Printing a Graphic Presentation Board from Adobe Illustrator

CP-208 Plan Preparation Studio
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In the last series of exercises we learned how to create presentation boards in Adobe Illustrator. In this exercise we will learn how to print a graphic presentation board created in Adobe Illustrator.

STEP I. Setting up the “Print Setup”:

A: Selecting the Printer/Plotter:

1. Open the Illustrator file created in the TUTORIAL #D4. We know that the size of the presentation board is 48 X 36 inches.
2. From the “File” menu select “Print Setup”.
3. A “Print Setup” dialog box will appear on the screen.
4. In the “Print Setup” dialog box select the printer name from the available options and depending on the size of the board to be printed. The size for this board is 48 x 36: which has to be printed in a plotter.

*For this tutorial select \CED-TREE\LAEP LAB PLOTTER>Printers*

Note: These plotters are available in the LAEP lab, if you are plotting from a different location check the type of plotter to be used for this purpose.
B: Selecting/Editing the Paper Size:

**Note:** The paper size in the “Size” section will be a default size. We will have to change the paper size to 48”x36” which is the board size to be printed.

1. Click on the “Size” tab under the “Paper” section to see if the required size exists. Then select the size. The size for this particular exercise is not present in the available options, hence we will have to create a custom paper size.
2. To change the paper size, click on the “Properties” tab which is on the top right corner of the dialog box.
3. A “Plotter Properties” dialog box will appear on the screen.

**Note:** It is very helpful to take a test print of the page in a smaller size before printing on a large paper. To print a test page, Select Fit to this page option and select a letter size paper and hit “OK”.

Click on Properties to open the dialog box below

Check for the required paper size
4. Click on the “More sizes” tab in the “Application page size” section.
5. A “Paper Sizes” will appear on the screen.
6. In the section “Custom paper size” type in the width and height in the respective boxes and hit “OK”.

• For this tutorial enter 48 for Width and 36 for Height.

7. The new size will appear in the previous “Printer Properties” dialog box.
8. In the “paper Size” tab in the “Orientation” section click on Landscape to select the horizontal format.
9. Hit “OK” and this dialog box will close.

Note: To print the board at full size, check the “NO Scaling” option in the “Zoom Smart” Section at the lower section of the dialog box.

10. The new size will not yet appear on the “Printer Setup” dialog box. Hit “OK” to finish the page setup process.
**Note:** The Print area visible as two rectangles of dotted lines will be visible on the screen. Usually at this time the size will still be the default one. To get the new size that we entered in the previous step do the following: Open the “Print Setup” again. The new size will now appear on the dialog box. Hit “OK” without doing any change in the setup. The new size of the Print area will now be visible on the screen.

**STEP II. Adjusting the placement of the printable area to be on the Artboard:**

**NOTE:** You need to adjust the placement of the printable area of the page. This is a good way to avoid having the artwork extend past the boundaries of the current page. You can adjust the page from any view. You may find it easiest to choose View > Fit In Window so you can see all of your artwork while you adjust the pages.

1. Select the page tool ( ). The pointer becomes a dotted cross when you move it to the active window.

![Tool Box](image)

**NOTE:** You can move the page anywhere on the artboard; however, any part of a page that extends past the printable area boundary is not printed.

2. Drag the page to the new location. As you drag, the page tool responds as if you were moving the page from its lower left corner. Two gray rectangles are displayed. The outer rectangle represents the page size, and the inner rectangle represents the printable area of a page.

![The Print Area will be in a random location as shown above](image)

Adjust the Print Area to fit the paper size

![Page tool in the “Tool box” is located along with the “Pan tool”](image)

To open the “Page Tool” press and hold the cursor with the mouse, roll on the right and click on the tool...
STEP III. Printing the Document:

1. From the “File” menu select “Print”.
2. “Print” dialog box will appear.
3. As we have already entered the information in a “Print Setup” dialog box no changes will be required to be done in this dialog box. The number of copies by default will be 1, change the number if you wish to print more than one copy of the presentation board. Hit “OK” to send the print to the printer.

- After going through these steps you should be able to print a Presentation Board from Adobe Illustrator, for any size of paper.
What if my board won’t print?  Tips for getting a difficult board to print.

**Tip 1:** If the board has a large raster graphic (such as an aerial) with vector (lines) drawn on top, sometimes, shifting the balance between raster and vector dominance can aid in getting the board to print. In the Document setup window, selecting “Custom” opens the transparency flattener window. Try shifting the balance between vector and raster to 50. If the board still will not print, try reducing the dpi on the vector and raster pulldowns by 50 dpi increments.

1. Go to “Document Setup”
2. Click on the “Custom” Button in the setup window
3. Pull the slider to the middle, for a value of 50
4. If document still won’t print, adjust these resolutions downward by 50 dpi at a time, attempting to print with each adjustment.
Tip 2: Another way to get a large, complicated board to print easily is to export the board as a TIFF file, and printing the file from Photoshop. The advantage of this method is the ability to easily change the size of the board in very small increments in order to get the image to print. Exporting a board as a TIFF is also the best way to get an Illustrator image into InDesign. The disadvantage of this technique is that exporting the board flattens it, and to make additional changes, one must return to the existing Illustrator file and export again.

1. Go to “File...Export”
2. Name the file, and Hit Save
3. Alter the board settings- a 24 x 36 board can be set at 200 dpi, while a larger board at 150 dpi.
4. Optimally check Anti-alias, but the write may fail and the program may ask that you uncheck it.