

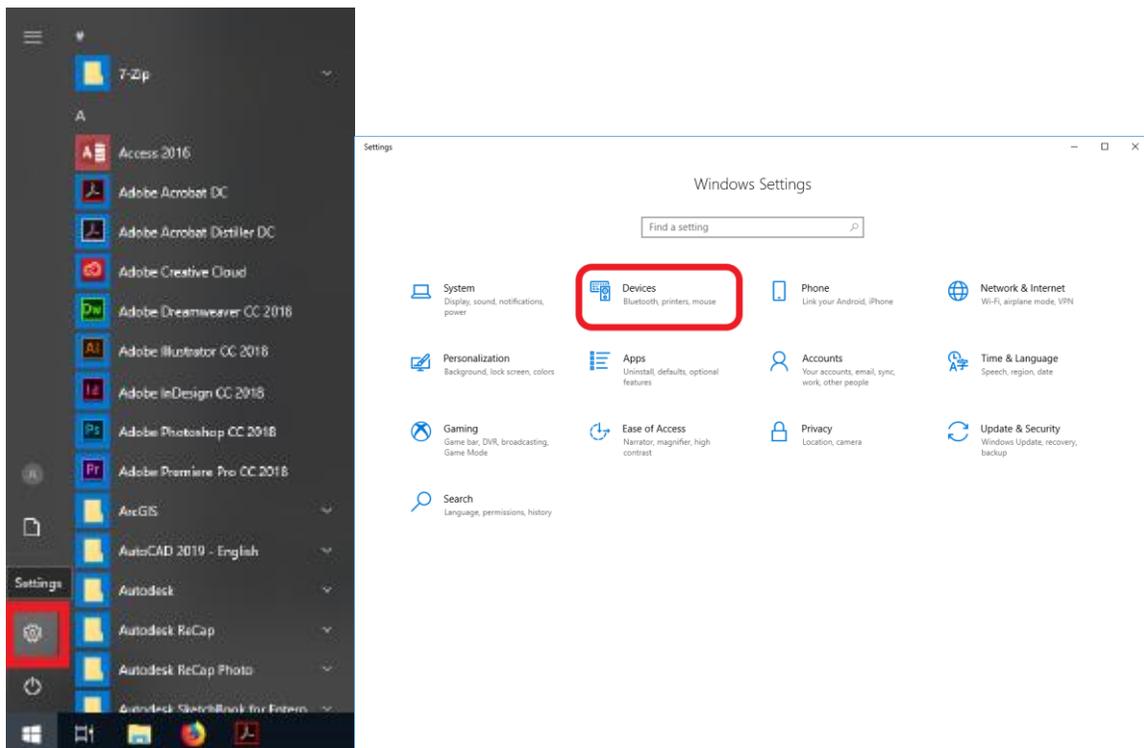
ArcGIS Plotter Printing Instructions

**Please note that printing to the plotter will typically cost \$3-\$4 depending on the size of the image being printed.

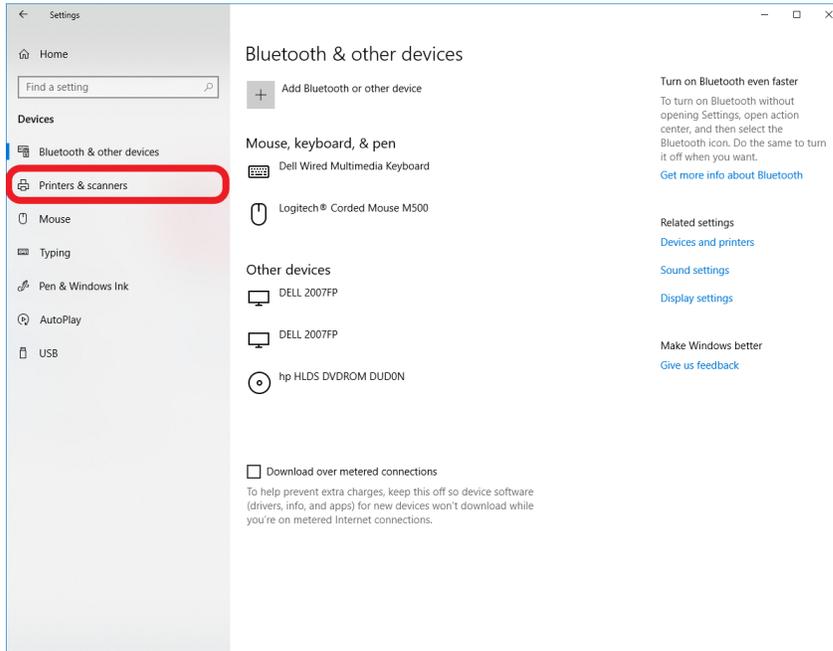
Step A: Add plotters to your workstation

In order to print to either Magellan or Balboa, you will need to add the printers to your station (if necessary)

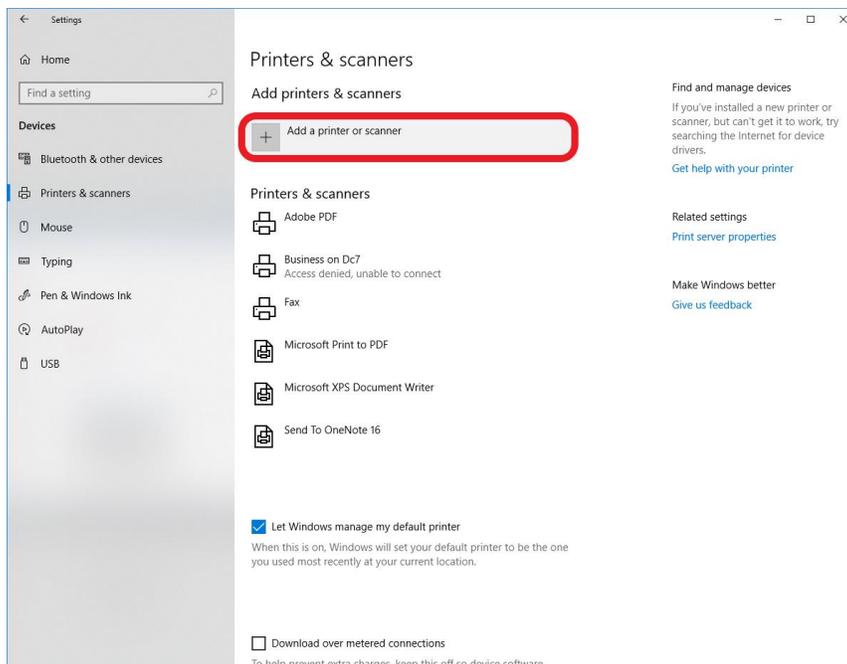
- 1.) Click on the start menu button and then go over to **Settings** and left click on it. Then, from Settings, left click on **Devices**.



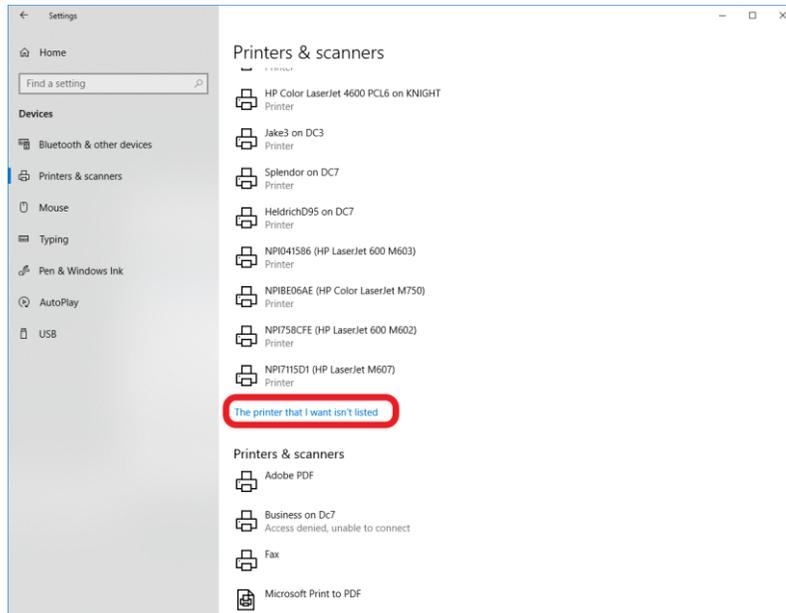
2.) Once in the Device settings, click on **Printers & Scanners**.



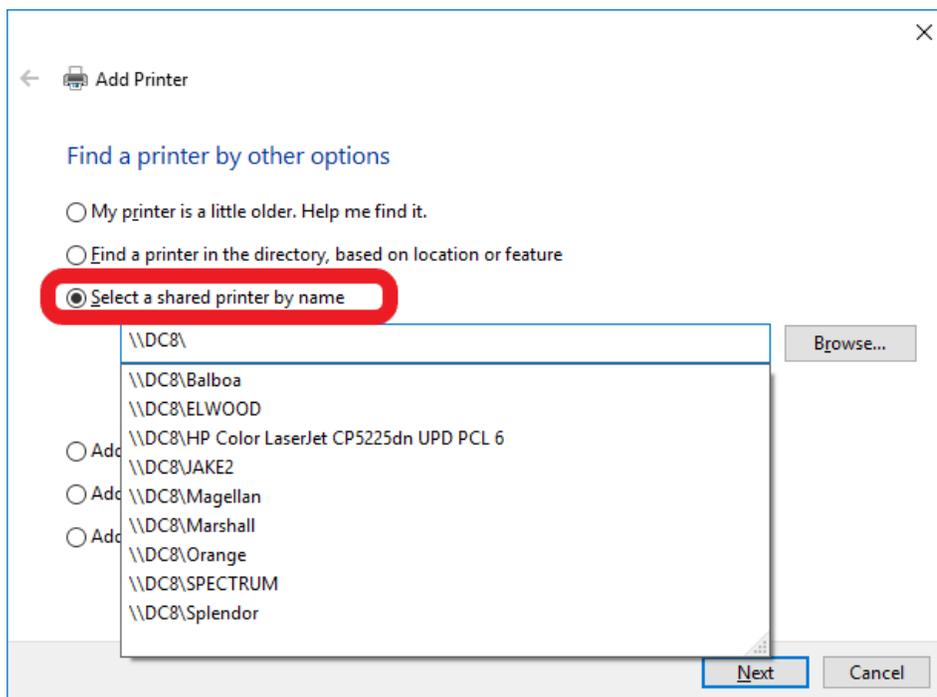
3.) Click on **Add a printer or scanner**.



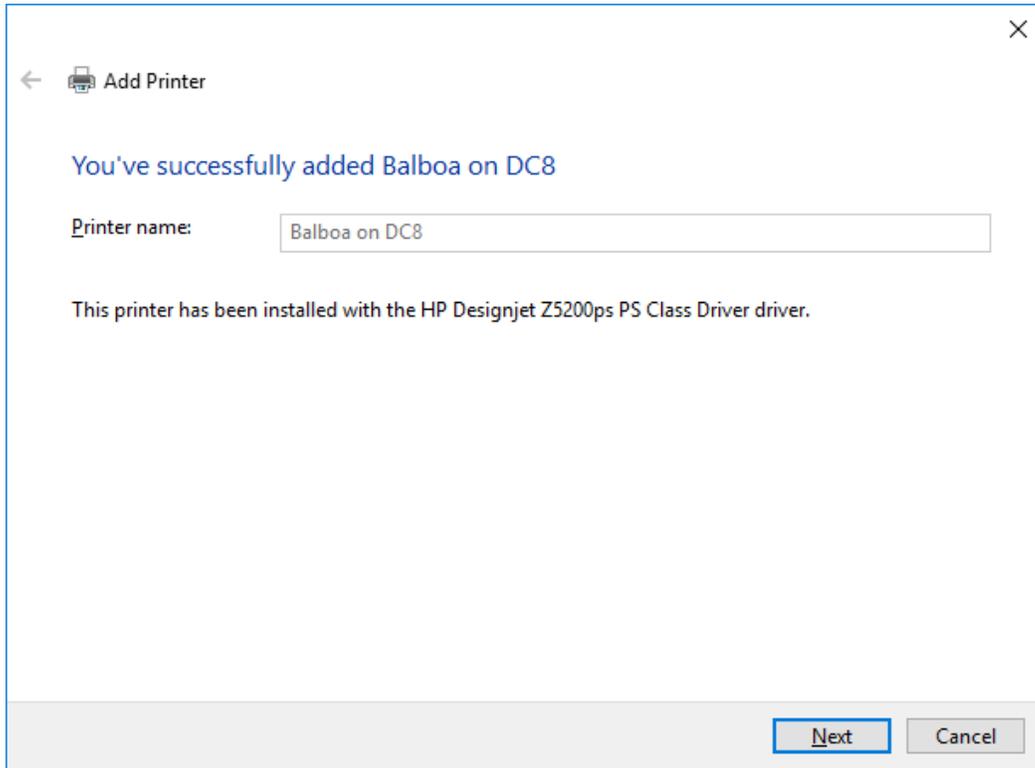
- 4.) A search for available network printers will start. Scroll down to **The printer that I want isn't listed** and click on it.



- 5.) Then, click on **Select a shared printer by name** and type in “\\DC8\” in the search bar. Select either “\\DC8\Balboa” or “\\DC8\Magellan” depending on which plotter you would like to use. Finally, click on **Next** to set up the printer for use.

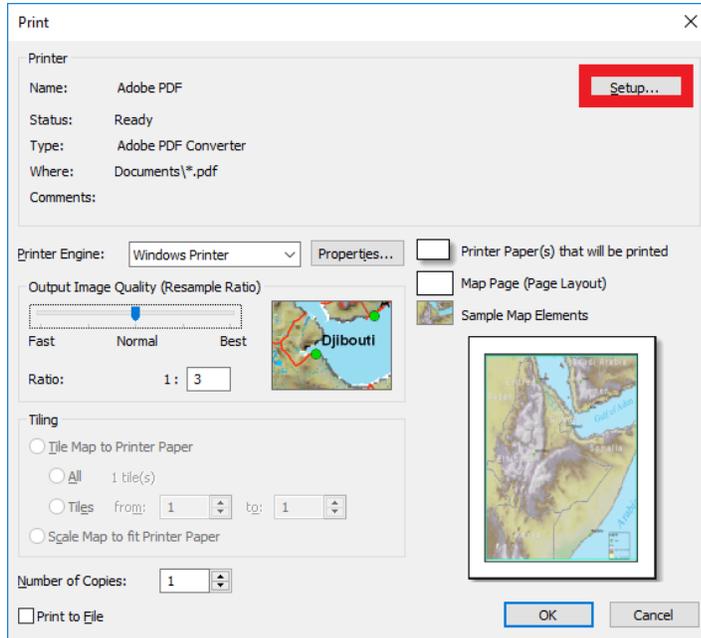


6.) It should take couple of seconds to connect to the printer and then a screen should come up saying that you have successfully added Balboa/Magellan on DC8. You should now be able to print on the computer. Click on **Next** and then **Finish**.

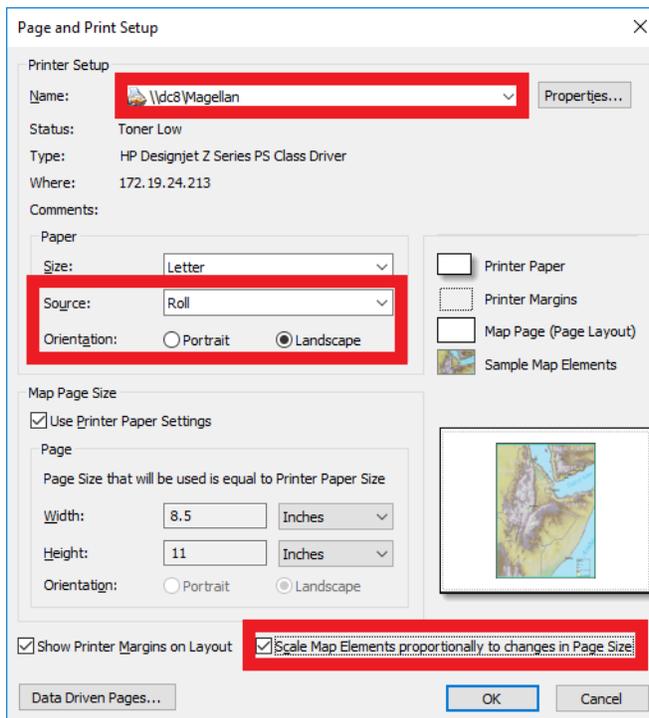


Step B: Print Map from ArcGIS

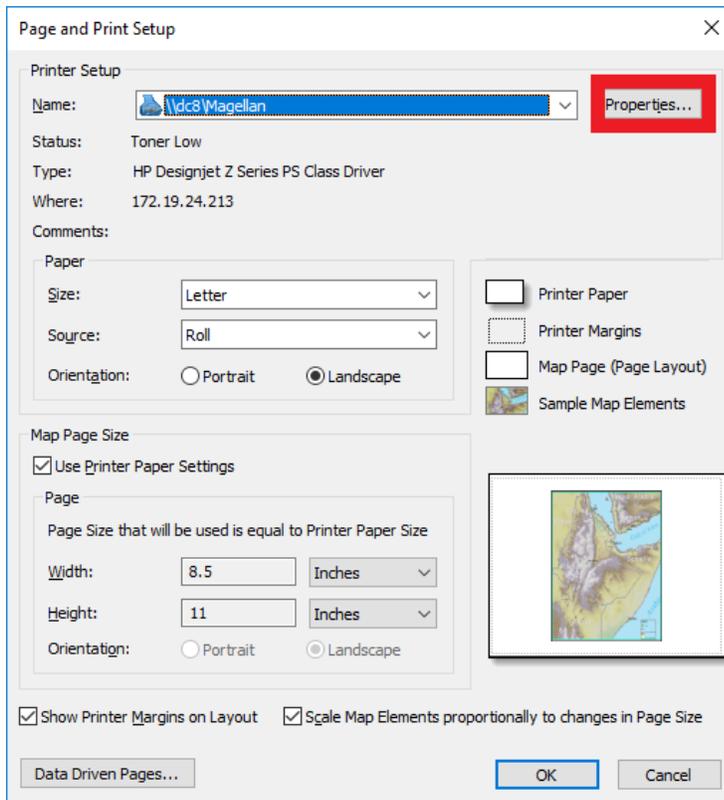
- 1.) After clicking print, a screen similar to the one shown above should appear. Click **setup** to make further changes so the document can be printed on the Plotter.



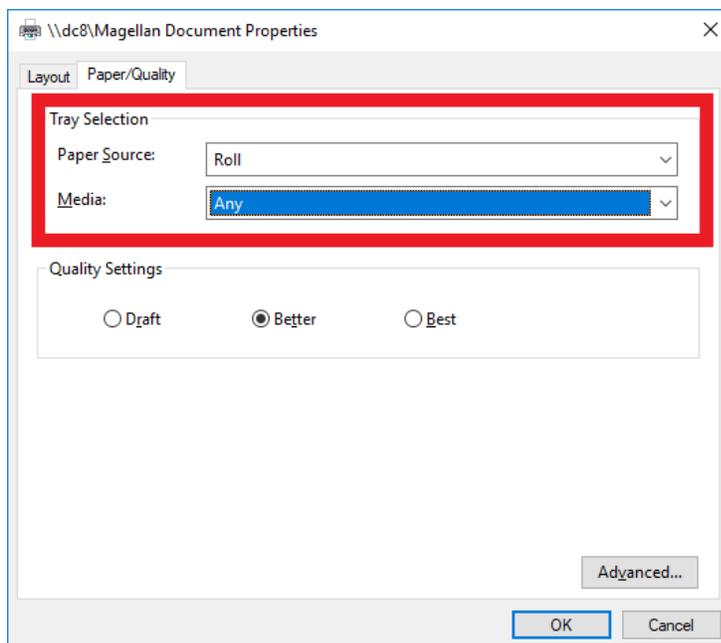
- 2.) In the setup window, change the Printer to **\\dc8\Magellan** or **\\dc8\Balboa**. After, make sure the orientation is **landscape**, the source is **roll** and **scale map elements proportionally to changes in page size** is checked.



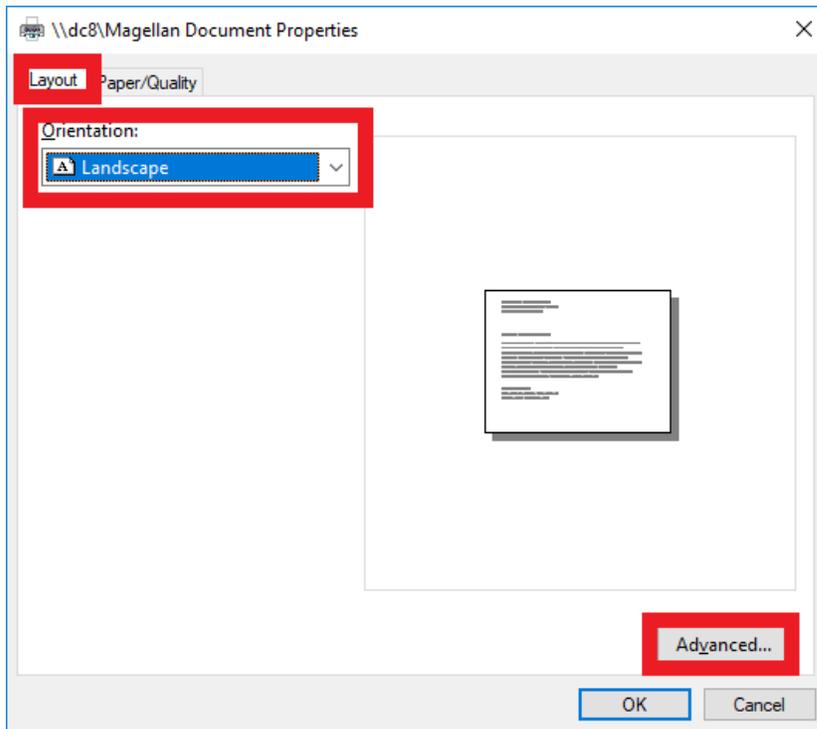
3.) Click on the **properties** tab next to the Printer's name and edit settings further.



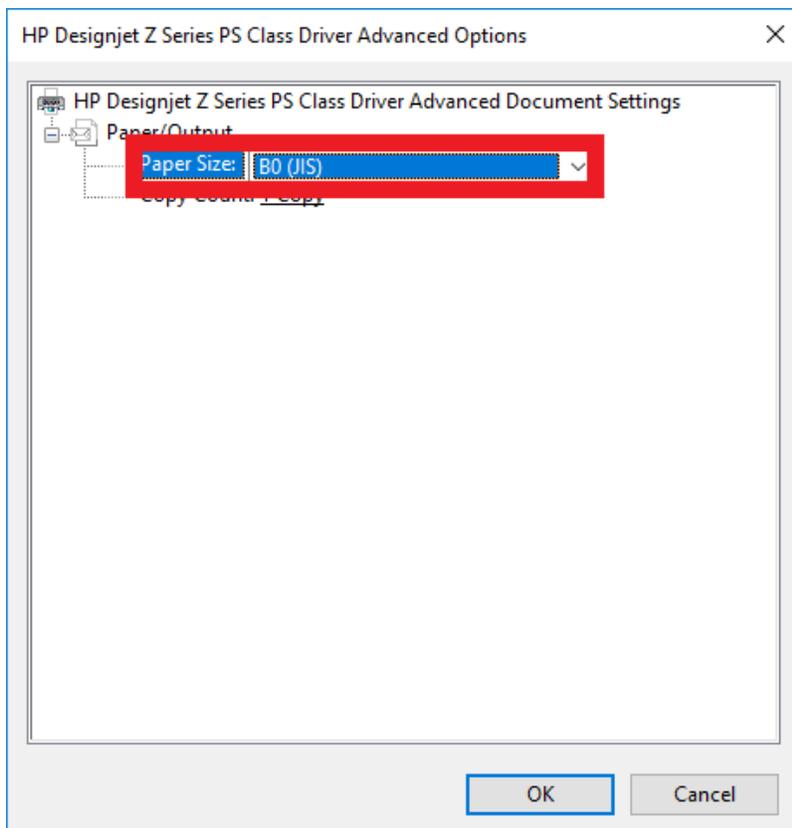
4.) Set the Paper Source to **Roll** and Media to **Any**.



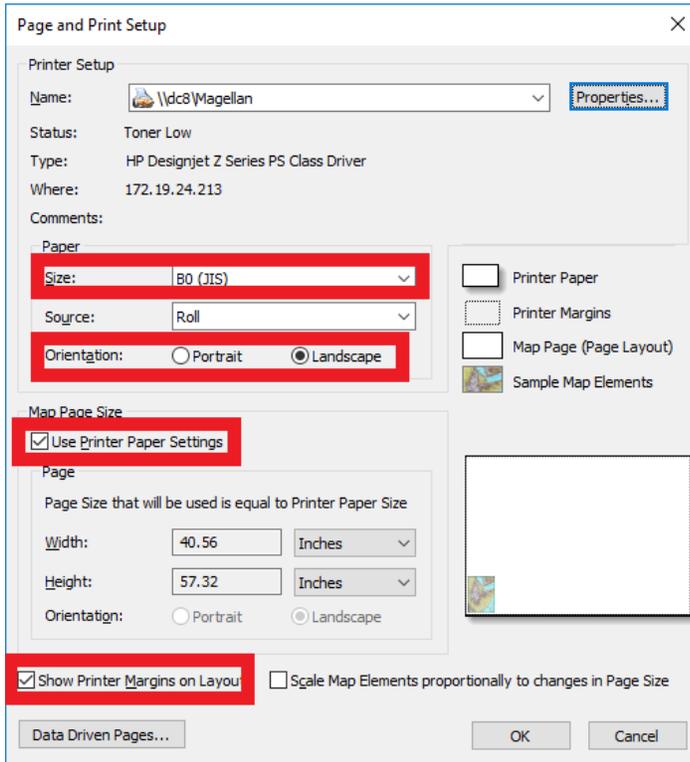
5.) Go to the **layout** tab and make sure the Orientation is set to **Landscape**. Then, click on **Advanced**.



6.) Set the **Paper size** to your desired size and click **OK**. Then, click **OK** once again.



- 7.) In the **paper size** section make sure the custom paper size you had made is selected and the orientation is set to **landscape**. In the map page size, make sure **Use Printer Paper Settings** is checked and on the bottom **Show Printer Margins on Layout** is checked. Check the **Width** is not larger than **42 inches**.



- 8.) Click **OK** on the page and print window set up and then **OK** on the print window to start printing.

