

HOW TO: PRINT & PLOT

ISOA FABRICATION SHOPS



STEP 1:



EXPORT AS A PDF

When exporting your file, click save as and choose Adobe PDF or PDF document.

STEP 2:



OPEN FILE WITH ADOBE ACROBAT

Open the PDF with the Acrobat application, not through the web browser.

STEP 3:



CLICK FILE >
PRINT

When you have verified the PDF is ready to be printed, press CTRL P or file > print.

STEP 4:



SELECT DESIRED PRINTER

PRINTING:

Letter (8.5x11) : M681-1 & M681-2

Tabloid (11x17) : M856-1 & M856-2

PLOTTING:

Standard: XL4100

Matte: DJZ9-1 & DJZ9-2

Semi-gloss: z6200-1 & Z6200-2

STEP 5:



CHOOSE PAPER SIZE

After choosing the printer, click properties > paper size. Choose a standard size or click custom and type your desired paper size.

STEP 6:



DOUBLE CHECK AND SEND PRINT

After selecting your paper size, double check all the settings and verify that the scale is correct.

STEP 7:



LOG IN TO PAPER CUT AND RELEASE PRINT

Press print then log into PaperCut, click on jobs pending release, and release the print.
Patiently wait for your print to be completed.

QUESTIONS?



CONTACT:

Print lab email: arch-printing@illinois.edu

Fabrication Shops Coordinator: lrmler@illinois.edu

Print lab Manager: avalu2@illinois.edu

THANK YOU!