## **Printing from AutoCAD**

- 1. Click 'Plot'
- 2. Change the printer/plotter device to Adobe PDF
- 3. Select the plot area
- 4. Change the page to portrait or landscape
- 5. Tick 'Center' the plot
- 6. Once you have done this your screen should look similar to this:

| Plot - Model  |  |   |
|---|--|---|
| Page setup<br>Name: <pre></pre>   | ▼ Add  | Learn about Plotting     Plot style table (pen assignments)     None  |
| Printer/plotter<br>Name:  | Properties                                       | Shaded viewport options<br>Shade plot As displayed -  |
| Plotter: Adobe PDF Converter - Windows System D<br>Where: Documents\*.pdf<br>Description: | Driver - by Au                                   | Quality Normal<br>DPI 300<br>Plot options<br>Plot is background   |
| Paper size  | ▼ Number of copies                               | <ul> <li>Plot object lineweights</li> <li>Plot transparency</li> <li>Plot with plot styles</li> </ul>   |
| Plot area<br>What to plot:<br>Window Vindow Plot offset (origin set to printable orea)    | Plot scale Fit to paper Scale: Custom 1 mm =     | <ul> <li>Plot paperspace last</li> <li>Hide paperspace objects</li> <li>Plot stamp on</li> <li>Save changes to layout</li> <li>Drawing orientation</li> </ul> |
| X: 22.37 mm Center the plot<br>Y: 0.00 mm   | 3.779 units Scale lineweights Apply to Layout OK | Portrait     Landscape     Plot upside-down     Cancel Help   |

7. Click 'OK' this next screen will appear:



This screen will allow you to save your drawing to a PDF document to print later.

Choose where you want to save the PDF (preferably in your student folder), name the PDF and click 'Save'

- 8. The drawing will now save and will automatically open in Adobe Acrobat
- 9. Once the drawing has opened in Adobe Acrobat you can send it to a printer by clicking 'File' and then 'Print'
- 10. You can then select the printer you wish to print to and then click 'OK.' The drawing will now print to the selected printer

| 🔁 Drawing1.pdf - Adobe Acrobat Pro  |  |   |  |
|---|--|---|--|
| File Edit View Document Comments Forms Tools Advanced Window Help                                 |  |   |  |
| 🛛 🚑 Create 🗸 📮 Combine 🔹 🔬 Collaborate 🔹 🍰 Secure 👻 🥒 Sign 👻 📄 Forms 👻 📫 Multimedia 👻 🏈 Comment 🔹 |  |   |  |
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| Ē   | Print  | <b>×</b>                                    |  |
|   | Printer<br>Name: Library HP 2  | Properties                                  |  |
| <b>9</b> 2  | Status: Ready<br>Type: HP Laser Jet P3010 Series PCL 6   | Comments and Forms:<br>Document and Markups |  |
|   | Print Range  All  Current view  Current page Pages 1  Subset: All pages in range Page Handling Copies: 1  Collate Page Scaling: Shrink to Printable Area  Auto-Rotate and Center  Choose paper source by PDF page size Use custom paper size when needed | Preview: Composite<br>K 8.27                |  |
| <b>1</b>  | Print color as black   | 1/1   |  |
| Ø   | Printing Tips Advanced Summarize Comments  | OK Cancel                                   |  |

Please note that you will not be able to edit the drawing once it has been plotted to a PDF. If you wish to make changes, you will need to go into AutoCAD to edit the drawing and follow steps 1 to 10 again to print it.