HOW TO: Submitting a Plot (Poster)

242 KB Admin August 13, 2021 Printing & Plotting

Before You Design Your Plot

The first step in plotting is to set up the application page size. This is generally accomplished by selecting **Page Setup** from your application's **File** menu. In the page setup, alter the default page size (which is usually 8.5" x 11") to the size you want your poster to be. Click **OK** when finished. With the application page size set, you can now design your poster.

When You're Ready to Print

If you are ready to print your poster, choose **Print** from the **File** menu. Choose CCIT plotter. After choosing the plotter, click the **Properties** button.

The next step is to set the custom paper size for your plot in the print driver. In Windows, you'll change paper size by going to **Paper/Quality > Document size** . Click the **Custom...** button. In the new window that opens, enter the size of your plot and give your new custom paper size a name. **Note :** You may have to rotate the desired height and width of your plot if the dimensions don't fit within the range allowed by the application. Click **OK** to save all your changes when finished.

The preview of your job should now show the correct dimensions. If you are satisfied with how your plot is setup, proceed to print your file.

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