To Plot or NOT

What to use . . .   asdf

     & Not to use

Using PowerPoint to Plot . . .

     Limitations

Little things that drive ya NUTS.

PowerPoint Limitations

- The custom paper size CANNOT get larger than 56" . . . No matter what you do!

- If you set the Custom size bigger than 56" -PowerPoint automatically resizes back to 56"

PowerPoint Limitations

Do NOT use grouping

- – Grouped item may not print

- – Or, only certain portions may print

- – We can't get your group for you from another file

- – Open the original file, ungroup items, copy them back to the current plot

PowerPoint Limitations

- If you have a text box or a graphic selected when you send your plot, only the selected item prints

- Don't' save logos in the *.bmp format

  - Logos saved as *.jpeg, *.tiff, or *.gif files will print

- If prompted to link to a file when importing, click Yes

Other Little Things

- Create your plot, then use Adobe Acrobat to convert it to the PDF format

    – The Acrobat version does not matter

    – The plotter likes *.pdf files!

Other Little Things

- Help us help you by . . .
  - Knowing the dimensions you want
  - Knowing if it is portrait or landscape
  - Knowing what type of paper you want
    - glossy or matte

Other Little Things

- Take advantage of the help offered by the Service Center in 150A, IACC

- Please have a consultant look at your plot before you send it to the plotter

- This will save you time, money and headaches!

Know your Plot Size

- Some standard plot sizes:
  - Arch A: 9" x 12"
  - Arch B: 12" x 18"
  - Arch C: 18" x 24"
  - Arch D: 24" x 36"
  - Arch E: 36" x 48"

Know your Plot Size

- Custom widths are any that you set

- You will need to leave margins as the plotter does not print to the edges on all programs

What Not to Use to Plot

- Use the correct tools — saves you time

- Please do not use Microsoft **Publisher**, Microsoft **Word**, and Microsoft **PowerPoint**

    - these programs are not geared to using graphics, and large scale printing

- Some of the WordPerfect products do not plot well