AAP Netprint Plotter Instructions

Prep the File

Illustrator:

1 Before you do anything ensure you have no "yellow triangles" in your links dialogue box to the right of your screen. If you don't see it click "Window" in the menu bar and choose links. If you see yellow triangles next to your image links it most likely means you have moved them from the original place that you linked from. Fix this or embed the image if you like.

2 (Save your file first) Go the to the file menu and choose "Save As" pull down the "Save as type:" to say Illustrator EPS. Click save. Another box titled "EPS Options" will pop up, just click OK. If there are any problems with your file you may find out here as it tries to save. (VIDEO LINK)

Protip: try not to place pdf's that haven't been through this process into your illustrator document. Worst case scenario is that you make a jpg of the picture you are placing into illustrator (300dpi min if it is line art, 150 dpi for photos)

Indesign:

1 Before you do anything ensure you have no "yellow triangles" in your links dialogue box to the right of your screen. If you don't see it click "Window" in the menu bar and choose links. If you see yellow triangles next to your image links it most likely means you have moved them from the original place that you linked from. Fix this or embed the image if you like.

2 (Save your file first) Go the to the file menu and choose "Export" pull down the "Save as type:" to say EPS. Click save. Another box titled "Export EPS" will pop up, in the "Data Format" change ACSII to Binary and click "Export". If there are any problems with your file you may find out here as it tries to save. (VIDEO LINK)

Protip: try not to place pdf's that haven't been through this process into your indesign document. Worst case scenario is that you make a jpg of the picture you are placing into indesign (300dpi min if it is line art, 150 dpi for photos)

Photoshop:

1 No need to flatten any layers here, and if you value the crispness of your text you will follow that tip. (Save your file first) Go the to the file menu and choose "Save As" pull down the "Save as type:" to say Photoshop EPS. Click save. Another box titled "EPS Options" will pop up, in the "Encoding" pull-down change ACSII to Binary and click "Ok". If there are any problems with your file you may find out here as it tries to save. (VIDEO LINK)

2 *Protip: Photoshop is not a layout tool. Use it to fix single or a mash up of media before you pull into indesign or illustrator.*

Create PDF

Acrobat Distiller:

1 If you don't have distiller (which comes with design prem CS and up) please use it on one of the 24 desktops on the Milstein Plate. DO NOT use a free or paid alternative please. Once Distiller opens change the "Default Settings" pull-down to "standard". Drag and drop the EPS file you created in the previous instructions onto the distiller window underneath that pull-down. Here is the moment of truth. Problems with your file will present themselves here. Typically it will be a font issue or a corrupted jpg/tiff. Easiest way to narrow it down is to remove one image from your file at a time and repeat the process. If you still have trouble take the EPS you made and put it into Photoshop at 300dpi. Flatten and save as an EPS and then Distill. (VIDEO LINK)

Protip: This, in general, is a good method to prep pdf's for printing out of the laser printers as well.

Other Software:

2 There is no number 2. Ease of use, reliability, and availability are the reasons you should only use the first method. In indesign, the File-> Adobe PDF -> High Quality Print supposedly uses the same process so you could also use that if you like.

Print to Plotter

Netprint Plotters:

1 Open your freshly squeezed pdf in acrobat pro. For consistency purposes rotate the image to the orientation that it will come out of the printer by pressing "ctrl+shift+R" - windows or "cmd+shift+R" - mac. Move your mouse to the lower left corner of the acrobat screen, this will show you the actual size of the print. Now go to the File menu and choose "Print". Choose your plotter (Milstein 1 pl - 5 pl) from the "Name:" pull-down. Next click the "Properties" button and then click the "Advanced" button. Click on "Paper Size:" and in the pull-down choose "Postscript Custom Page Size". Fill in the "width" and "height" boxes, for this example we will use 36x24, even if your plot is only 30x24 this will center it on 36 inch. For the "Paper feed direction" choose whatever matches the width. Ie: if the width/length is 36x24 then you would choose "Long edge first", but if the width/length is 36x48 you would choose "short edge first". This is because we always want the 36 inch side to come out first. Click "Ok" three times and your preview window should now be updated with the correct size. Make sure page scaling is set to "none" if you don't have ink right to the edge, or "Shrink to printable area" if you do. Make sure the "Auto rotate and Center" box is checked AND that the "Choose paper source by PDF size" is UNCHECKED. Click "Ok" and fill in your netprint credentials. (VIDEO LINK)

info:

2 To view your plot status login here: https://net-print.cit.cornell.edu/netprint-cgi/queuestat.cgi?STATUS
Refunds are here: https://net-print.cit.cornell.edu/netprint-cgi/refund_request.cgi
Check your print log to see if your print was accecpted: https://net-print.cit.cornell.edu/netprint-cgi/account.cgi
Cost is a $15 flat rate per plot on heavyweight bond (sexy) paper, no matter if it is 24 inches or 100 inches (limit).
Specialty paper is available in the ADML by appointment only. Contact lag65 (Lindsey Glover) or lrs224 (Lily Simon).

Protip: If your print is no longer in the netprint queue and it isn't coming out yet please do not send it again. This means you are one of the next three plots coming out (the printer can store several pending jobs).