PRINTING & PLOTTING PROCEDURE

1. EXPORT AS PDF

When exporting your file, click save as and choose Adobe PDF or PDF document

2. OPEN FILE WITH ADOBE ACROBAT

Open the PDF with Acrobat

3. CLICK FILE > PRINT

When you have verified the PDF is ready to be printed, press CTRL P or file > print

4. SELECT DESIRED PRINTER

For colored letter or 11x17 documents: CP6015
For large sheets with standard paper: XL4100

Prints using Matte/Semi-Gloss Paper: Z-6200

5. CHOOSE PAPER SIZE

After choosing the printer, click properties > paper size. Choose a standard size or click custom and type your desired paper size.

6. DOUBLE CHECK AND SEND PRINT

After selecting your paper size, double check all the settings and verify that the scale is correct.

7. LOG IN TO PAPERCUT AND RELEASE PRINT

Press print then log into PaperCut and click on jobs pending release and release the print. Patiently wait for your print to be completed.

THANK YOU !

QUESTIONS? CONTACT ARCH-PRINTING@ILLINOIS.EDU OR LRMILLER@ILLINOIS.EDU / JRODR208@ILLINOIS.EDU