

## Plot File Configuration

AutoCAD contains the printer configuration files for our wide-format printer.

1. From the drop down menu, select File and then Plotter Manager
2. a) Double click on the Add a Plotter Wizard, next
  - b) My computer
  - c) Manufacturer - Oce
  - d) Model - 9400LV-4.x
  - e) Next, Next
  - g) Ports, select Plot to file
  - h) Name - Oce 9400 LV-4.x
  - i) Finish (You have now installed the Driver and are ready to plot)
3. From the drop down menu, select File and then Plot.
4. You should automatically be in 'Plot Device' tab
5. In Plotter Configuration, select the Oce 9400, from the drop down list.
6. Select the correct pen settings for how you want the drawing to look when printed.
7. Make sure the 'plot to file' box is ticked. Save the file name and location.
8. Click on the 'Plot Settings' tab.
9. Choose the correct paper size, according to the drawing size that you want.
10. Choose the correct drawing orientation - Landscape or Portrait.
11. Always do a full preview to ensure that the plot file is complete with title blocks & all views, and that it will fit onto the paper size selected with the correct scale. To exit this view press enter or esc.
12. All OK? Select OK. A plot file should have been created.

Use Winzip, or similar, to compress the file for FTP transport to Galveston County Blueprint, or send disk us with quantity and size of prints required, white paper, tracing or film, your name and a contact telephone number.