

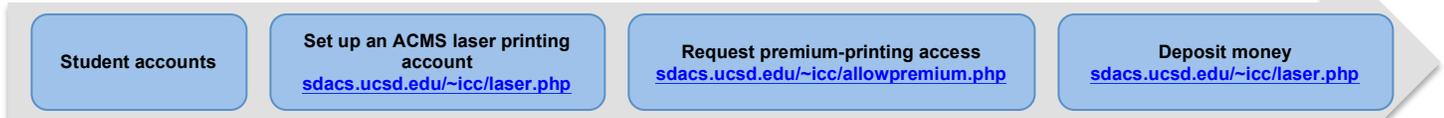
CPLLOT Tutorial (Recommended Method on Mac OS X)_{PAGE 1}

PLEASE NOTE:

Cplot is a **SELF-SERVICE** printing option
 Do **NOT** use this as a last-minute option
 Print jobs may take up to **48 HOURS**

REQUIREMENTS:

FOR STUDENT USE:



FOR DEPARTMENT/STAFF USE:



MEDIA OPTIONS:

Media Options	Queue Name*	Cost of paper per foot (not including ink cost)
36" wide (non-printing queue)	cplot1_np	n/a
42" wide (non-printing queue)	cplot1_np42	n/a
Bright White (36" wide only)	cplot1	\$0.50
Heavyweight Coated Paper (42" wide)	cplot1_co42	\$1.00
Heavyweight Coated Paper (36" wide)	cplot1_co36	\$1.00
High Gloss Photo Paper (42" wide)	cplot1_hg42	\$3.00
High Gloss Photo Paper (36" wide)	cplot1_hg36	\$3.00
Semi Gloss Photo Paper (42" wide)	cplot1_sg42	\$3.00
Semi Gloss Photo Paper (36" wide)	cplot1_sg36	\$3.00

*All queue names are followed by "DesignJet T1100ps in apm-1426" (e.g., "cplot1_np DesignJet T1100ps in apm1426" is the name of the printer). This can be seen on step 2 of the step-by-step guide on the back of this page.

WARNING: We **strongly recommend** printing to one of our "No Print" printers, which will be labeled with "np" in the printer name (e.g., **cplot1_np** or **cplot1np42**). Jobs sent to there will **not print nor** charge your account. Instead, it will send you an email to your printing account (or to the email associated with the recharge account) with a preview image of the print job and the estimated cost. The most common reason why posters are printed incorrectly is because the dimensions of the document are not correct. Please check the print preview sent to your email to ensure that your poster looks correct.

REFUND: If your poster has been clearly damaged due to printer malfunction, you may receive a refund. You will need to present the actual damage poster for any refund consideration.

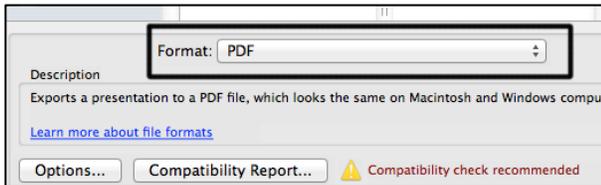
CPLLOT Tutorial (Recommended Method on Mac OS X) PAGE2

NOTES: (i) THIS TUTORIAL IS BASED OFF AN ACMS COMPUTER. Please login with your UCSD username and password. To find an ACMS lab near you: <http://acms.ucsd.edu/students/labs.html>

(ii) You will need to adjust the page size for the document in PowerPoint (File->Page Setup...->Adjust "Width" and "Height" options to the correct size)

STEP-BY-STEP GUIDE:

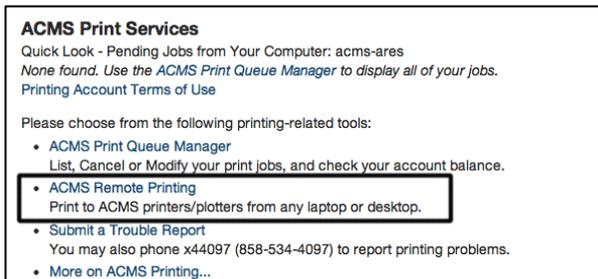
- (1) Save file as **PDF**: File > **Save As** > select "PDF" from drop down menu



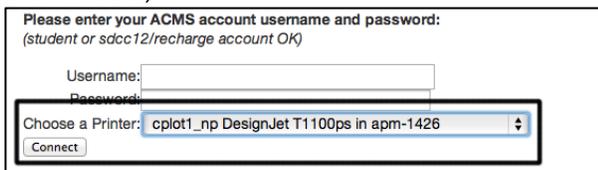
- (2) Open file with **Adobe Acrobat Pro** (Right-Click->Open With)



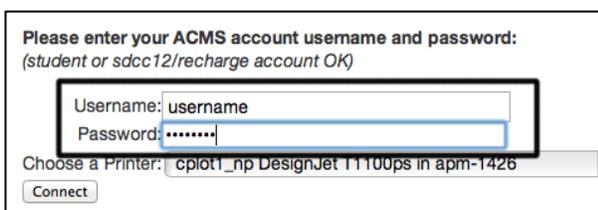
- (3) Open **ACMS Remote Printing** page at print.ucsd.edu



- (4) Select desired printer from drop down menu (see "Media Options" chart on the front page of this handout)

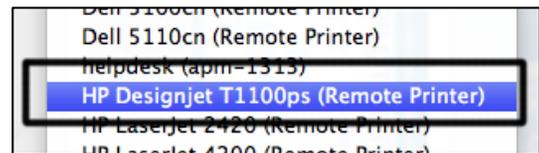


- (5) Login with your **ACMS/Recharge Account** to charge printing cost to account (recharge accounts are linked to an index number)



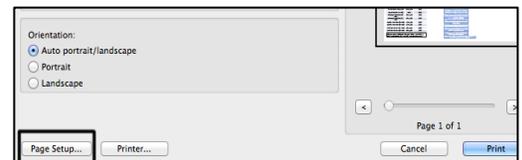
- (6) You will need to adjust your **Print Settings** in your application (**File->Print...**)

- (7) Select this printer in the Adobe application: **"HP Designjet T1100ps (Remote Printer)"**

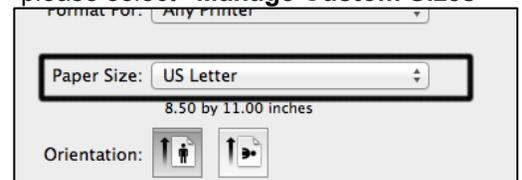


- (8) Adjust the paper size in the **Printer Settings** (this is different than changing the paper size for the documents in PowerPoint)

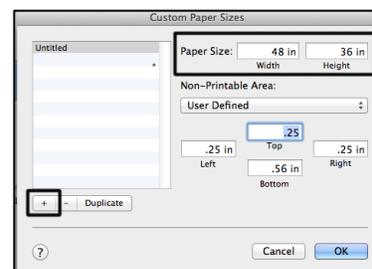
- a. Select **"Page Setup"** near the bottom left corner in the **Print Settings**.



- b. In the **"Paper Size"** drop down menu, please select **"Manage Custom Sizes"**



- c. Then click the **"+"**. Adjust the **"Width"** and **"Height"** option and then click **"OK"**



- (9) Then you may click **Print!**

To see the status of your print job visit: cplot.ucsd.edu or print.ucsd.edu and log into the **ACMS Print Queue Manager**.

To pick up your poster go to **ACMS Help Desk (Room 1313 in AP&M in Muir College)** during business hours