

## Overview

This document explains how to use the plotter in the LRC. There are three sections:

1. Mapping the plotter to your computer.
2. Converting a Word or Powerpoint file to PDF format.
3. Printing a PDF document from Adobe Reader / Acrobat.

If your document is already in PDF format, you can skip section 2.

## Mapping the plotter to your computer

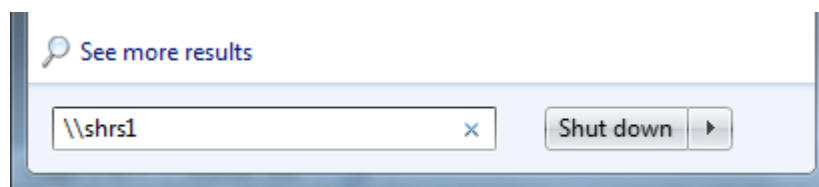
Please map the plotter in the following way.

**\* NOTE: If you are not faculty or staff, you will need to have a faculty or staff member request printing access for you before you will be able to connect. Have them contact [support@shrs.pitt.edu](mailto:support@shrs.pitt.edu).**

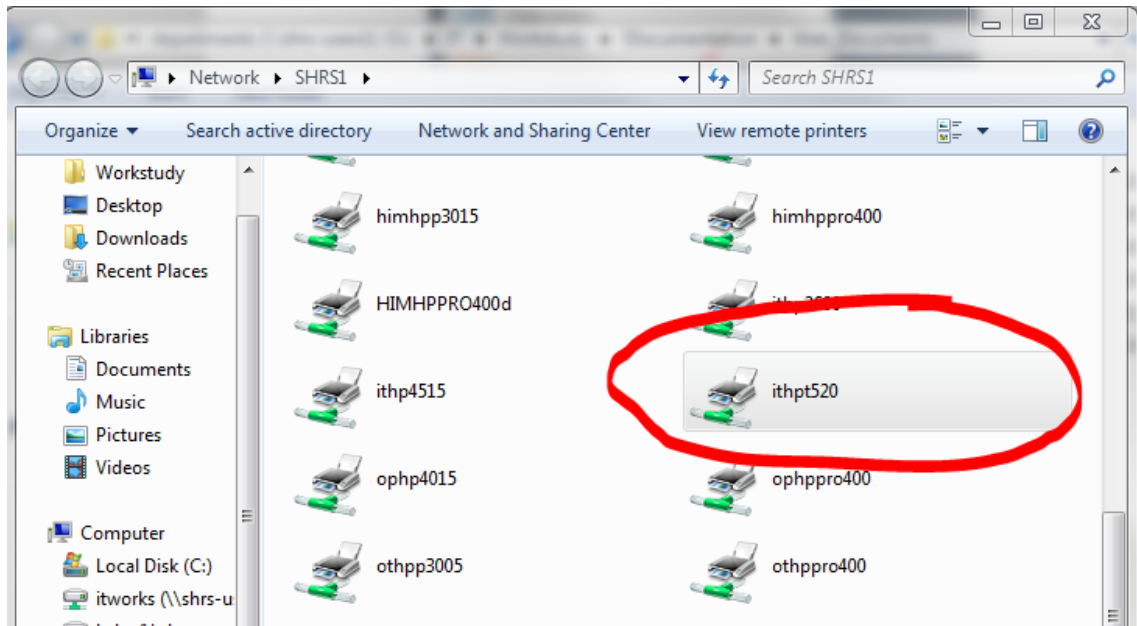
1. Click the **Start** button then click in the **Search programs and files** text box.



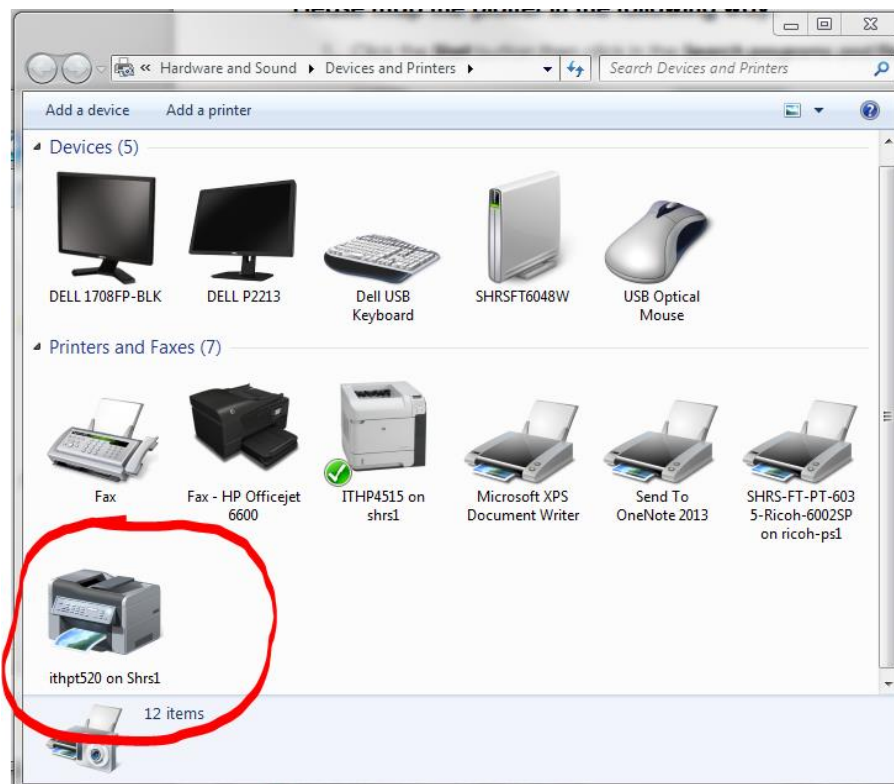
2. Type `\\shrs1`, then hit **Enter**



3. This will bring up a printer list. **Right click** on **ITHPT520** and select connect. Please allow up to 2 minutes to connect, do not click more than once.

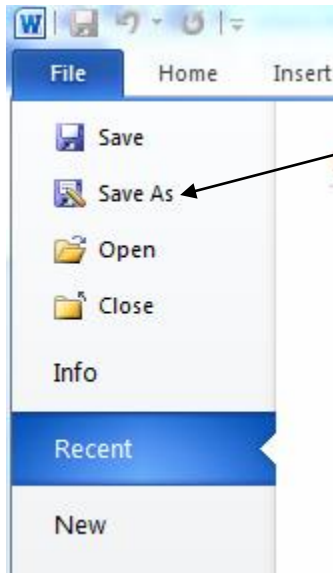


Once the printer has connected, it will appear in your printers list. You can verify the installation by clicking the **Start Menu** button, then clicking **Devices and Printers**.

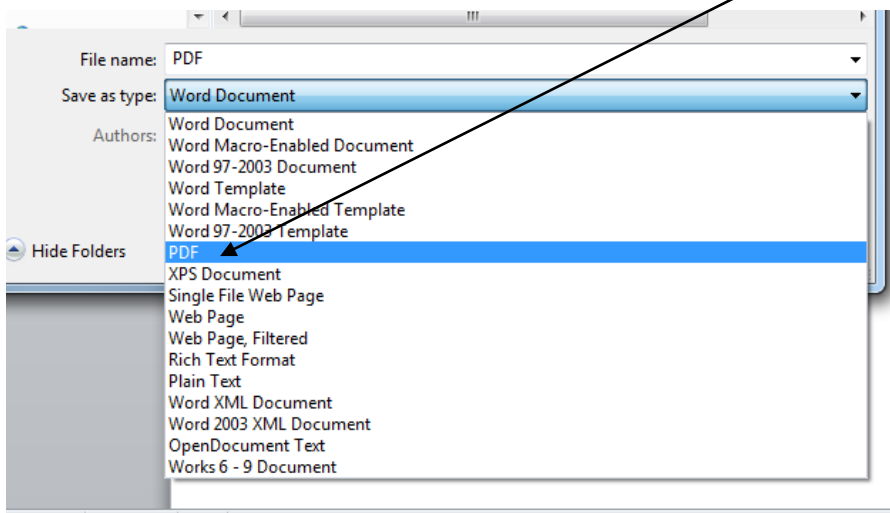


## Converting a Word or PowerPoint document to PDF format

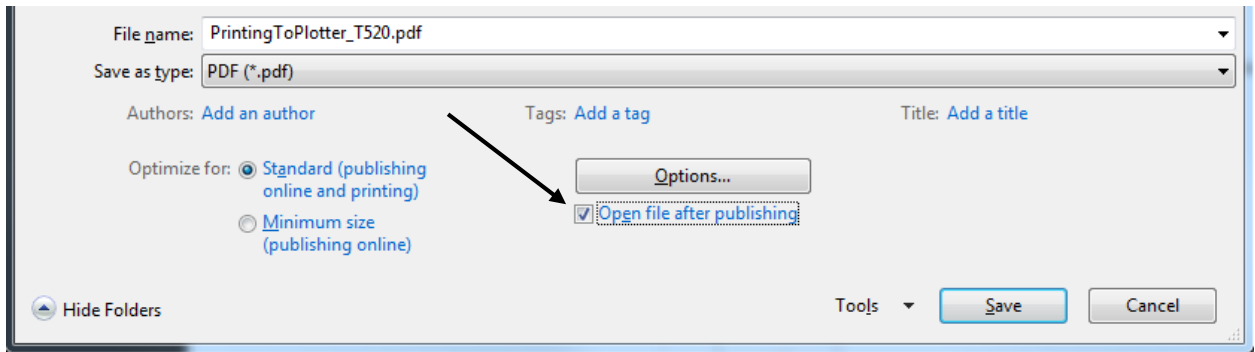
1. Open your file on Microsoft Word/PowerPoint and under the **File** tab, click **Save As**



2. Choose a name and location for your file in the **File Name** box
3. Click on the **Save as type** drop down menu and select **PDF**



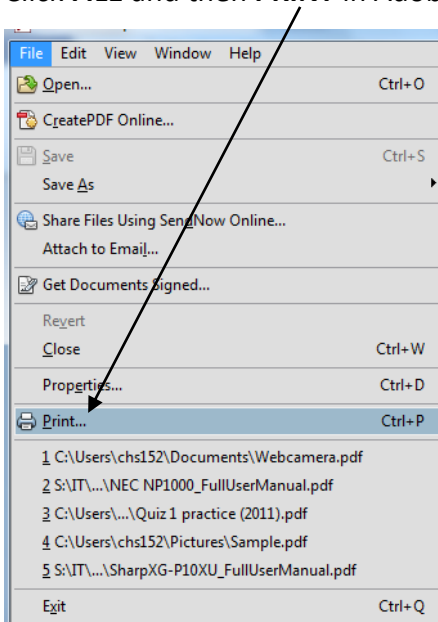
4. Make sure that the **“Open file after publishing”** checkbox is **checked**



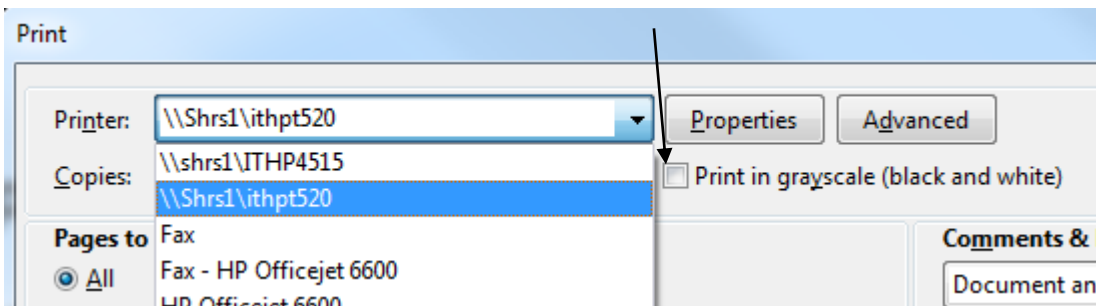
5. Adobe Reader should automatically open

## Printing a PDF document from Adobe Reader / Acrobat

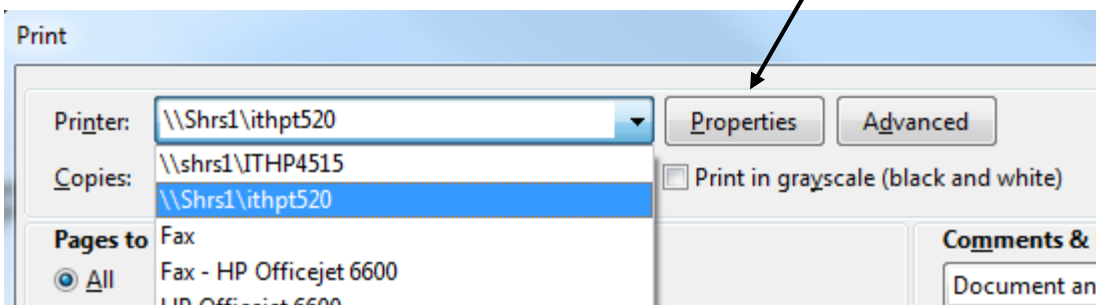
1. Click **FILE** and then **PRINT** in Adobe Reader



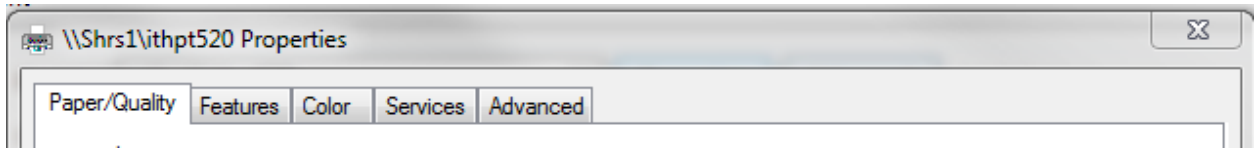
2. Select the printer **ITHPT520**. (If this printer is not on the list, return to section 1 to map it.) If you want to print in black and white, check the **“Print in grayscale (black and white)”** checkbox. If you want to print in color, leave it unchecked.



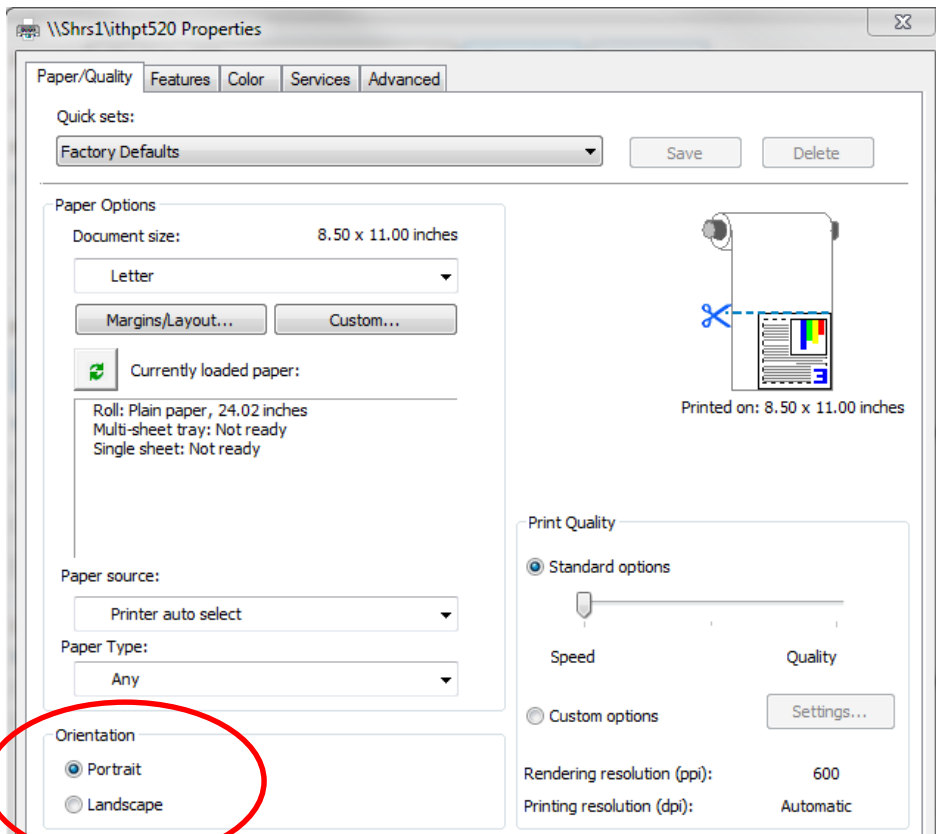
3. Click **PROPERTIES**



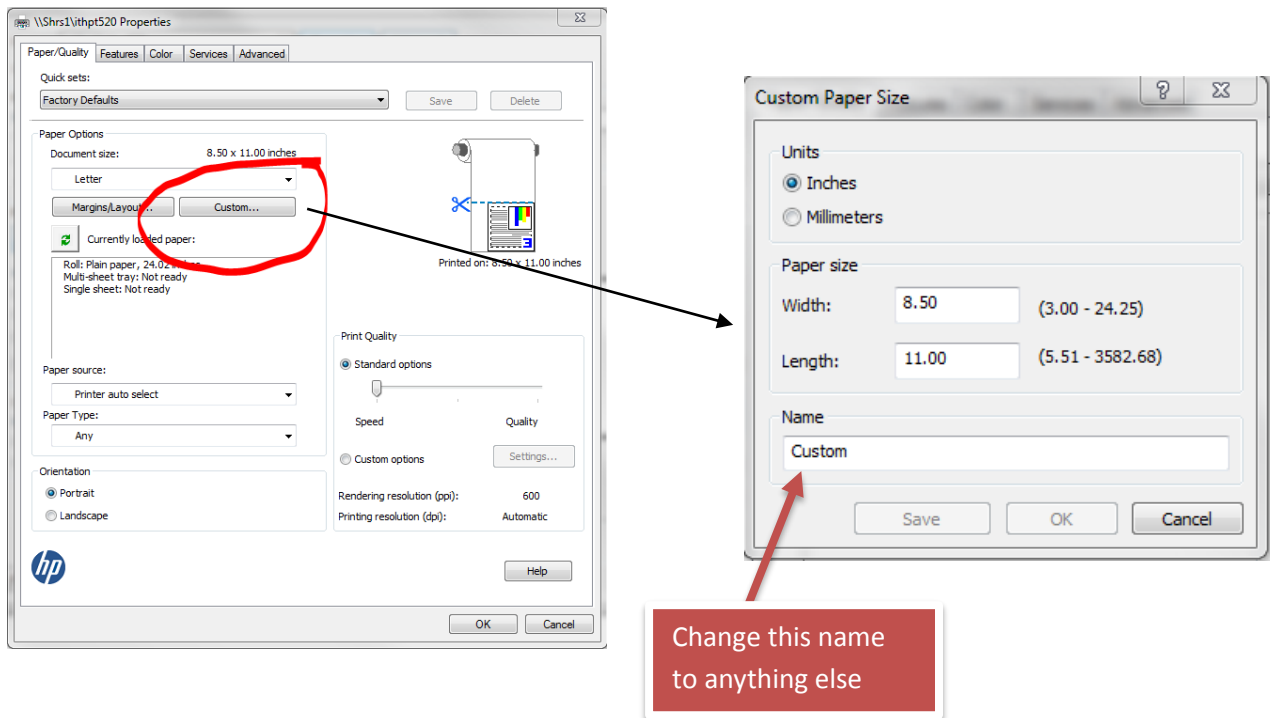
4. You should see the tabs **Paper/Quality, Features, Color, Services, and Advanced.**



5. Under **Paper/Quality -> Orientation**, you can select whether you want your document printed as a portrait or as a landscape.



- Under **Paper/Quality**, look under **Paper Options**, click on **Custom**, and enter desired height and width.

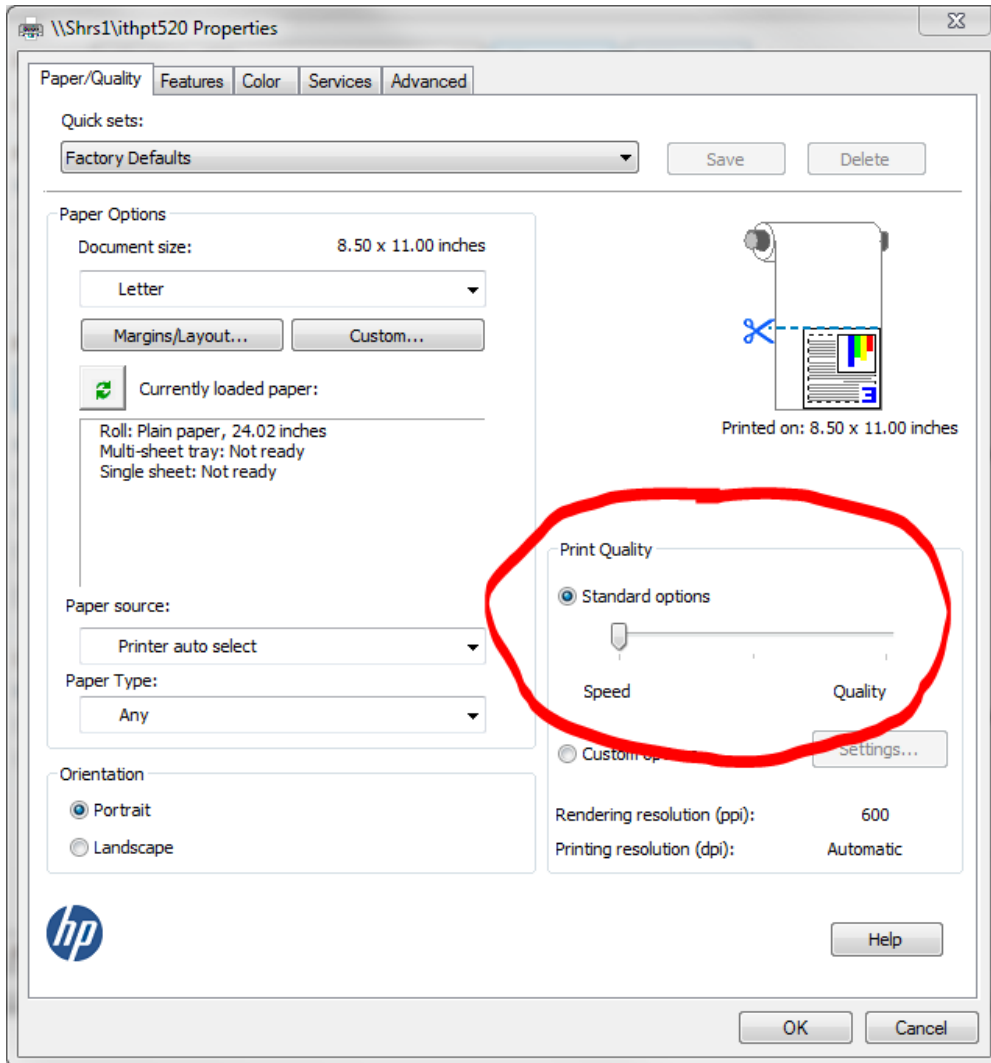


- Enter the size of the document you wish to be printed. The maximum width is 24 inches.

Note that *paper* width cannot be greater than length; if you want to print your *document* such that it is wider than it is long, simply remember to change the orientation to landscape (step 5 above).

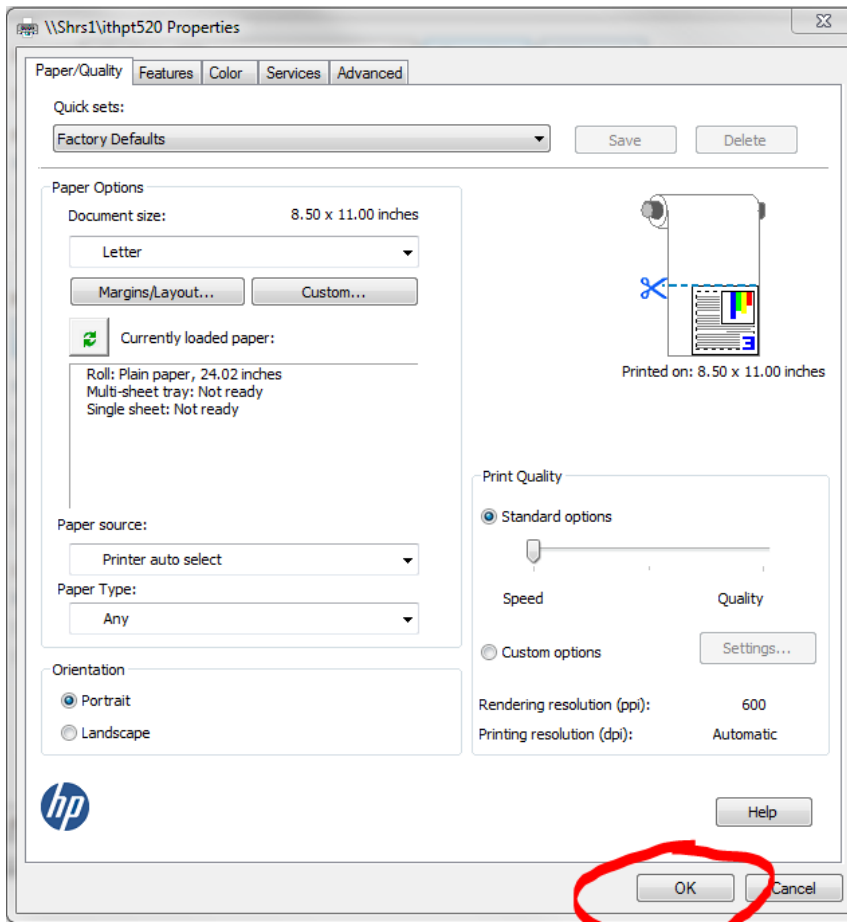
You will need to change the Name of the custom paper setting. It does not matter what name you use; just change it to anything other than "Custom." You can then click Save and OK.

8. Under **Print Quality**, you can choose the quality of your print if you wish to do so. Prints using higher quality settings will take longer. The default setting is recommended.

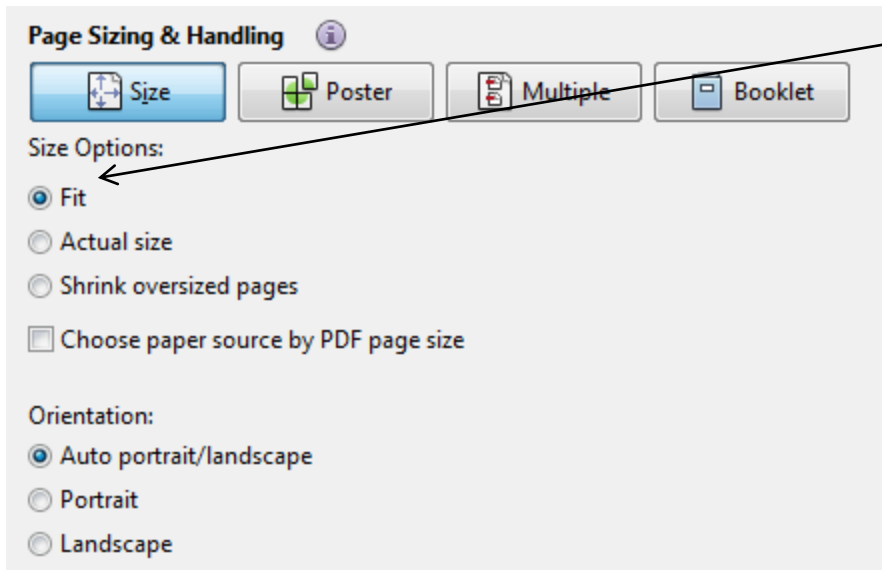




9. Click OK under any of the tabs to return to the print menu.



10. Back in Adobe Reader, under **Paper Sizing & Handling** on the main printing page, check **Fit**.



**\*\*NOTE:** Make sure fit is enabled on the main printing page. This help resolve issues with large posters, etc.

11. Adjust orientation if necessary.

12. Click **Print**.

