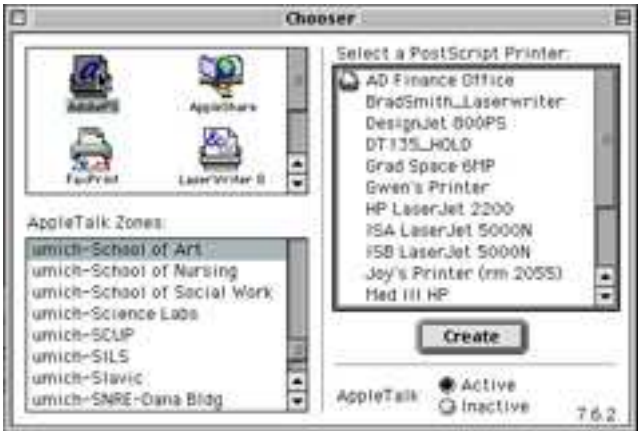
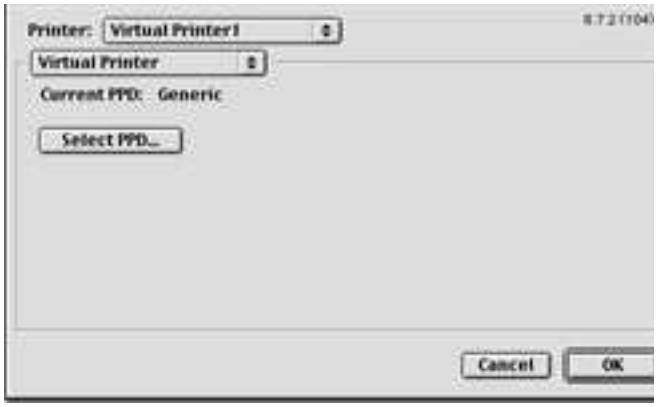
preparing Macintosh files with fonts for the plotter

When printing to the Copy Center plotter, files that use fonts must be prepared differently from files that only contain images. If your file uses fonts, please follow the steps described below to generate a **.PS** file that *will* include the font information. This sheet specifically describes the steps you need to take with Adobe programs (like InDesign, Photoshop, or Illustrator), but any other Macintosh program will be very similar.
If you are in an Art School computer lab, make sure **Extensis Suitcase** has been started and the fonts that are used in your file have been opened before starting the program that includes your file.

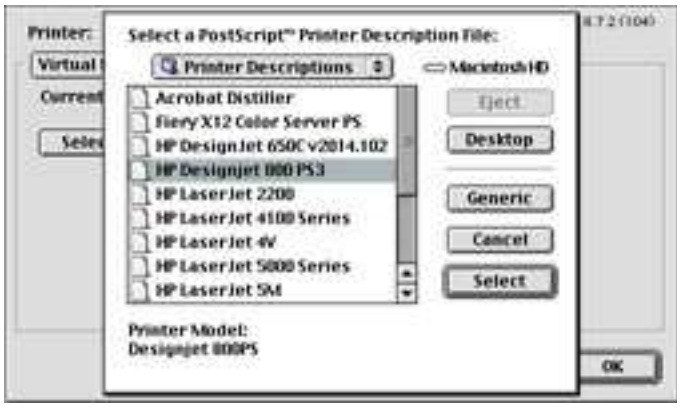
1. Select the **Adobe PS** printer icon in the chooser-you don't need to choose a specific printer, just the **Adobe PS** icon. When you are finished, close the chooser and open the program that you used to create your file.



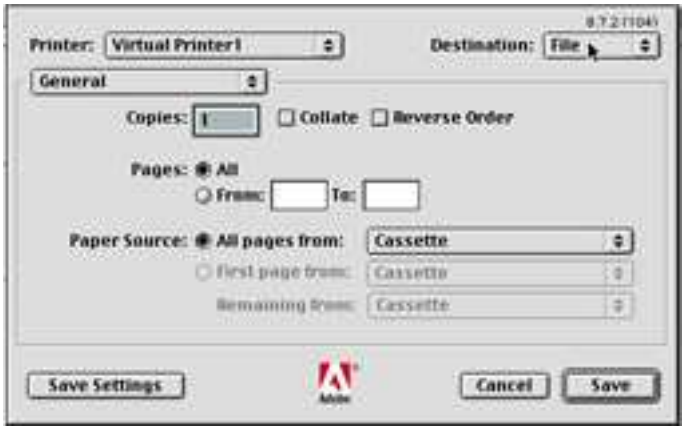
2. Under the program's **File** menu, select **Page Setup**.
In the **Page Setup** dialog box, select **Virtual Printer** in the **Printer:** window
Select **Virtual Printer** in the window below it. Click the **Select PPD** button.



3. Select the PPD for the **HP DesignJet 800 PS2**. Click **Select**.
Click **OK** and return to **Page Setup**; where you can select larger paper sizes.



4. Select **Print** from the **File** menu. In the Print dialog box, select **Virtual Printer** in the **Printer:** window at the upper left; this should now show **File** in the **Destination:** window in the upper right.



5. In the window that says **General**, select **Postscript Settings**;
the first setting should have (**1,2,3 compatible**) selected.
For **Data Format**, choose **ASCII**.
For **Font Inclusion**, choose **All**.
Click "**Save**".

Select the name and location for the output file in the dialog box, and click **Save** to generate the **.PS** file.
Your **.PS** file can now be copied to the plotter in the usual way. (If you aren't familiar with this process, ask at the Copy center for a handout called "**How to send images to the plotter from a Mac**.")

