WINDOWS PLOTTING FROM INDESIGN

How to setup your document to print correctly to the Archnet plotters:

BEFORE PRINTING

1 Open up the InDesign file and make sure all of the linked graphic files are updated and are **not missing**. This can be checked by looking at the "Links" palette under the InDesign main menu "Window" drop down option or can be accessed from the palette on the right side of the screen as shown in Figure 1.
Please make sure exclamation marks or question marks do not appear next to a graphic file. If they do, please update the file or relink the graphic file by right clicking.
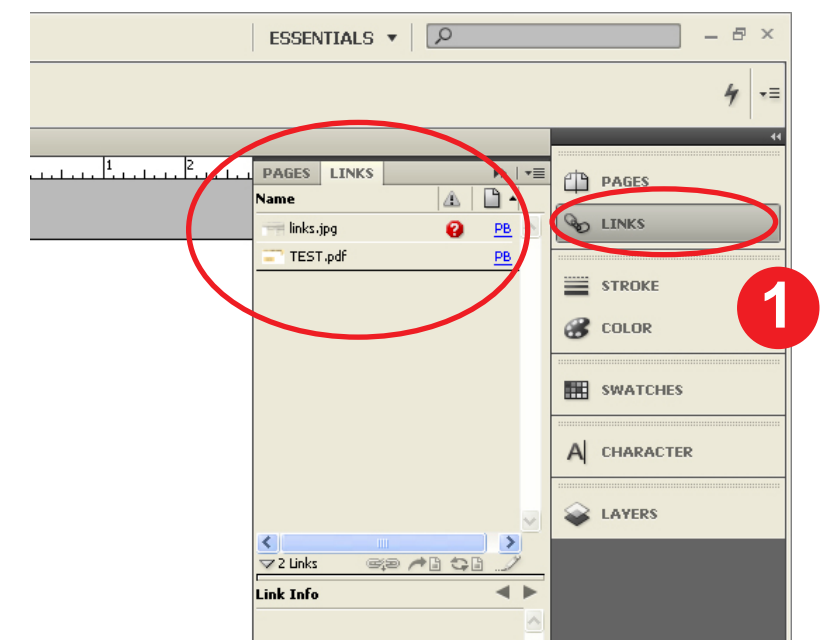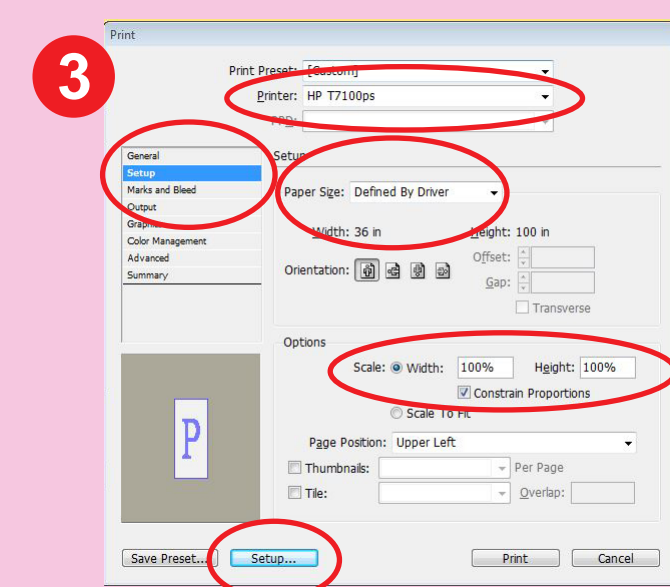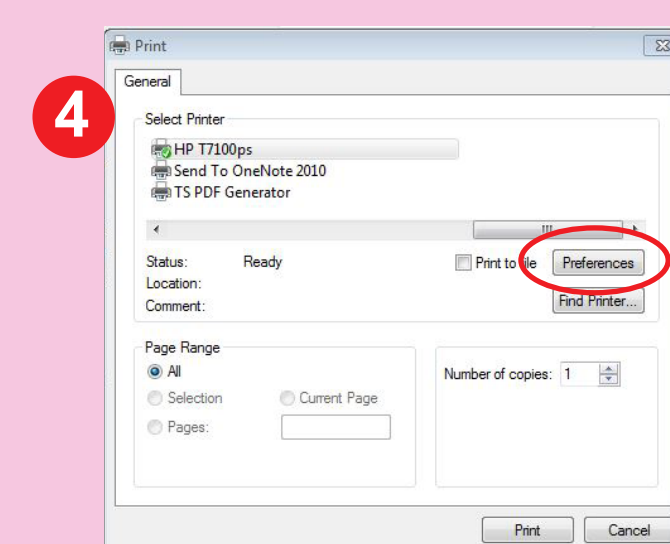
Figure1: Links Palette

2 To minimize errors or delays when printing from InDesign, all image files placed in the document should already be **flattened**. JPGs or PNGs should be used instead of AIs, PSDs, or PDFs.
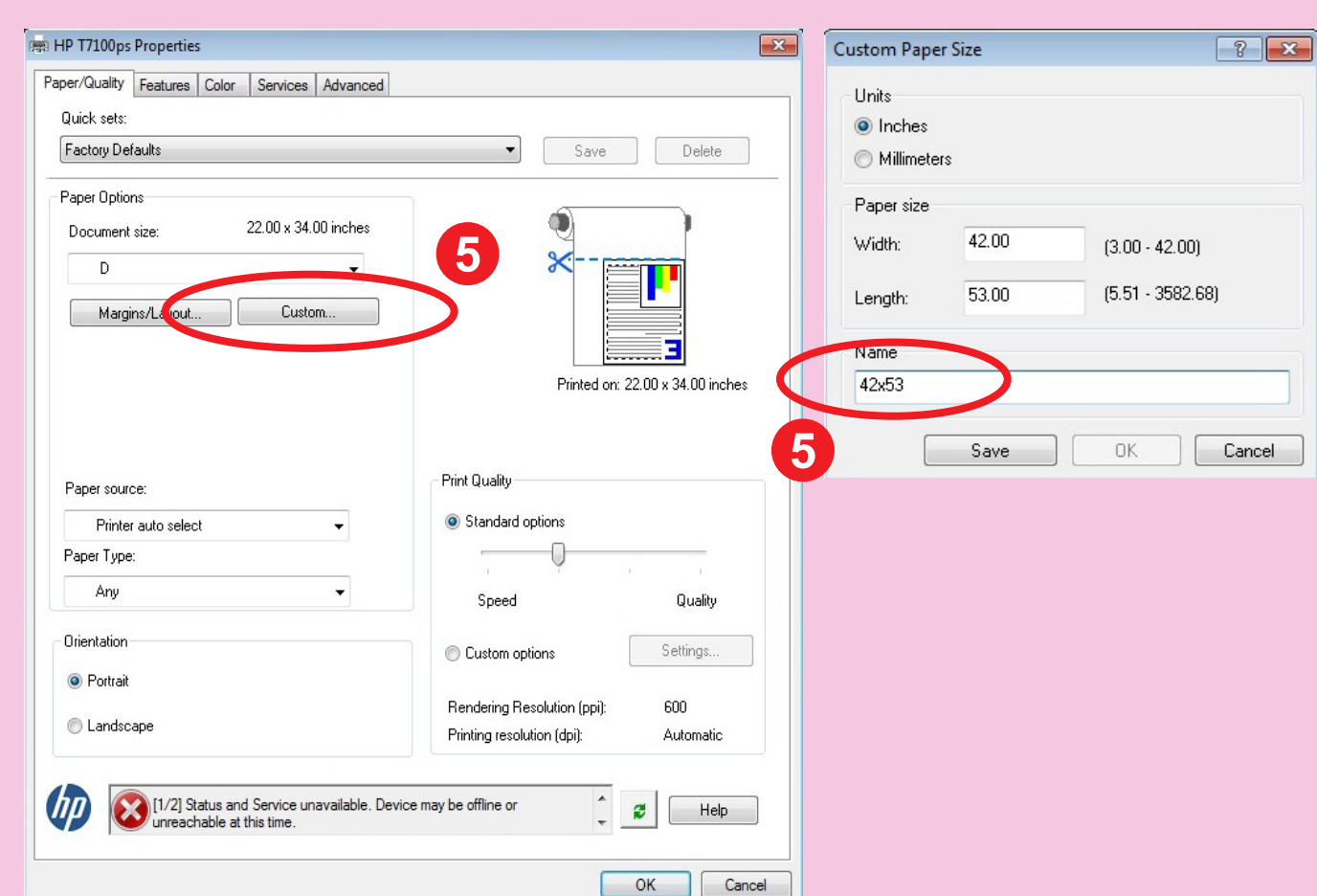
TO PRINT

3 Select File < Print. The print dialogue box should open.
From the "Printer" pull-down menu, select the plotter.
For Paper Size, click 'Setup' from the left column, then select 'Defined by Driver' from the drop down menu and set scale to width:100%, height: 100%.
Click the 'Setup' button in the bottom left corner.

4 Click the 'Preferences' button in the new pop-up window.

5 In the "Properties" window, click on the "Custom" button and a new window will appear. Enter the width and height of your document. Set a new name for your custom page size and click on "Save". Click OK twice more in the following windows to complete print setup: click OK in the Custom Page Size Definition window (Figure 5) and then click OK in the Printing Preferences window (Figure 5).

6 Click Print in the Setup window (Figure 4) to return to the Print Dialog Box (Figure 3). Click "Print" to send the print job to the plotter.

If your plot/print fails or you are just unsure about the settings, please ask for help from archnet staff at the Helpdesk, or email us at archnet@uw.edu. We'll be happy to help!