

## Printing to the Print Devices in B418

This instruction set explains how to print a color map on the following print devices in the GIS Lab (B418) chargeable to an authorized **speed code**:

- HP DesignJet 500ps 24" color plotter (GIS Plotter) **\$5**/linear foot
- Tektronix Phaser 740 color laser printer **\$1**/page

Choose between Portrait or Landscape orientations. Output sizes for the **HP Plotter** vary according to the set document pages.

Printer Page Size	Dimensions
ANSI A	8.5 x 11 in
ANSI B	11 x 17 in
ANSI C	17 x 22 in
ANSI D	22 x 34 in
ANSI Super B	13 x 19 in
US Legal	8.5 x 14 in



The steps to print involve:

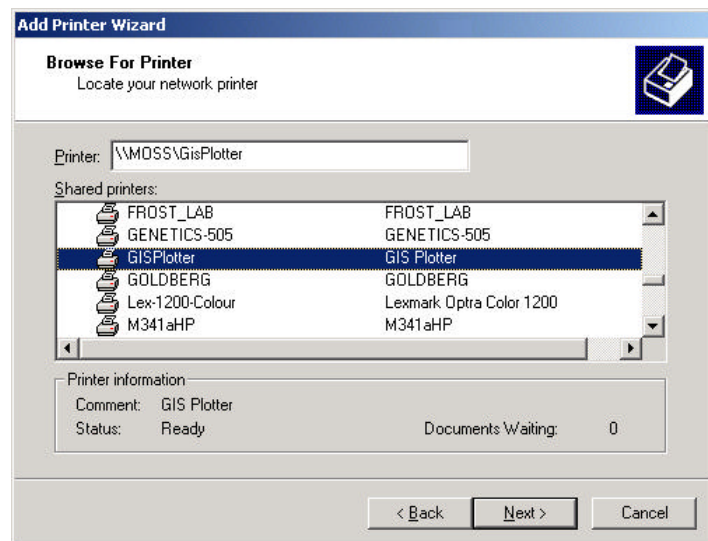
- Connecting to the print device of choice
- Setting up the ArcMap layout
- Paying for the print job
- Sending the print job
- Picking up your print job

\*If you would like to set up custom-size pages for the plotter then please contact Charlene at [charlene.nielsen@ualberta.ca](mailto:charlene.nielsen@ualberta.ca).

### Connecting to the print device of choice

Both color print devices are located on the MOSS server.

1. Click on the START menu button at the lower left of your screen
2. Choose SETTINGS → PRINTERS
3. Double-click on ADD PRINTER to start the Add Printer Wizard for windows
4. Click NEXT
5. Select NETWORK PRINTER
6. Click NEXT
7. Select the second option button "Type the printer name, or click Next to browse for a printer"
8. Click NEXT

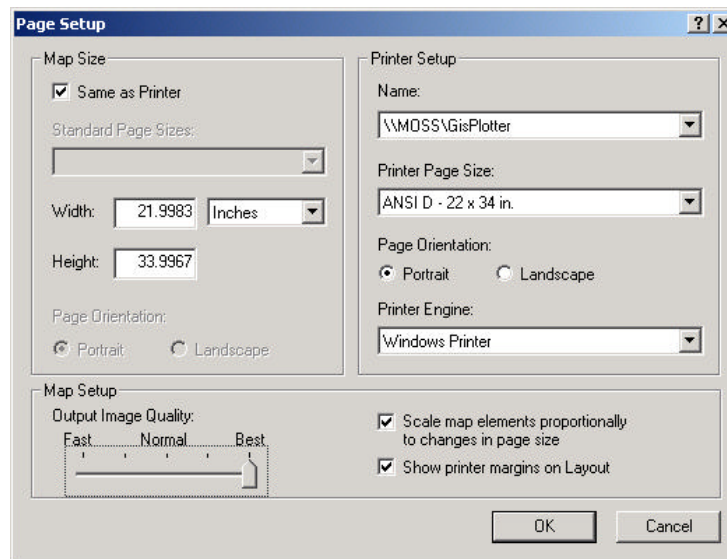


9. Scroll down and double-click on MOSS to view the network directory
10. Scroll down and click to select either the **GIS Plotter** (or **Tektronix Phaser 740** for laser printing)
11. Click NEXT
12. Select NO when asked if you want this as your default printer
13. Click NEXT
14. Click FINISH to close the wizard

## Setting up the ArcMap layout

These instructions assume you have knowledge of how to make your map layout in ArcMap 8.x, ArcView 3.x, Arc/Info or other version of ESRI software, but are specific to the details for creating the layout in ArcMap 8.x. When you are ready to create your map layout, you must first set the page size.

1. In ArcMap, choose FILE → PAGE SETUP...



2. In the Map Size box to the left, click on Same as Printer (\*unless using custom)
3. In the Printer Setup box to the right, select the desired printer (**GisPlotter** or **Tektronix Phaser 740**) from the drop-down list
4. Select the Printer Page Size from the drop-down list (\*unless using custom)
5. Select the Page Orientation (e.g. portrait or landscape)
6. Use the default Printer Engine: WINDOWS PRINTER
7. Drag the Output Image Quality to BEST
8. Optionally, choose to “Scale map elements...” and/or “Show printer margins...”
9. Click OK
10. Design your map layout
  - Add the necessary data layers and align/size data frames
  - Modify symbology and labels
  - Add cartographic elements (legend, title, scale bar, north, grid lines, etc.)

## ***Paying for the print job***

You are required to have authorized use of a Departmental **speed-code** (your own or your professor's) to charge the printing to. **Record** the following information on the forms provided in the lab:

- Date of printing
- Speed code
- Your name/Name of speed code holder
- Number of prints/Number of linear feet for plotter printing

There is no cash system set up; i.e. no speed code, no printing.

Charges reflect cost-recovery of the consumables (paper and ink) for the print devices and are as follows:

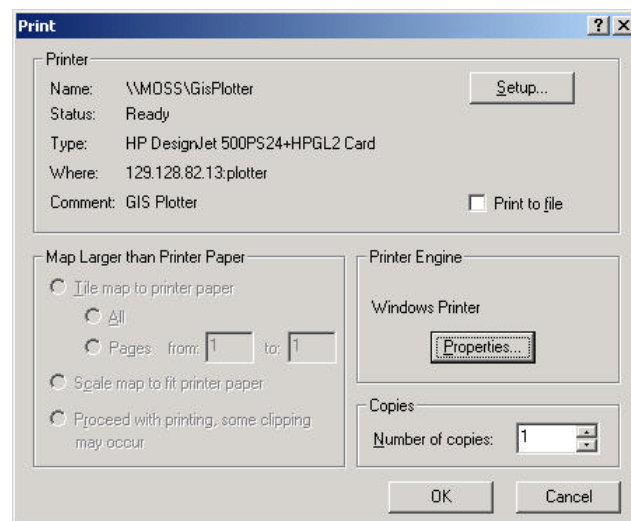
<b>Print Device</b>	<b>Cost</b>
HP DesignJet 500ps 24" color plotter	<b>\$5.00</b> per linear foot <ul style="list-style-type: none"> <li>• ANSI A or B = \$5</li> <li>• ANSI B or C = \$10</li> <li>• ANSI D = \$15</li> </ul>
Tektronix Phaser 740 Color laser printer	<b>\$1.00</b> per letter-sized page

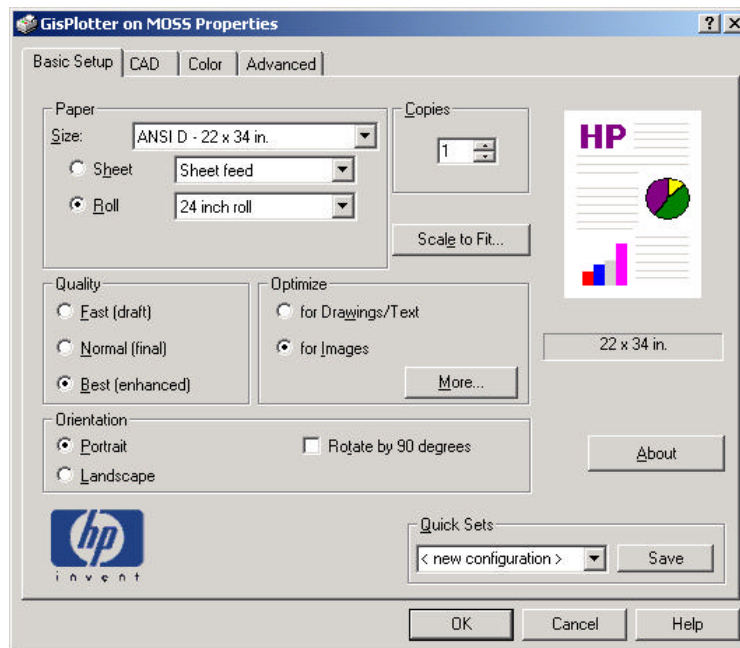
\*If you would like to set up custom-size pages for the **plotter** then please contact [charlene.nielsen@ualberta.ca](mailto:charlene.nielsen@ualberta.ca).

## ***Sending the print job***

Once you are ready to print your map layout, set output quality and send the print job.

1. Choose FILE → PRINT...
2. Click on the PROPERTIES button for the Windows Printer Engine
3. In the BASIC SETUP tab, select Optimize FOR IMAGES
4. In the ADVANCED tab, choose to AVOID OUT OF MEMORY for Document processing if the document is detailed and has many raster and vector layers, images, etc.
5. Select other parameters as needed in each of the tabs
6. In the BASIC SETUP tab, you may optionally save your settings as Quick Sets





7. Click OK
8. Back in the Print window, check any options as needed if “Map Larger than Printer Paper” options are available
9. Choose the number of copies
10. Click OK

### ***Picking up your print job***

Once you have successfully sent your print job then you may pick up your print at your convenience if you have ONE card access to the DiTRL/GIS.