

CADD/Engineering Supply

How to Create a Plot file

- Open your version of **AutoCAD/AutoCAD LT**
- Go to **File**, Select **Plot**
- **“Plot”** dialog box
 - Select Plot Device; Select **HP Designjet 750C PRINTER (E/AO-Size)**
 - Select **Properties**
- In **“Configuration Editor”** dialog box
 - Select **Custom properties**
- In **“Paper Size”** tab
 - Choose desired **Orientation, Portrait/Landscape**
 - Select **Page Size**; If no Architectural Sizes appear, Select **More Sizes**, choose **Architectural**, Select **OK**, Arrow down to Page Size Desired
- In **“Options”** tab
 - Select **Color as Grayscale for Black only prints**
 - Select **O.K.**
 - Choose **O.K.** in **“Plotter Configuration Editor”** dialog box
- When **“Changes to a Printer Configuration File”** dialog appears, Select **O.K.**
- In **“Plot”** dialog box; Select **“Plot to File”**
- Rename File if desired
- Choose a location on your hard drive for **.PLT** file
- In **“Plot Tab”**
 - Double check your desired **Paper Size/Drawing Orientation**
 - Select **down arrow** next to **scale**
 - Select desired **Scale**
 - Select **Center the Plot**
 - Always Select **“Full Preview”** this will show exactly how your **.PLT** file will print
 - If parts of your drawing isn't seen, you may need to Click on **“Window”** to window your drawing
 - Select **O.K.**
- You can find your plot file at the location selected on your hard drive
- **Attach the plot file to e-mail/FTP and send to CADD/Engineering Supply**