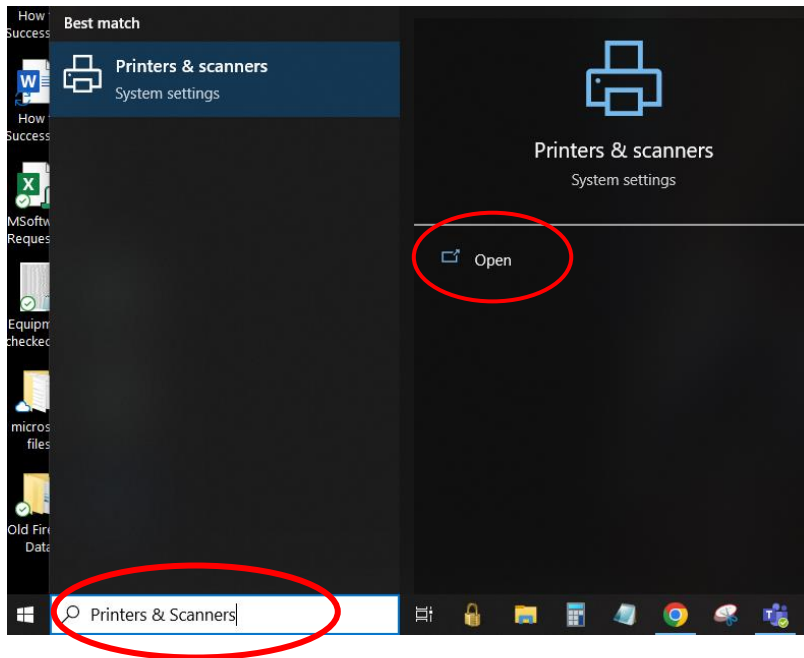


How to Print a Poster to the Plotter

Step 1: Add the Plotter

***If the plotter (P07L00PLT) is not listed in the printer queue then it will need to be added.*

- In the bottom left of the desktop screen, in the “**Type here to search**” bar, type “**Printers & scanners**” and then click open.



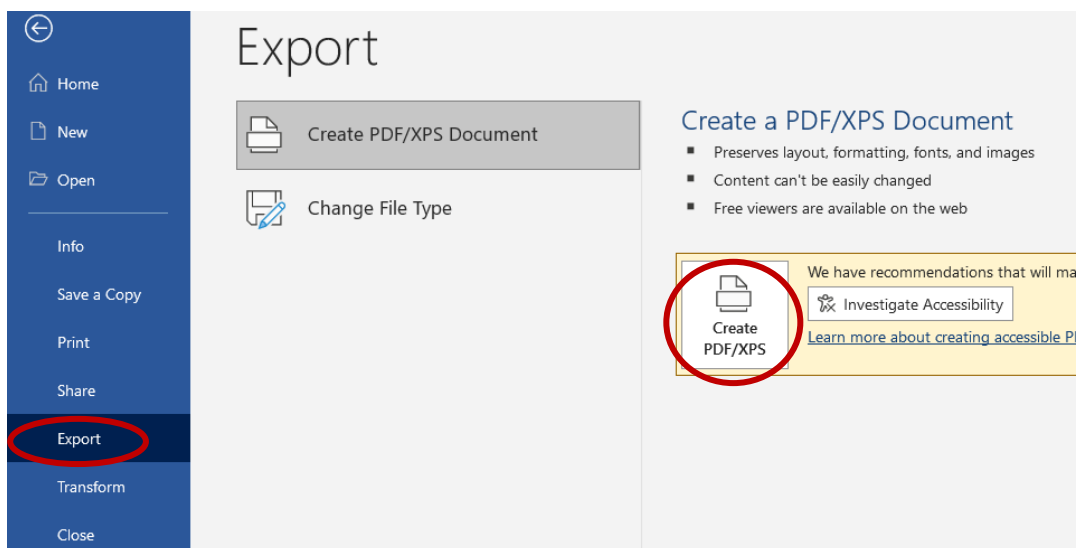
- At the top center of the Printers & scanners page, click “**Add a printer or scanner**”.



- Scroll through the list until you find “**P07L00PLT on SAND**” and click on it. Then, click “**Add device**”.

Step 2: Convert to PDF

- From Word: Click "**File**" up in the top right. Then Click "**Export**". Then Click "**Create PDF/XPS**".



- From Publisher: Click "**File**" up in the top right. Then Click "**Export**". Then click "**Create PDF/XPS**".

Step 3: Open PDF in FoxitPDF Reader

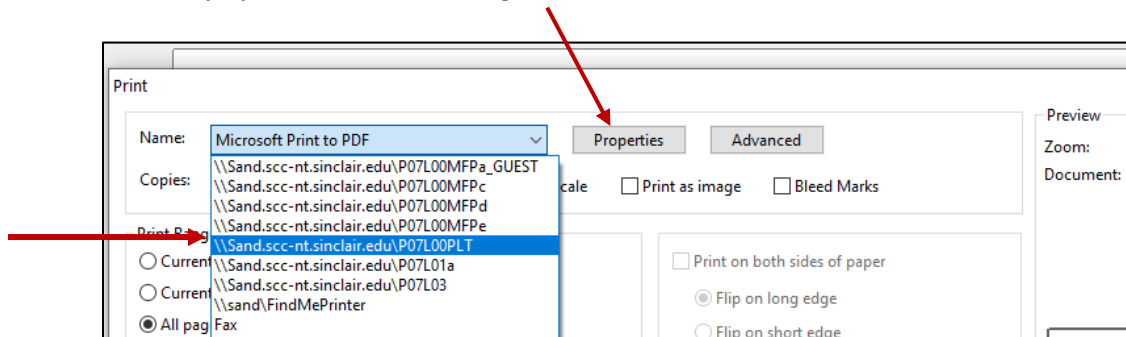
- In the bottom left of the screen, in the "**Type here to search**" bar, type "**FoxitPDF Reader**".



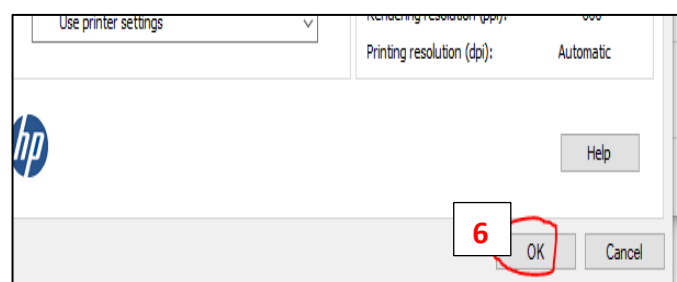
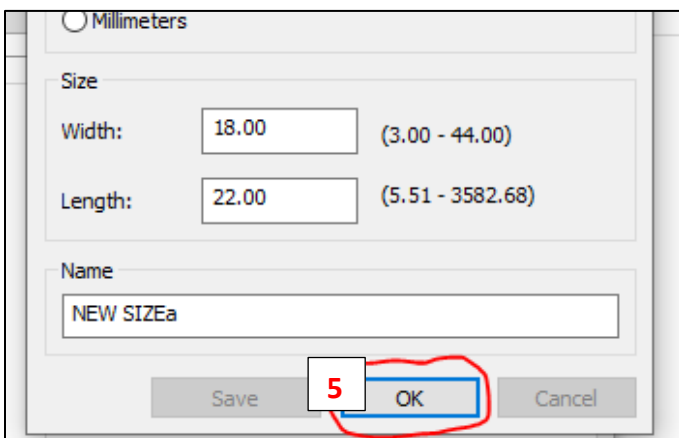
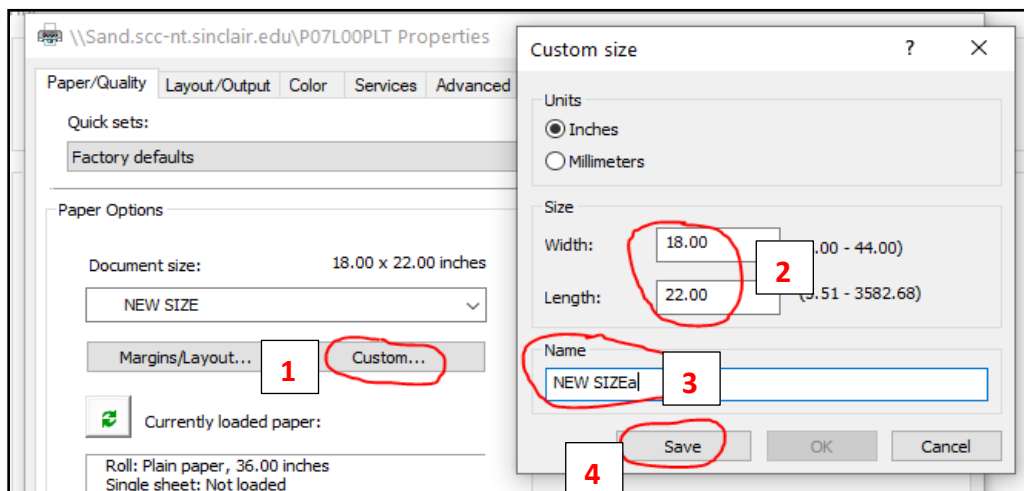
- If **FoxitPDF Reader** is not installed on the computer, it can be found within Software Center.
- After opening Foxit, hit "**no**" on any popups.
- Open the PDF you wish to print in Foxit, either by clicking on the "**Open**" folder icon at the top of the page, or by pressing "**File**" and then search for the PDF from the "**Open**" tab.

Step 4: Printing

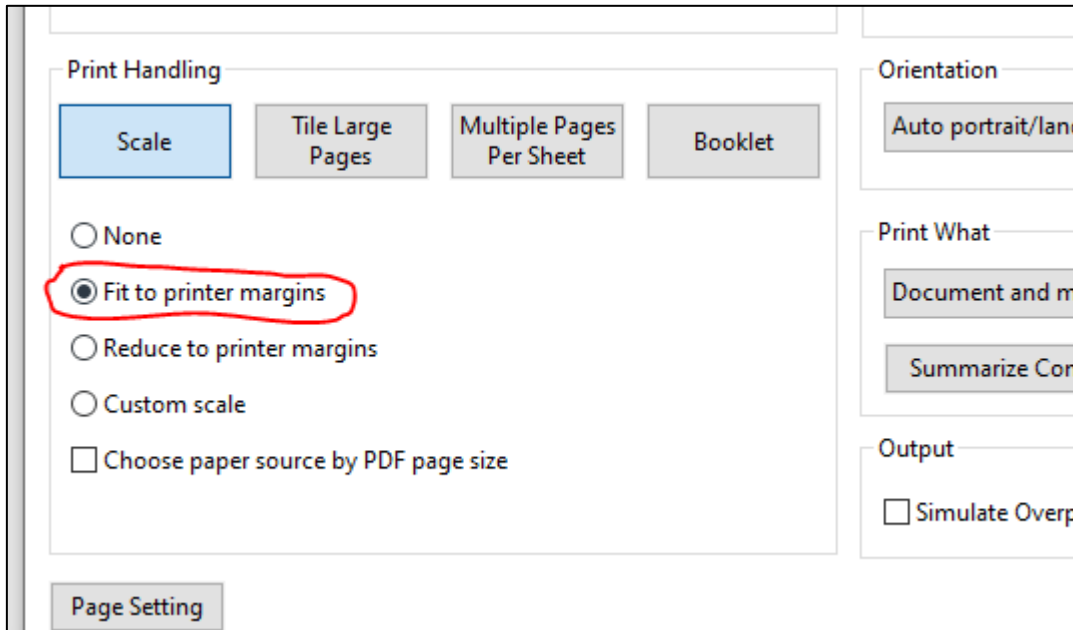
- Press the **"Print"** icon at the top of the screen or by pressing **"File"** and then **"Print"**.
- At the top of the window, to the right of **"Name:"** click the drop-down bar. Find **"\\Sand.scc-nt.sinclair.edu\P07L00PLT"** and select it. Next to select paper size, click **"Properties"**.



- To select a custom size, press **"Custom..."**. Type in the desired width and length in the designated boxes. The maximum width of the paper is 36 inches. Finally, edit the name of the custom size in any way. This is required to set the custom size. Press **"Save"** then **"OK"** and then click **"OK"** again.



- In the “**Print Handling**” box, make sure “**Fit to printer margins**” is selected.



- Many students want our “Largest size” or want to present the poster upon a trifold board for class. For these cases, the correct size is 36x48 inches. This can be selected by selecting the PDF document you wish to print then:
 - Be sure that the selected printer is the plotter
 - Select **Properties**
 - Under Paper Options select the Document size drop down and select **Arch E**
 - Select “**OK**”
 - Under the Print Handling section, be sure that **Fit to printer margins** is selected.
 - Click “**OK**”
- Everything should be correctly set at this point. Always ensure the student is happy with the settings and have the student press “**OK**” in the bottom right corner.
- The PaperCut Print Job Notification window will appear. Have the student press “**Print**” and the poster should be sent to the Plotter and printed shortly.
 - The Plotter charges .50 cents per square foot of the image printed. If a student is printing a 36x48 inch poster, the charge should always be \$6.00.