# MAC OS X 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 so, please update the file or relink the graphic file by right clicking.
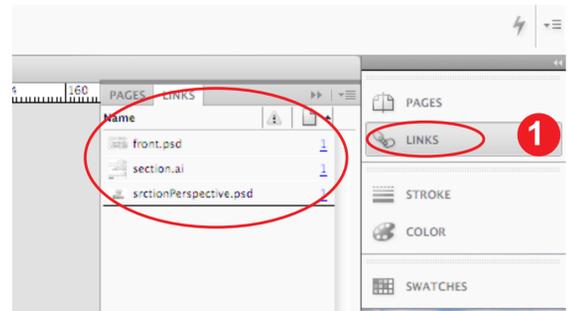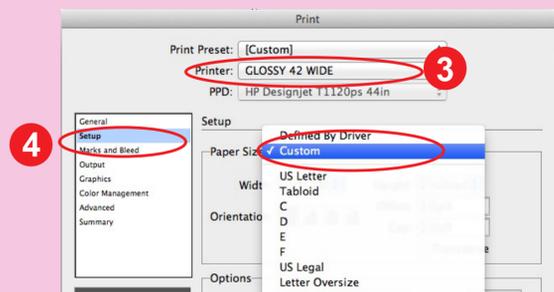

**Figure1: Links Palette**

**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.
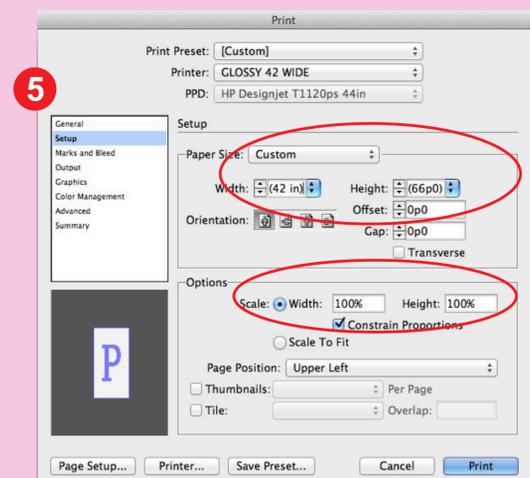
### TO PRINT

**3** Select **File** < **Print**. The print dialogue box should open. Under the Printer pull-down menu, select printer.
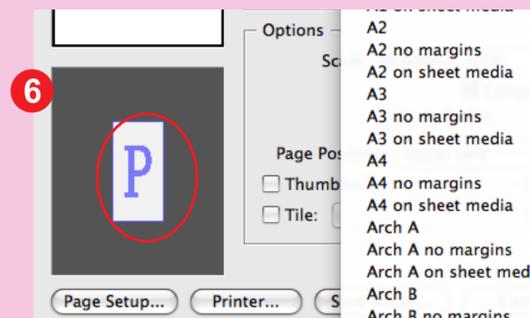


**4** For Paper Size, click '**Setup**' from the left column, then select '**Custom**' from the paper size drop down menu
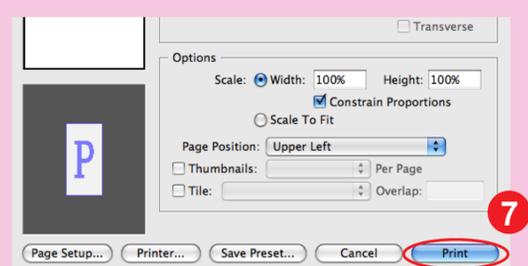
**5** Make sure the width and height auto-set to your document's dimensions. This should be smaller or equal to the max plotter width to prevent the scaling down of your print. Make sure that scaling is at 100%.



**6** Make sure the preview window shows all parts of your file in the bottom left corner.



**7** Click on "Print" button located at the bottom to send your 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!**