PRINTING AND PLOTTING IN MEYERSON HALL

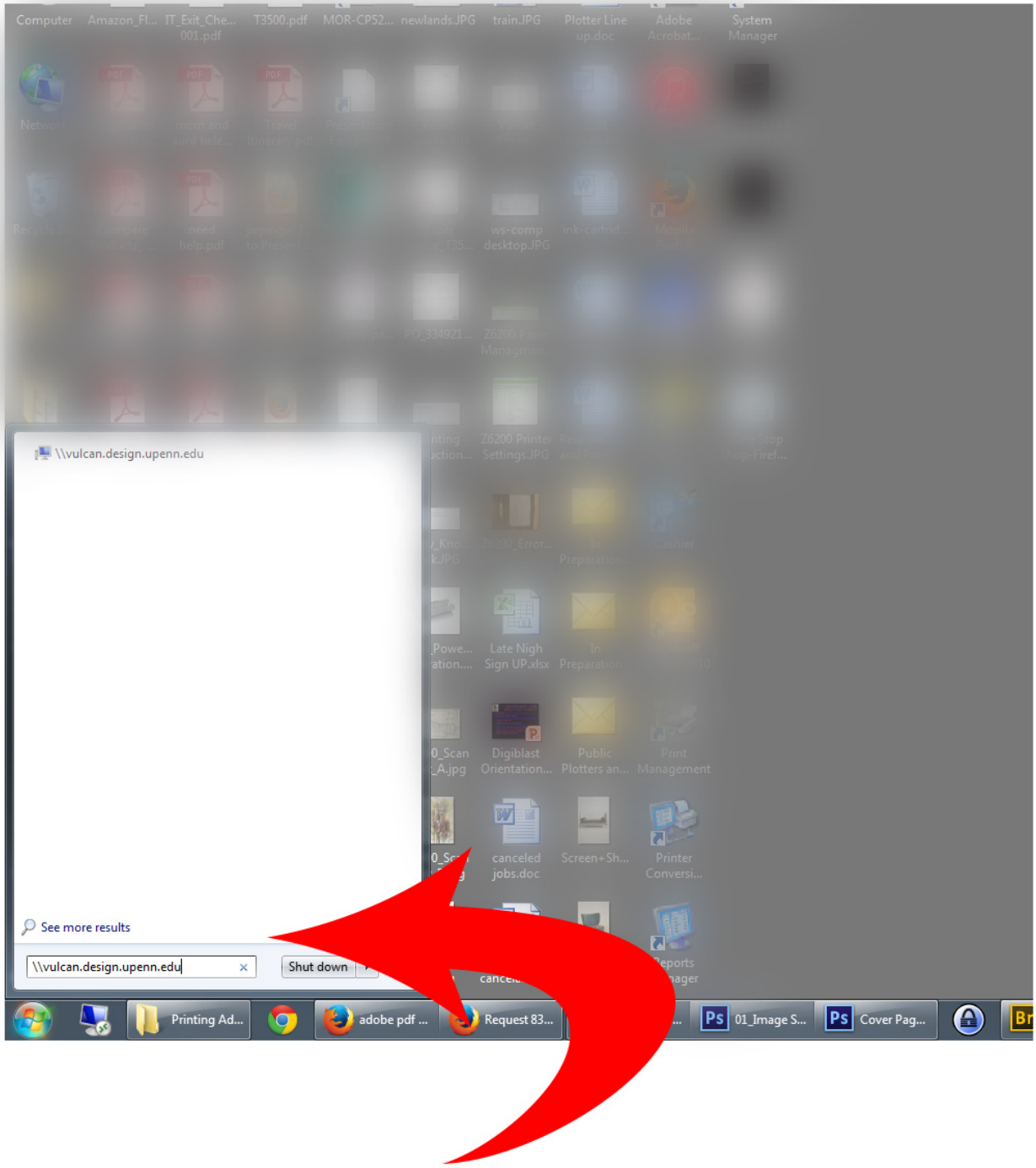
***PRINTING IN MEYERSON HALL IS BASED ON A PDF WORKSPACE. DO NOT ATTEMPT TO PLOT FROM YOUR DESIGN PROGRAM. INSTEAD YOU MUST "PRINT TO ADOBE PDF" FROM THE PROGRAM AND SEND YOUR NEW PDF USING ADOBE READER OR ACROBAT.**

**** "EXPORTING" OR "SAVING AS" PDF WILL NOT GIVE THE PROPER RESULTS.**

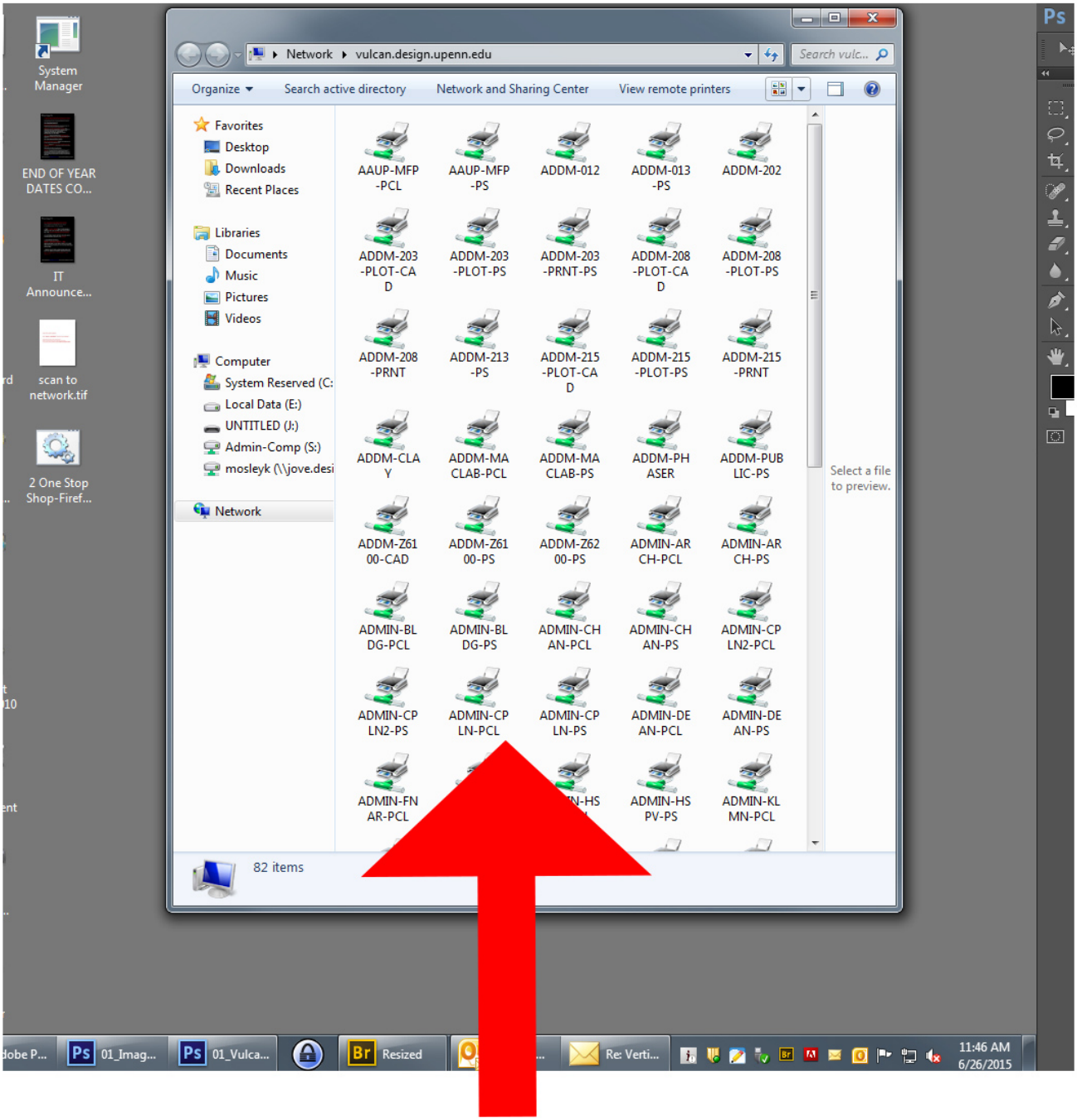
***** PLEASE MAKE SURE WHEN CREATING YOUR FILES THEY ARE SET TO A MAXIMUM OF 300 RESOLUTION AT THE OUTPUT PRINT SIZE.**

PennDesign + MEYERSON HALL

= ♥ PDF Adobe

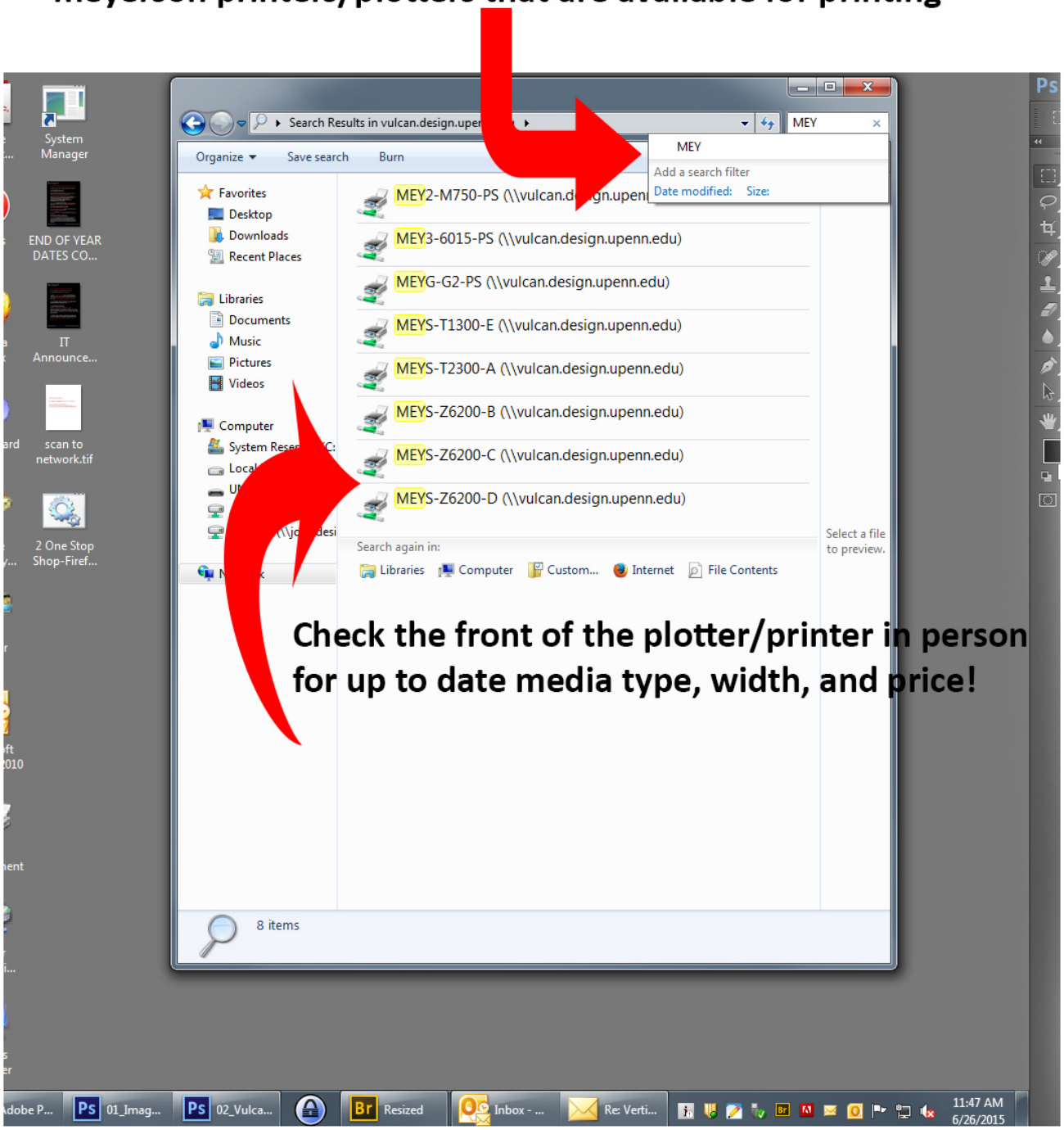


connect to our print server by going to the start menu and entering “run” type in \\vulcan.design.upenn.edu and hit enter.

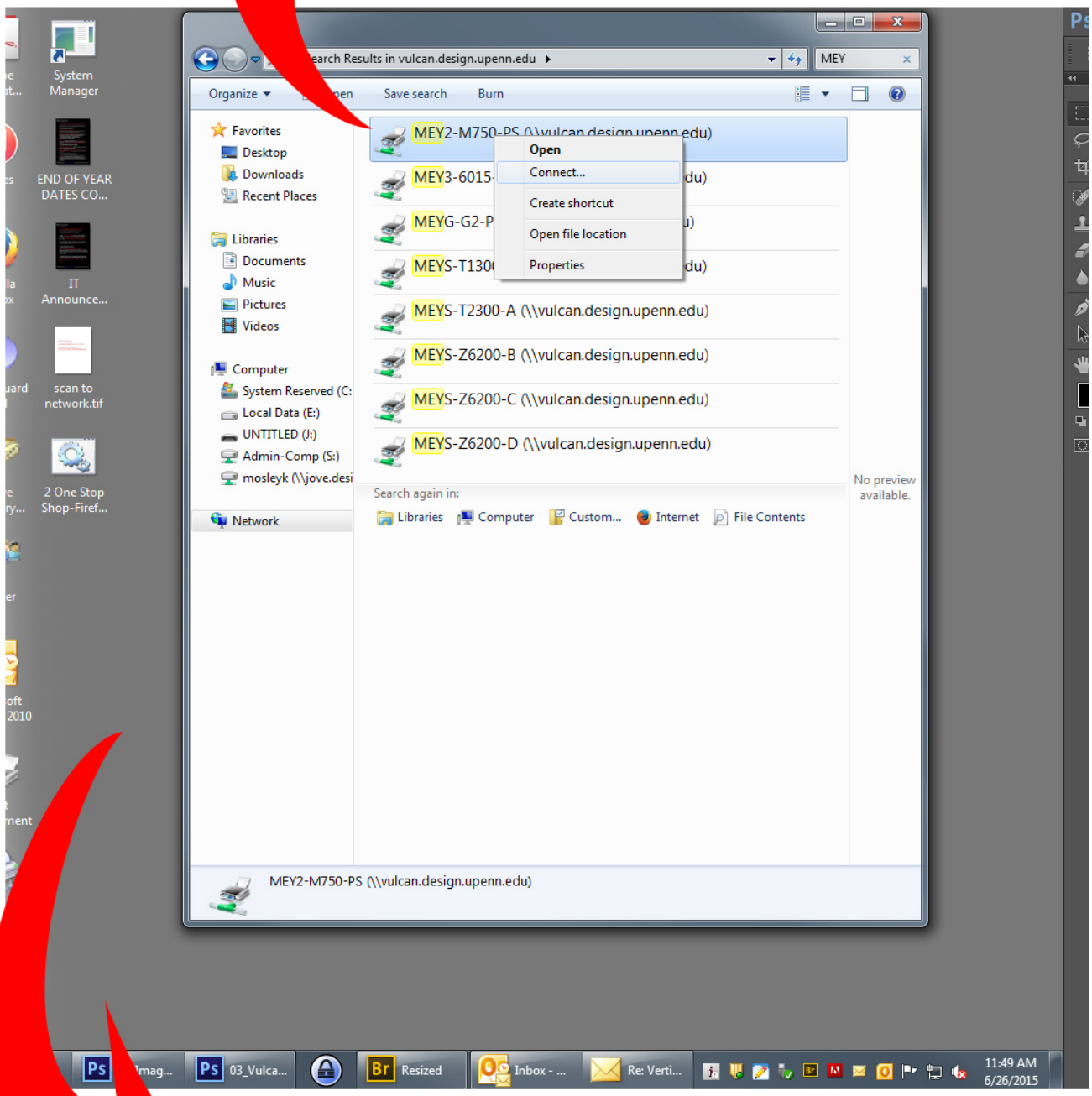


you will see all of the printers & plotters available on vulcan.
We are only interested in Meyerson Building starting with "MEY"

type “MEY” to narrow your search. You will now see only meyerson printers/plotters that are available for printing

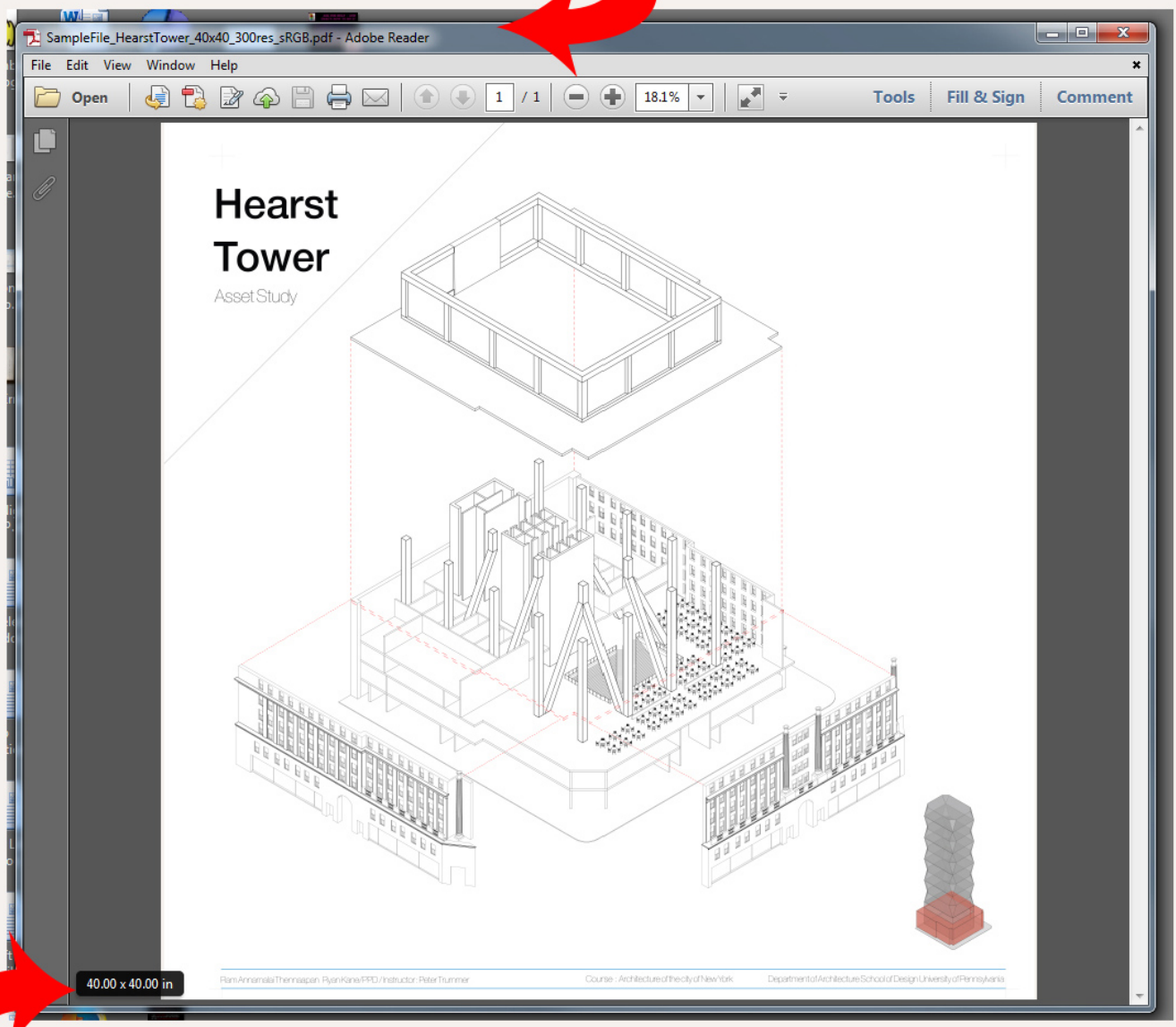


select the printer you would like to use, right click and choose “connect” this will install the proper drivers.



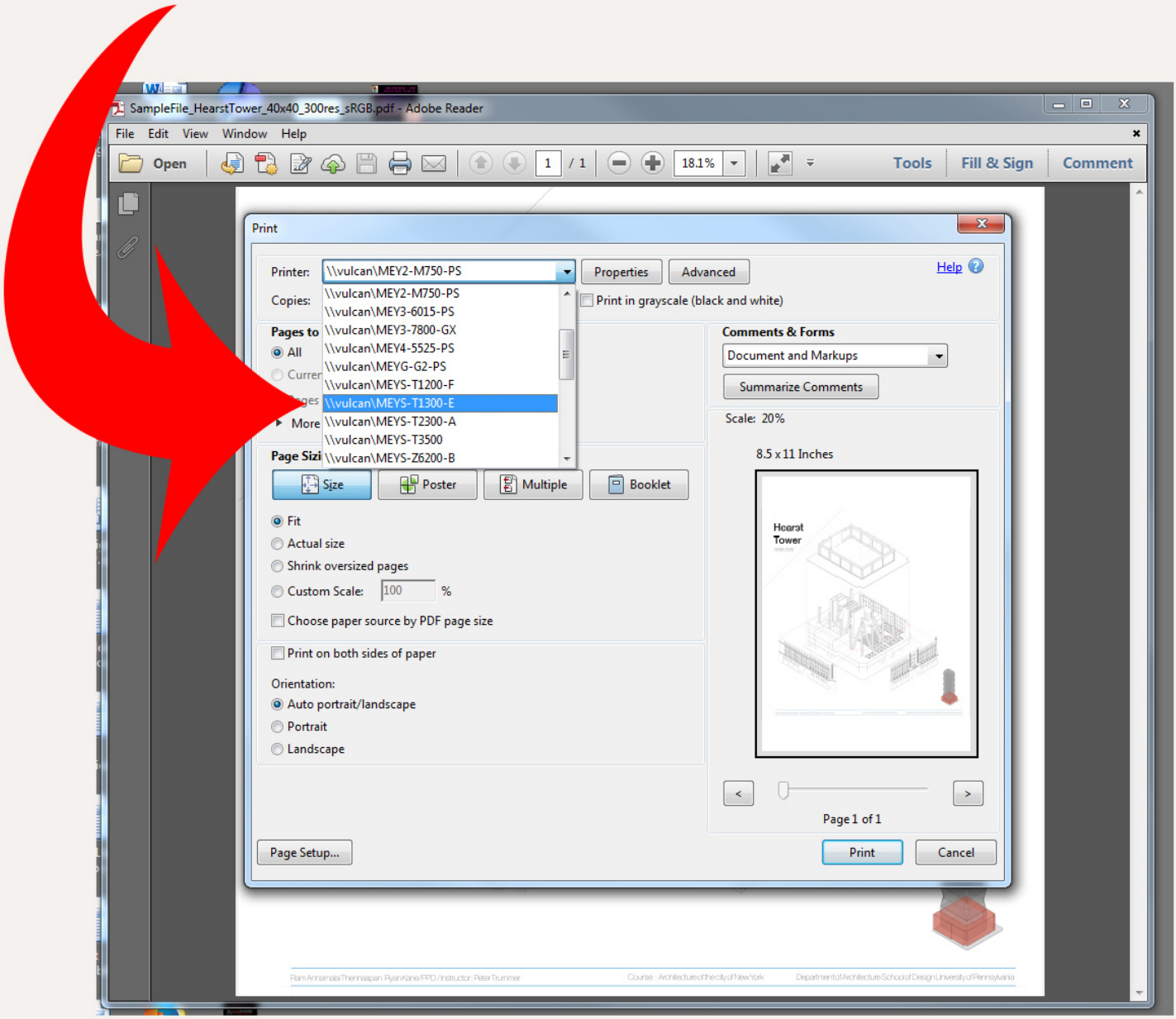
After this step, the printer is now installed and you are ready to open the pdf you created in adobe read or acrobat.

your file should be titled properly, have a maximum of 300 resolution at your output print size and be set to sRGB color space.

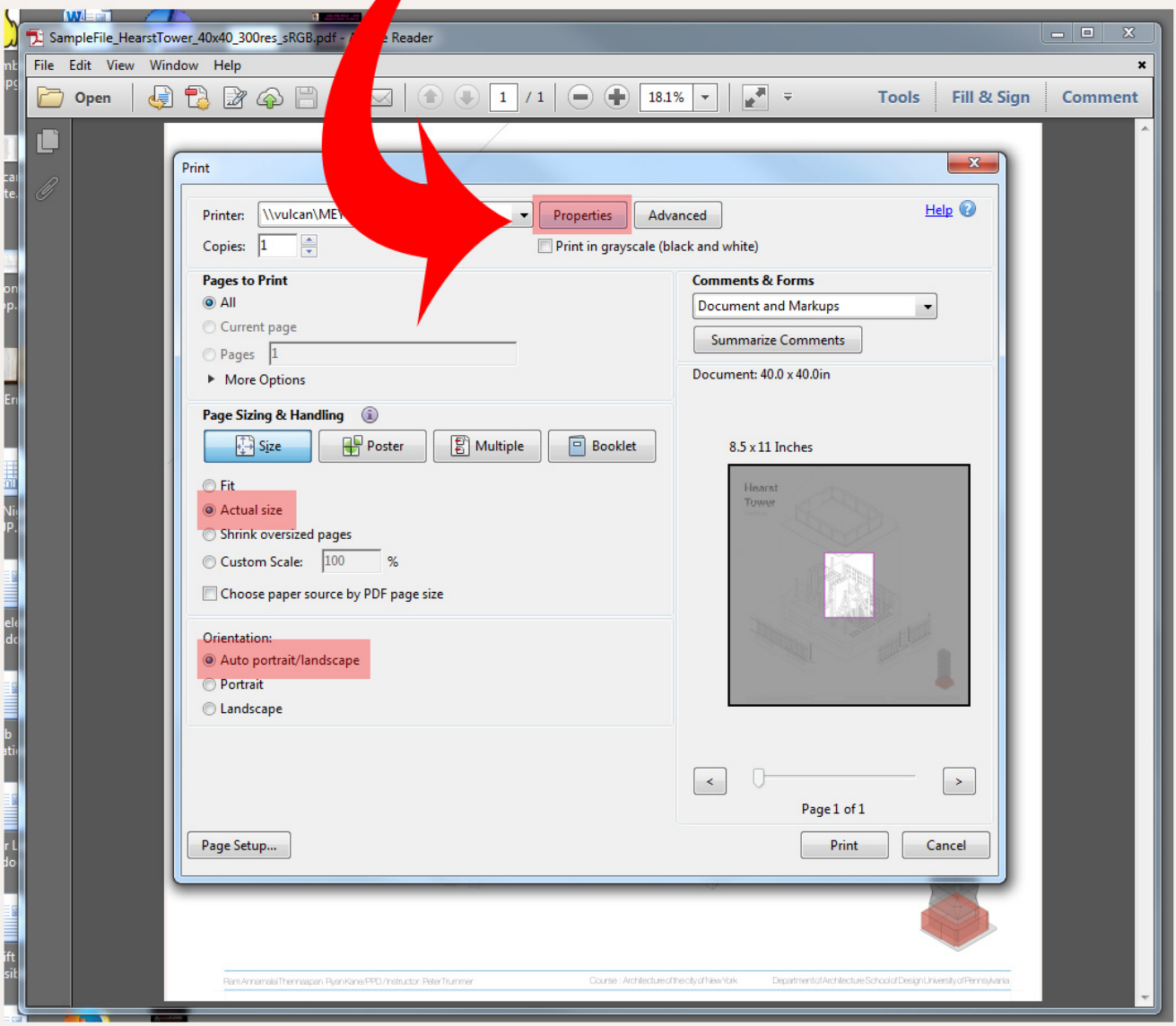


hover mouse in the left corner to reveal the print size.

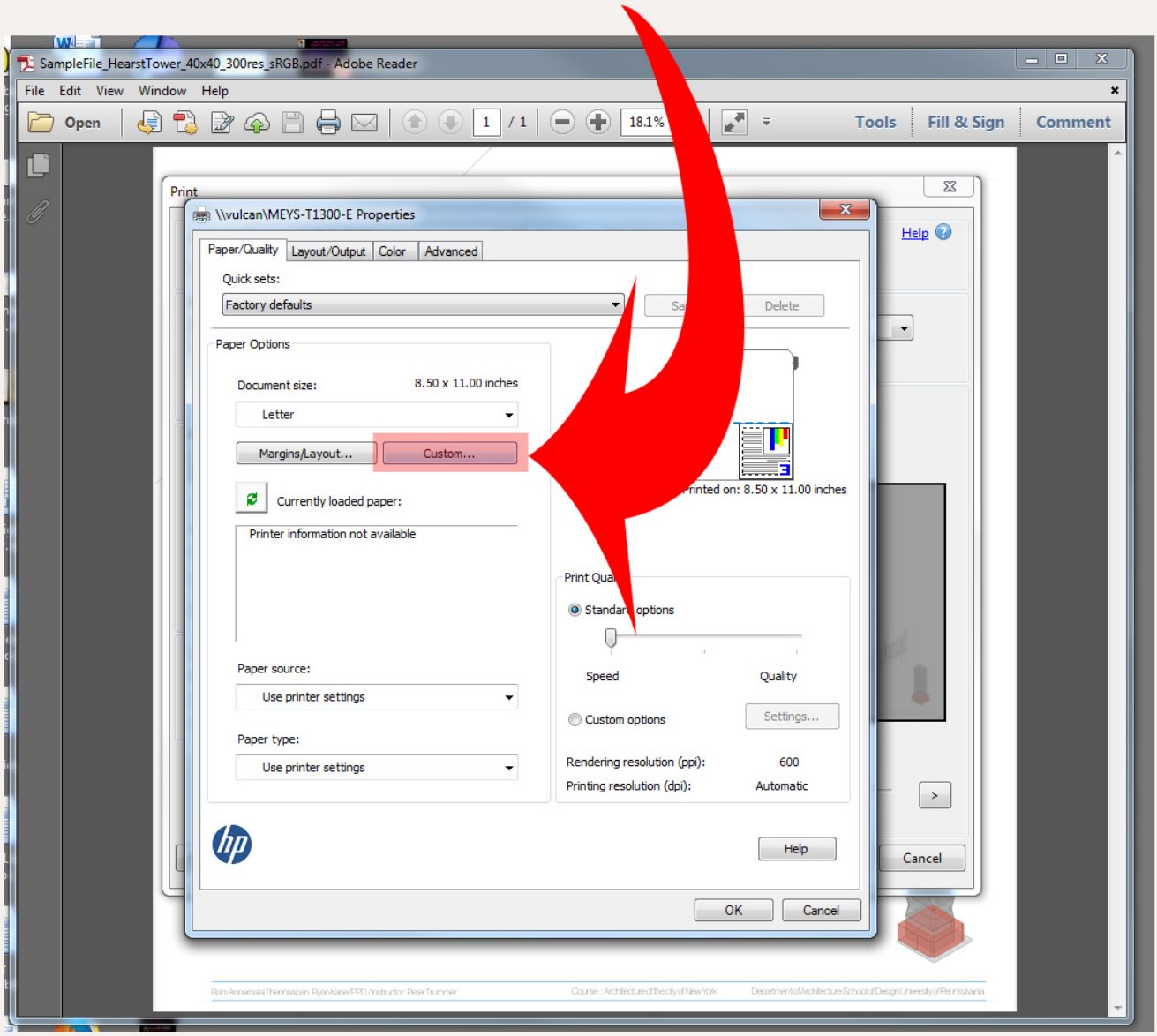
select the printer/plotter you just installed via \\vulcan.design.upenn.edu

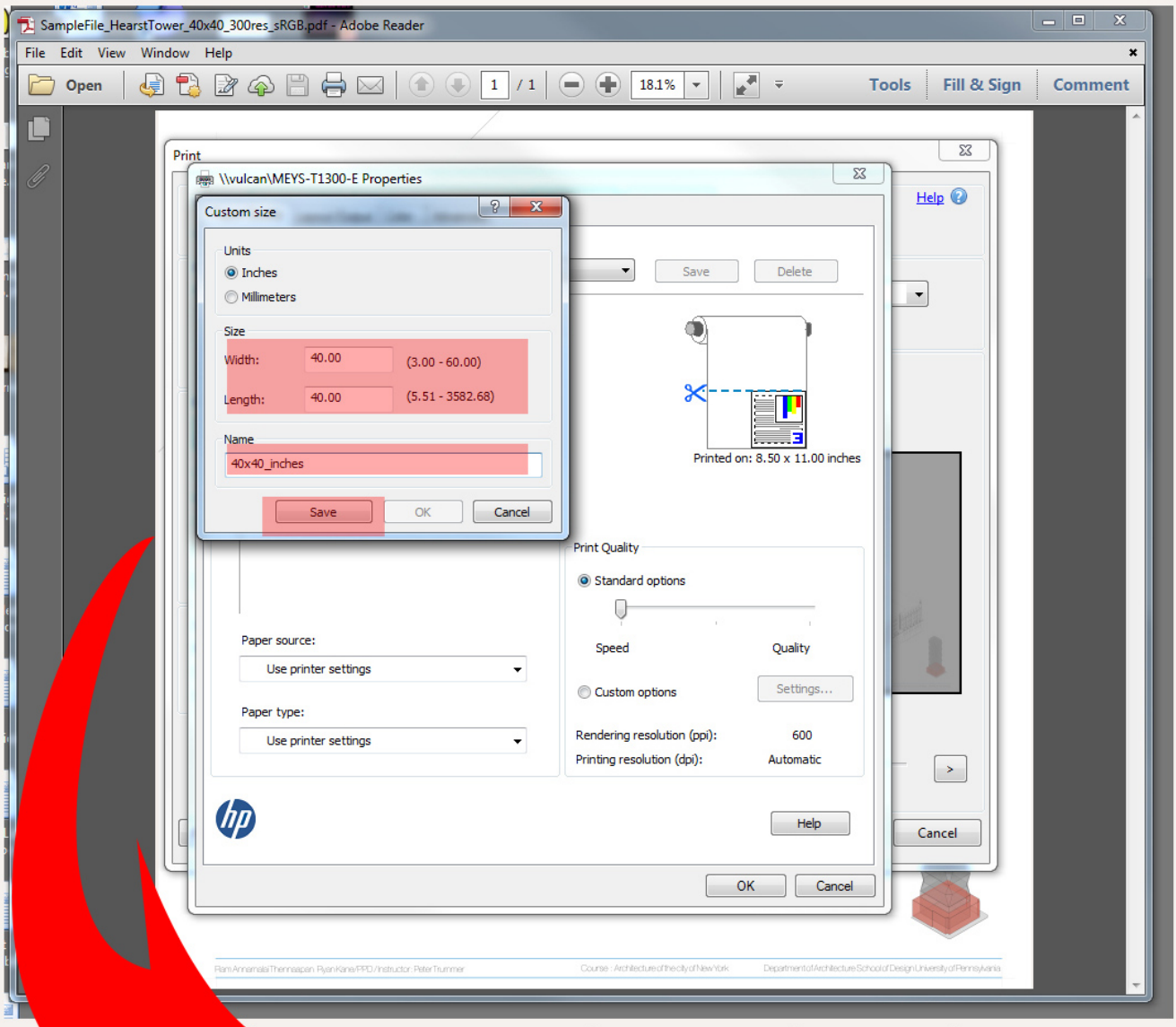


select “properties”



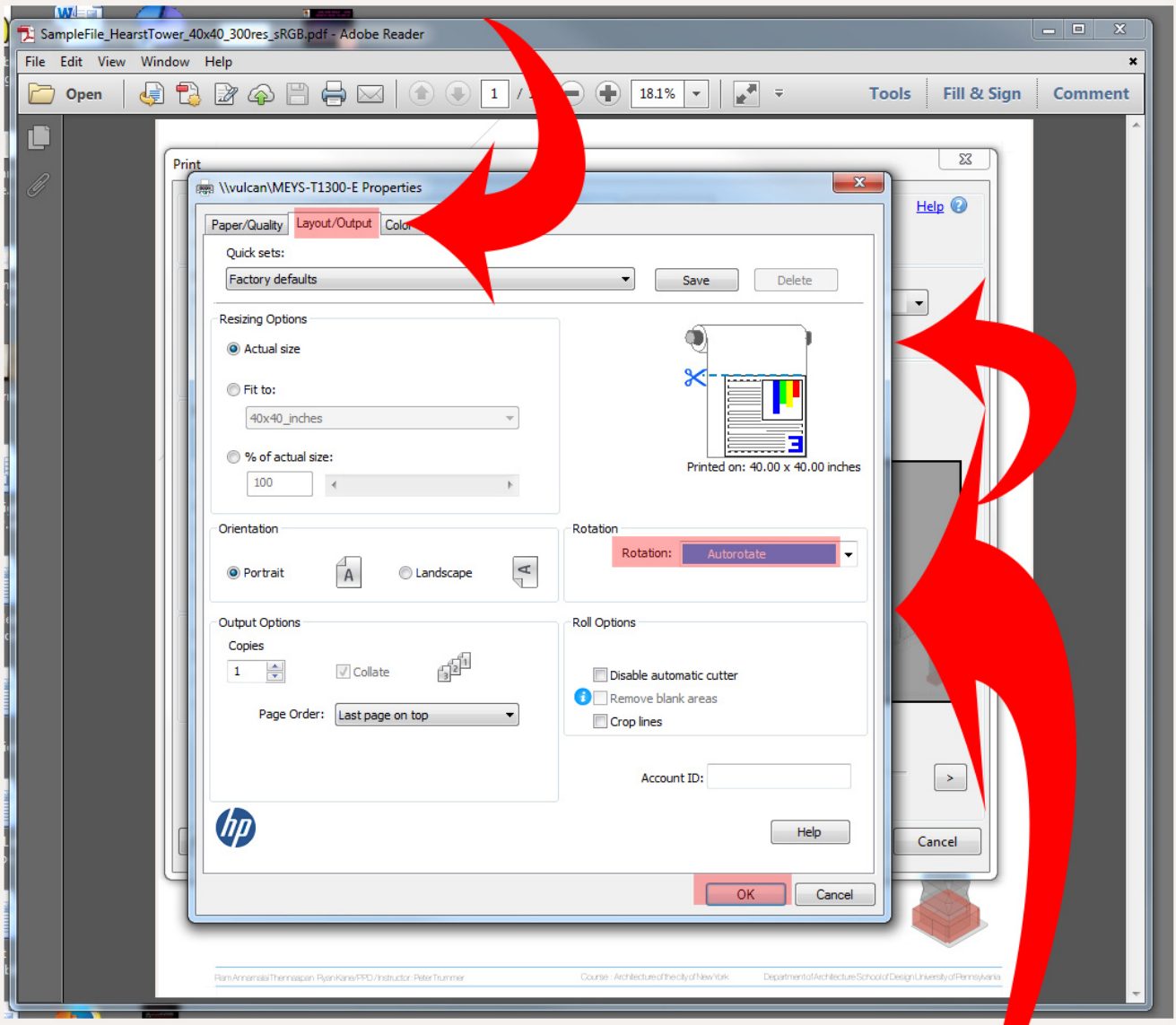
create your custom page size.



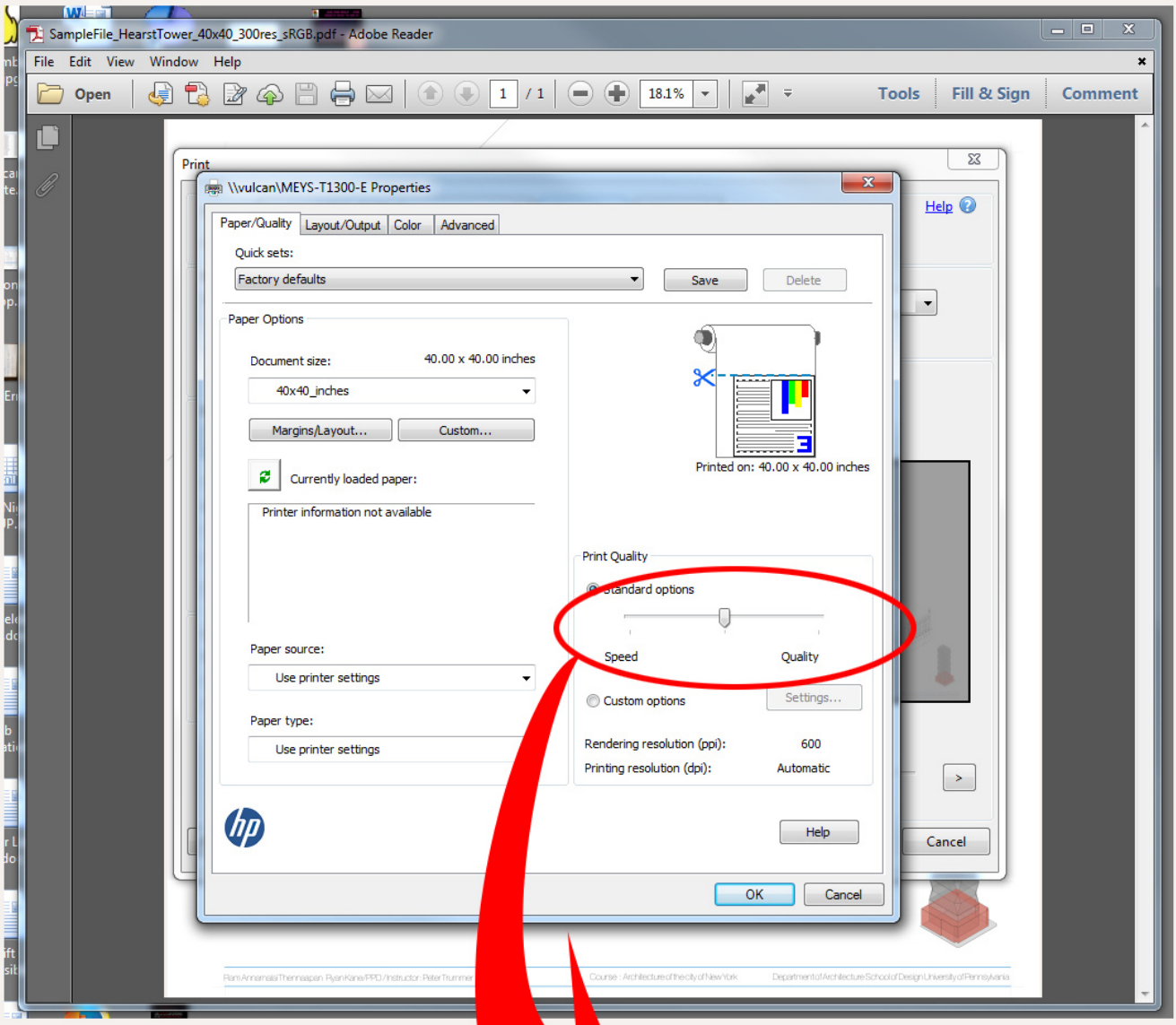


enter your page size. NAME the page size.
Use the actualy dimensions of your work and click SAVE.

Click on LAYOUT/OUTPUT tab

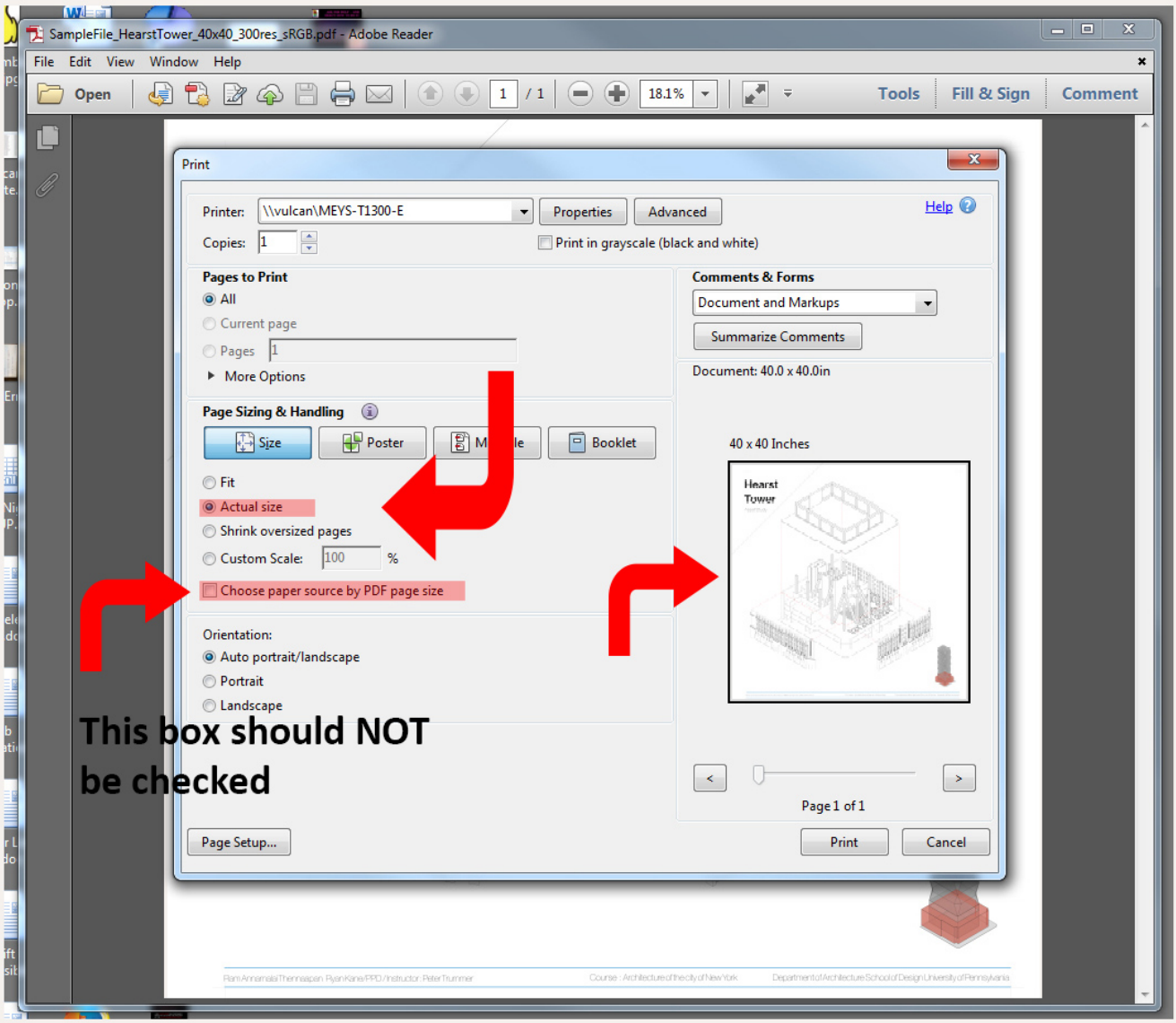


Select AUTOROTATE, use the diagram to make sure rotation is correct.



select highest quality for best results and speed for fastest. move the center point to right or left based on your preference.

choose actual size unless you are scaling you image or your document size is exactly that of the paper width. If that is the case choose “fit”so that your file does not clipped off or rotated incorrectly.



This box should NOT be checked

use the preview to make sure your document is rotated correctly.

*** you are not ready to print**