

Printing with Large Format Plotter Epson Stylus Pro 9900

This printer lives in an alcove next to the Service Desk on the Main (2nd) floor of the Clapp Library.

To reserve a time to use the Clapp plotter, please make a reservation using this [Google Calendar](#).



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Things to consider before sitting down at the plotter

If you composed your image or poster in Illustrator, PowerPoint, Photoshop or any other software, it is **highly recommended that you save a copy of your final draft as a PDF and print the PDF instead of the original.**

Why?

Your original file may be using fonts or formatting that is not available on computers other than the one it was created on. Saving the file as a PDF ensures that no matter what computer you transfer the PDF file to in order to print it and no matter what kind of fonts or formatting were used to create it, it will print the way you intended it to look.

Pricing and Payment

Payment is accepted in the form of cash, check or budget number.

Price is calculated per linear foot.

| | |
|---|--------|
| Epson Premium GLOSSY | \$5.50 |
| Epson Premium LUSTER | \$5.50 |
| Epson Glossy/Luster - LINE ART ONLY | \$2.50 |
| SiHL CAD/MAP paper | \$2.50 |

Pay for your print at the Clapp Desk after printing.

ATTENTION!

The monitor in this space is color calibrated.

Please **DO NOT** adjust brightness.

Please **ask for assistance if...**

the paper roll needs to be changed or reloaded

ink or maintenance kit needs to be changed

nozzles need to be cleaned

or if you run into any other problems at all

Logging in

Use these credentials to log into the computer connected to the plotter printer:

un: **plotter**

pw: **plotter**

Why?

You will not be able to print from your domain account as the printer driver and all of the paper presets exist locally only on the “plotter” account.

Save a copy of the file you’re printing on the Desktop.

Do not print directly from a Browser, an External HardDrive or USB.

Proceed to printing with [Adobe Reader](#) or [Photoshop](#) instructions.

Printing from Adobe Reader

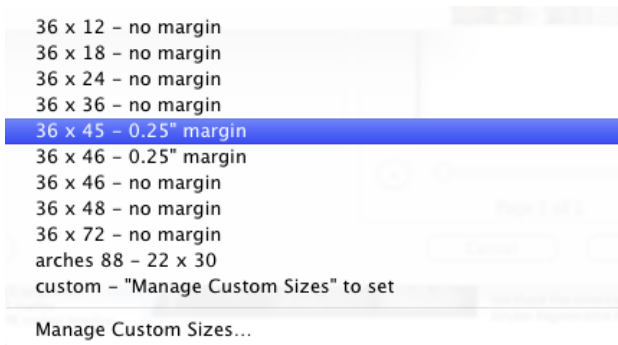
- Open the PDF file in Adobe Reader
- Check the file size - go to **File → Properties**
 - if the file has the desired dimensions, proceed with printing. If it is not, you may have to try to re-size it in Photoshop or go back to the original document and adjust the dimensions there.
- Go to **File → Print**

Print Window

- **Printer:** Epson Stylus Pro 9900
- Click on **Page Setup**

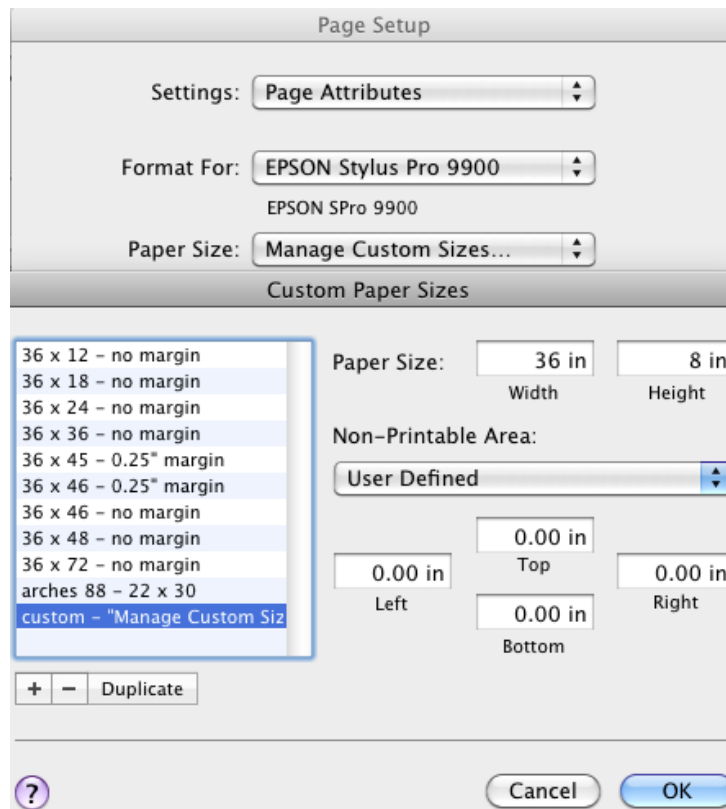
Page Setup Window

- **Format For:** Epson Stylus Pro 9900
- **Paper Size:**
 - choose from any of the pre-defined paper sizes...



- ... or click **Manage Custom Sizes...** to adjust the “custom” size or to create a new one

NOTE: The width of the paper is always 36 inches, but that does not have to correspond to the width of your poster! If your poster is wider than 36 inches, you will need to print it in landscape. In that case the “height” of the paper will end up corresponding to the width of the poster.



- In the **Custom Paper Sizes Window** select the “**custom - ...**” paper size and adjust the dimensions and margins as you need to.
- Click **OK**.

- **Orientation:**

NOTE: One of your poster’s dimensions must always be equal to or smaller than 36 inches. If one of the sides is larger...

- if the larger side is the width of your poster, print in landscape orientation
- if the larger side is the height of your poster print in portrait orientation
- If both dimensions are larger than 36 inches, you will need to resize your poster before printing.
- Click **OK**.

Back in the Print Window

- Your print should now show in the preview window. It should **fit snugly without being cropped and without too much extra space on the sides**. If it doesn't, you need to go back and change the paper size in the **Page Settings**.
- Click **Printer...**
 - **Printer:** Epson Stylus Pro 9900
 - **Presets:** choose from...
 - Epson GLOSSY
 - Epson LUSTER
 - SiHL CAD Paper - for maps and line art only
 - ... depending on what kind of paper is loaded into the plotter
 - Click **Print**.
- Click **Print** again.

It may take a while for the printer to warm up, perform a nozzle check and a cleaning and to print your poster. Make sure you plan on putting aside at least a half hour for printing your poster.

Printing from Photoshop

- Check the file size
 - go to **Image --> Image Size**
 - if the file has the desired dimensions and resolution, proceed with printing
 - if does not, resize it and **make sure resolution is at least 300dpi**
- Flatten your image if you have more than one layer to get it ready for printing
 - go to **Layer** (menu at the top) → **Flatten Image**
- Go to **File --> Print**
- Click on **Print Settings**

Print Window

- **Printer:** Epson Stylus Pro 9900
- **Presets:** select your paper, GLOSSY, LUSTER or CAD
- **Paper Size:**
 - NOTE:** **The width of the paper is always 36 inches**, but that does not have to correspond to the width of your poster! If your poster is wider than 36", you will need to print it in landscape. In that case the "height" of the paper will end up corresponding to the width of the poster.
 - choose from any of the pre-defined paper sizes

- or click **Manage Custom Sizes** to adjust the “custom” size or to create a new one
- select the “**custom - ...**” paper size and adjust the dimensions and margins as you need to.
- Click **OK**.
- Click **Save**.

Printer Setup Window

- **Printer:** Epson Stylus Pro 9900
- **Layout:**
 - NOTE: One of your poster’s dimensions must always be equal to or smaller than 36 inches.** If one of the sides is larger...
 - if the larger side is the width of your poster, print in landscape orientation
 - if the larger side is the height of your poster, print in portrait orientation
 - If both dimensions are larger than 36 inches, you will need to resize your poster before printing
- **Color Handling:** Photoshop Manages Colors
- **Printer Profile:** select one of the following...
 - Epson Stylus Pro 9900_7900 PremiumGlossyPhotoPaper250 for **Glossy**
 - Epson Stylus Pro 9900_7900 PremiumLusterPhotoPaper260 for **Luster**
 - Epson Stylus Pro 9900_7900 SingleWeightMattePaper for **CAD**
- ... depending on what kind of paper is loaded in the printer

Your print should now show in the preview window. It should **fit snugly** without being cropped and without too much extra space on the sides. If it doesn’t, you need to go back and change the paper size in the **Print Settings**.

- If everything looks okay, click **Print**
- Keep an eye on your print while it’s printing to make sure the entire poster prints with no issues. If there's a problem, you can cancel the print before the job is complete. Ask for assistance if unsure.

After Printing

Delete your file from the Desktop.

Pay for your print at the Desk.

If you need to trim or cut your poster, use the tools and cutting mat provided behind the Clapp Desk.

Wait 10 minutes after the poster prints before rolling it up to make sure you’ve given the ink enough time to dry and set.