

# **Plotter Usage Policy in the College of Engineering**

September 18, 2003

1. The plotter is only intended to be used by teachers of the College of Engineering in printing posters.
2. We do not provide any paper. Please bring your own paper for printing.
3. Output formats are Word, Excel, PowerPoint, PhotoImpact, JPG, and GIF. Please convert the file first if your original file is not the format listed above.
4. The maximum output size is 79cm×110cm for a sheet of paper, and for roll paper is 84cm×118.9cm.
5. If the file contains special font, please bring the font type to install it.
6. Please make an appointment one day earlier before the use of the plotter to confirm the printing details.
7. The file might have format change or error due to the different software and hardware used. The plotter borrower should be present or assign a person to the College of Engineering to adjust the file.