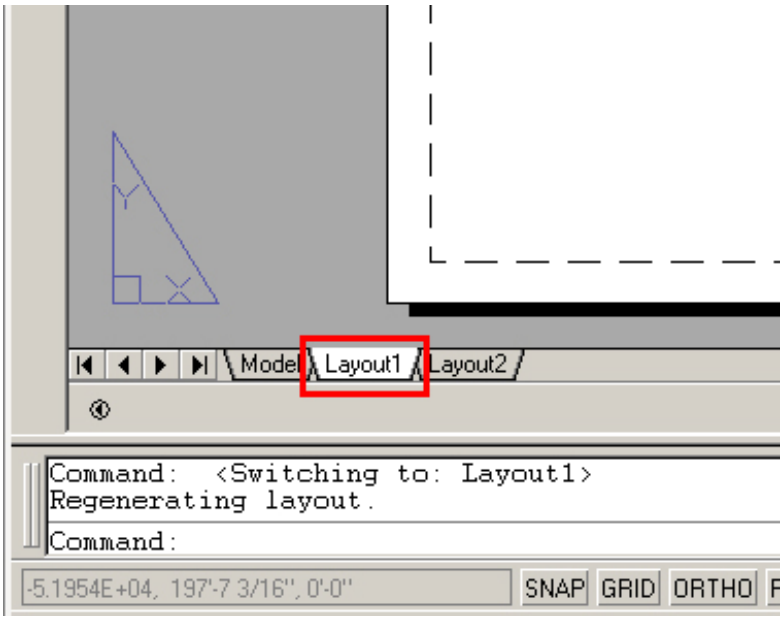
H.D.FINCH REPROGRAPHICS LTD

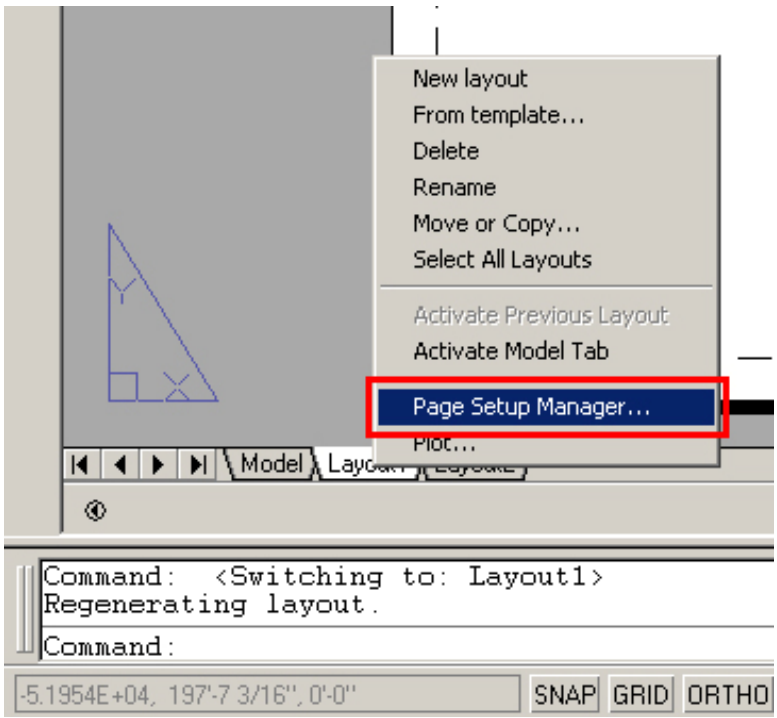
INSTRUCTIONS FOR PLOTTING TO A FILE IN AUTOCAD 2000 AND LATER

1) Plotting to a file

a) Select a blank layout



b) If the page setup dialog box does not automatically display, right click on the layout tab and select **Page Setup Manager.**



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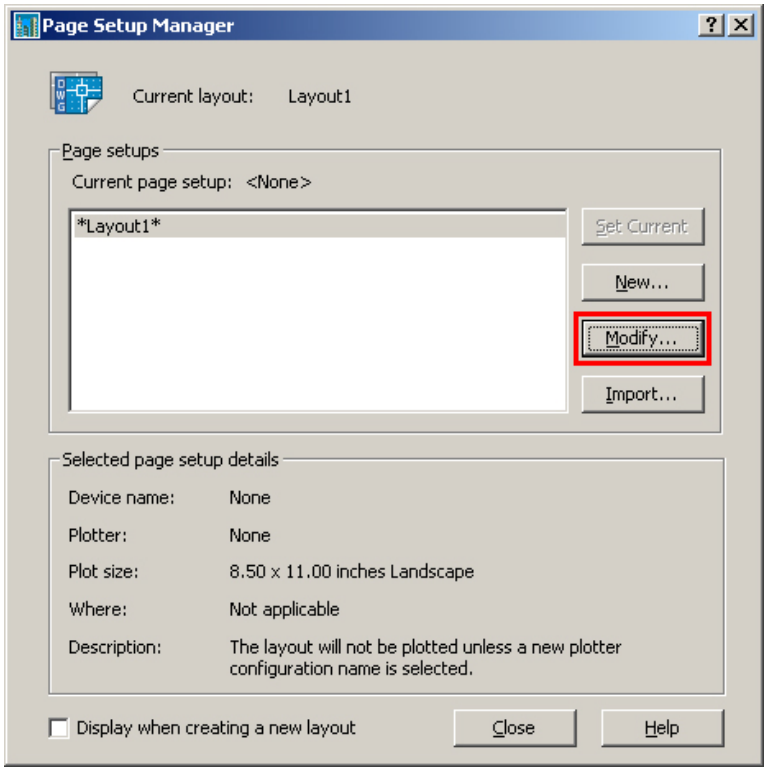
c) Click on **Modify**



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d) 1 - Select **HP DesignJet 750C (E/A0) by HP (for printing B+W) or HP Designjet 1050C by HP (for printing colour)** from printer list

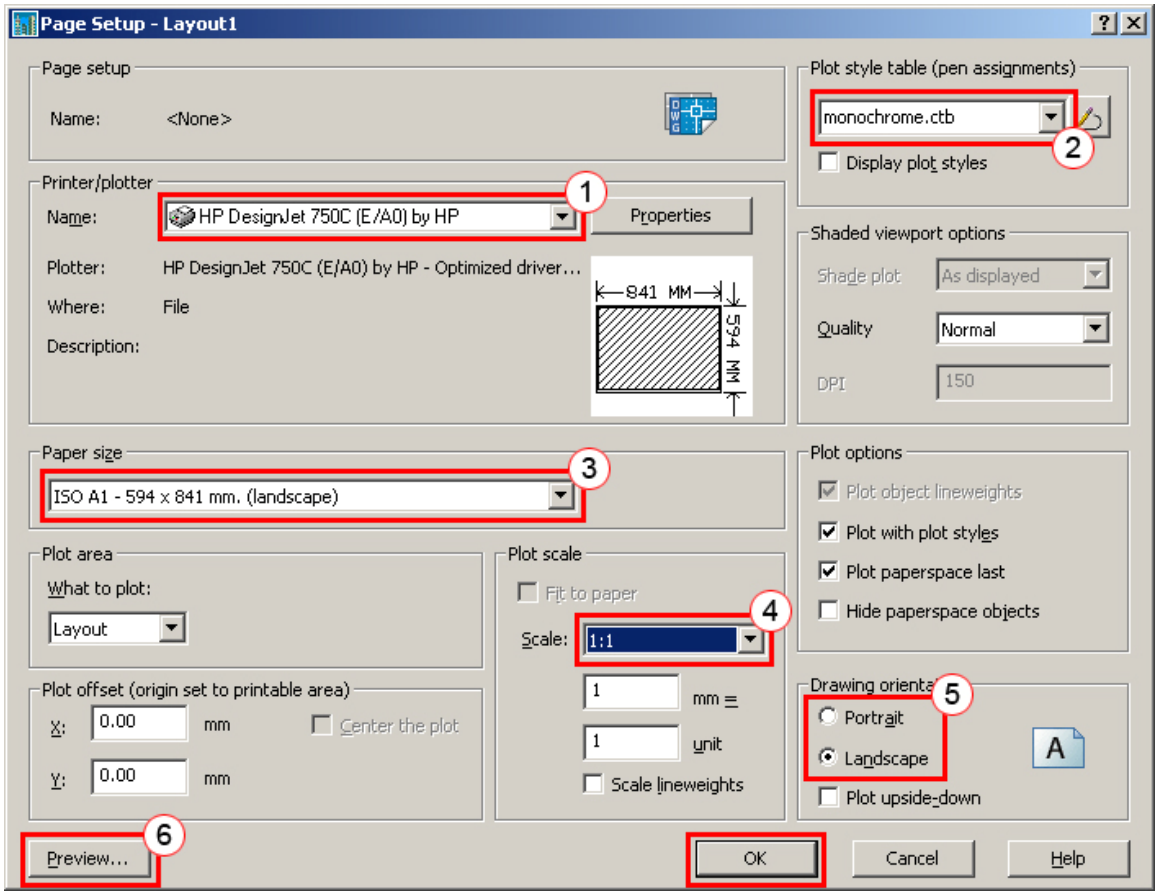
2 - Specify Plot Style

3 – Select Paper Size

4 – Plot scale should ALWAYS be set to 1:1. This has no relationship to the viewport scale.

5 – Select Drawing orientation.

6 – Preview the drawing if required, before clicking OK to exit the page setup dialog box.



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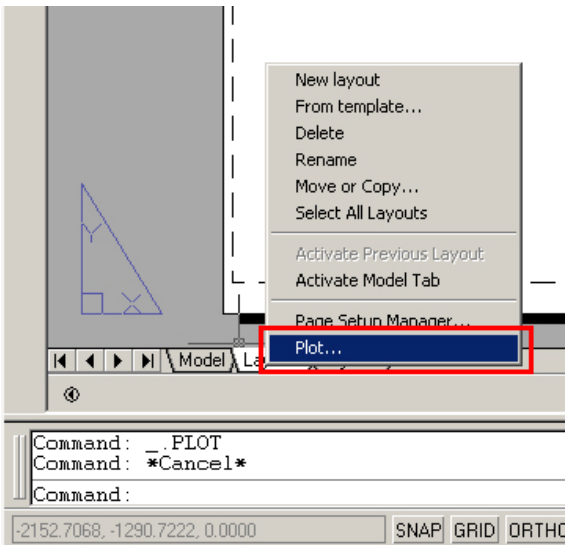
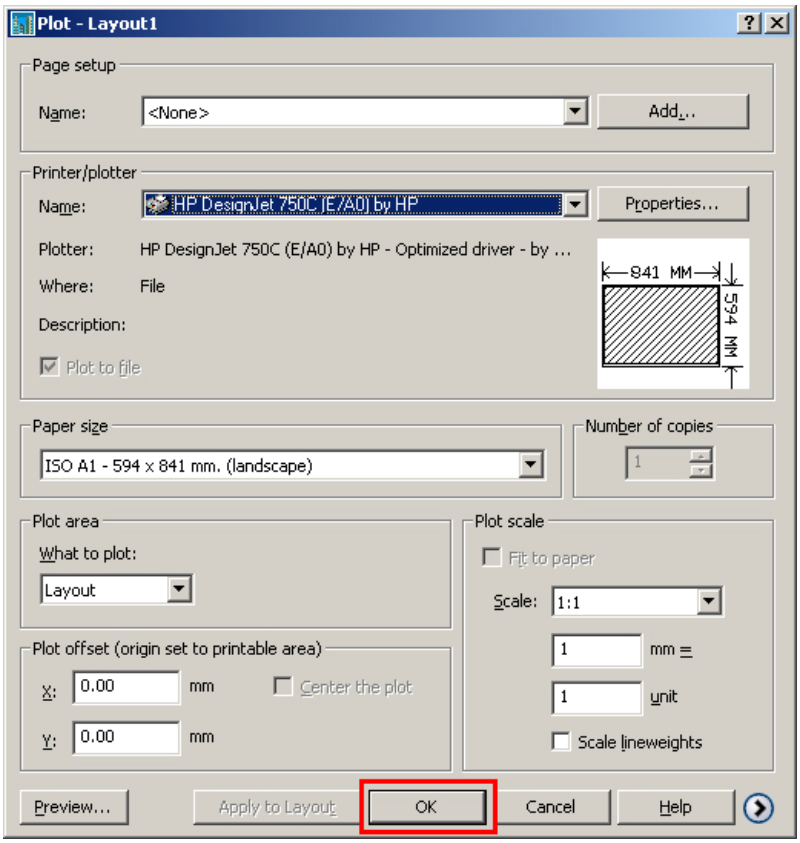
e) When you are satisfied with the page setup and preview, right click on the layout tab and select **Plot**.



f) **Click OK** – You should not have to change anything in this dialog box.



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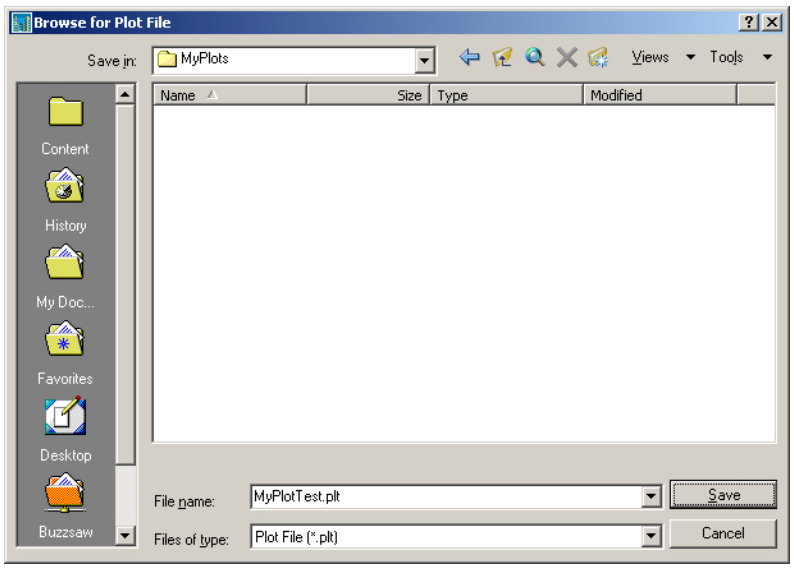
g) Browse to a location where you want to save the plot file, then give it an appropriate name.



The plot procedure is now complete.

- Go to **www.hdfinch.co.uk**
- Click on **Submit a plot file**
- **Follow the instructions to upload the plot file.**

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