

# AAP Netprint Plotter and Printing Instructions

## Prep the File

### Illustrator:

- 1 Before you do anything verify you have no "yellow triangles" in the links dialogue box. If you don't see the dialogue box, click "Window" in the menu bar and select links. If you see yellow triangles next to your image links it most likely means you have moved them from the original place that you linked from. If you don't fix this your images will be exported at a low resolution. Repair the links or embed the images.
- 2 Save your master file. Then go the to the file menu and choose "Save As" pull down the format and save as type: Illustrator EPS. Click save. Another box titled "EPS Options" will pop up, just click OK. If there are any problems with your file you may find out here as it tries to save.  
**Pro Tip:** Avoid placing pdf files that haven't been through this process into your illustrator document.

### Photoshop:

- 1 If you value the crispness of your text you will follow this process. Save your unflattened master file first. Then create a Photoshpe EPS file. To do this, go the to the file menu and choose "Save As" pull down the format and save as type: Photoshop EPS. Click save. Another box titled "EPS Options" will pop up, in the "Encoding" pull-down change ACSII to Binary and click "Ok". If there are any problems with your file you may find out here as it tries to save.  
**Pro Tip:** Photoshop is not a layout tool. Only use it fix single images or to collage medias before you place them into indesign or illustrator.

### Indesign:

- 1 Before you do anything verify you have no "yellow triangles" in the links dialogue box. If you don't see the dialogue box, click "Window" in the menu bar and select links. If you see yellow triangles next to your image links it most likely means you have moved them from the original place that you linked from. If you don't fix this your images will be exported at a low resolution. Repair the links or embed the images.
- 2 Save your master file. Then go the to the file menu and choose "Export" pull down the "Save as type:" to say EPS. Click save. Another box titled "Export EPS" will pop up, in the "Data Format" change ACSII to Binary and click "Export". If there are any problems with your file you may find out here as it tries to save.  
**Pro Tip:** Avoid placing pdf's that haven't been through this process into your indesign document.

## Create the PDF

### Acrobat Distiller: (prefered method)

- 1 If you don't have distiller (which comes with CS6 and up) please use it on one of the 8 desktops on the Milstein Plate or one of the 2 printing computers near the plotters. Once Distiller opens change the "Default Settings" pull-down to "standard". Drag and drop the EPS file you created in the previous instructions onto the distiller window underneath that pull-down. Here is the moment of truth. Problems with your file will present themselves here. Typically it will be a font issue or a corrupted jpg/tiff. Easiest way to narrow it down is to remove one image from your file at a time and repeat the process. If you still have trouble take the EPS you made and put it into Photoshop at 300dpi. Flatten and save as an EPS and then

### Other Software:

- 1 There is no number 2. Ease of use, reliability, and availability are the reasons you should only use the first method.  
**Pro Tip:** In indesign, the File-> Adobe PDF -> High Quality Print supposedly uses the same process so you could also use that if you like.

## Send File to the Plotter / Printer

### Net Print Plotting / Printing:

- 1 Open your distillerd PDF in Adobe Acrobat Pro. Rotate the image to the orientation that it will come out of the printer by pressing "ctrl+shift+R" - windows or "cmd+shift+R" - mac. Move your mouse to the lower left corner of the acrobat screen, this will show you the actual size of the print. Now go to the "File" menu and choose "Print".
- 2 **If you are plotting:** choose your plotter (i.e. Mil 1 pl) from the "Name:" pull-down. Next click the "Properties" button and then click the "Advanced" button. Click on "Paper Size:" and in the pull-down choose "Postscript Custom Page Size". Fill in the "width" and "height" boxes, for this example we will use 36x24, even if your plot is only 30x24 this will center it on 36 inch. For the "Paper feed direction" choose whatever matches the width. le: if the width/length is 36x24 then you would choose "Long edge first", but if the width/length is 36x48 you would choose "short edge first". This is because we always want the 36/42 inch side to come out first. Click "Ok" three times and your preview window should now be updated with the correct size. Make sure page scaling is set to "none" Make sure the "Auto rotate and Center" box is checked AND that the "Choose paper source by PDF size" is UNCHECKED. Click "Ok" and fill in your netprint credentials.
- 3 **If you are printing:** choose your printer (i.e. Mil 2C) from the "Name:" pull-down. Next click the "Page Setup" button and then click on "Paper Size:" and in the pull-down choose the correct paper size, either 8.5 X 11 or 11 X 17. Click "Ok" and your preview window should now be updated with the correct size. Make sure page scaling is set to "none" Make sure the "Auto rotate and Center" box is checked AND that the "Choose paper source by PDF size" is UNCHECKED. Click "Ok" and fill in your netprint credentials.

### Check Your Plot/Print Online:

- 1 To review your plot status login to NetPrint: <https://net-print.cit.cornell.edu/netprint-cgi/queuestat.cgi?STATUS>
- 2 Check your print log to see if your print was acccepted: <https://net-print.cit.cornell.edu/netprint-cgi/account.cgi>  
**Pro Tip:** Bookmaker these websites for quick reference.

### Info:

- 1 Specialty papers are available in the ADMS by appointment only. Contact lag65 (Lindsey Glover) for more information.  
**Protip:** If your print is no longer in the netprint queue and it isn't coming out yet please do not send it again. This means you are one of the next three plots coming out (the printer can store several pending jobs).