

Printing to the Copy Center Plotter:

Adobe InDesign

Important: Plotter available from **all Full Application PCs** in the library.

If you need assistance from the copy center staff you **Must Use a Computer on 2-West.**

MSU NetID required!

DISCLAIMER: You will be held responsible for any poster that you ask to have printed from the Copy Center Print Queue. Always preview your print before sending to the plotter and ask at the Copy Center if you need any assistance!

To open Adobe InDesign: *Start – All Programs – Adobe CS5 Suite – InDesign*

To print your poster from InDesign:

1. Select *File - Print*
2. Select *Plotter in Copy Center (PS)* from *Printer* menu
3. Click *Setup* tab in the column on the left of the print box
4. Click *Paper Quality* tab (across the top)
5. From the “*Paper Size*” drop box select *Custom* (near the top)
 - a. InDesign automatically sets the paper size to your document page size
6. If your poster is 36” or less on both sides, save money:
 - Click on the *Orientation* pictures to turn your poster so that it prints long edge first
7. Check the small preview image in the bottom left corner to be sure the poster will correctly
 - Both the “white page” and the “translucent P page” should match up
 - Preview image should look landscape if poster is less than 36” on both sides
8. Click *Print* to send print to the plotter
9. Pick up and pay for your plot at the Copy Center