

Appendix B

B.1 Help with Printing PDF Drawings to Various Scales

NOTE:

This help is offered as general assistance with basic printing issues regarding drawings. It is not intended to be a complete resource. There are many more techniques and options that are available. These depend on software and printing equipment used. *Adobe Acrobat 4.0* software is assumed for these instructions.

B.1.1 General

The Electronic Bid Set you are viewing has been designed to allow flexibility in printing that meet your budget and needs. Drawings can be printed at virtually any size you desire. Most personal computers can print them on standard printers. There is a large variety of inkjet and laser printers that can print from letter size 11" x 17" that are available for PC's. However, if a larger format is desired, you may need access to larger "Plotters" or commercial printing equipment. Please verify that your equipment is capable of printing large PDF documents before making a purchase. Look for "Postscript" capability in the equipment specifications. Alternatively, you may choose to have a commercial print shop print the documents for you at a size and scale that meets your needs.

The PDF drawings provided are in NAVFAC D (22"x33") size format. We are transitioning to the hybrid 22"x33" NAVFAC D size in order to facilitate printing of either 100% (ANSI D and ISO A1) or 50% (ANSI B and ISO A3) size on either US/Metric paper from the same drawing title block. This allows for 50% printing on laser printers supporting ANSI B and ISO A3 paper sizes without difficulty. The document size can be found in the lower left corner of the *Acrobat* screen and on the drawing itself. Most individuals will desire drawings printed at 100% scale or 50% scale. It is important to note that when printing from *Acrobat*, a "Shrink To Fit" checkbox appears in the *Acrobat* print window. If this is checked the entire original size document will be shrunk to fit the "printable area" of the paper size you are using. Most printers NEVER print all the way to the edge so the "fit area" will be less than the paper area. This allows you to print to any paper size, including 8 1/2 x 11, but the resulting scale of the print will vary accordingly. Other print drivers may have a percentage reduction feature that allows more flexibility and exact control. Following is guidance on printing to some popular format sizes.

B.1.2 Printing Signatures and Other Annotations on PDF's

Electronic signatures on our PDF drawings are considered "annotations" to *Acrobat*. Therefore, the "ANNOTATIONS" check box must be checked (found in the initial print window in the "Print Range" area of the window).

B.1.3 Printing Full Size NAVFAC D (100%) TO ARCH D, ANSI D, or ISO A1 Paper

Since all drawings are provided in their original full size format, printing full size is easy. Provided your printer is capable of printing PDF's at this size, simply select "Print" from *Acrobat* and do not select the "Shrink to Fit" option. You may select to print the entire set or only selected sheets.

B.1.4 Printing Half Size NAVFAC D (50%) TO ANSI B/ISO A3 Paper

Select the print command from *Acrobat*. Do not use the "Shrink to Fit" option. Select the 50% reduction factor from your specific printer driver (usually under the "Graphics" tab), if it is available. If the reduction factor is not available, the best you will be able to do is "Shrink to Fit". This will depend on your "printable area" (see General above and, Printer Driver Guidance below). Select your final paper size. The resulting print on either ANSI B or ISO A3" paper will be to 50% scale of the original.

B.1.5 Printer Driver Guidance

Your specific printer driver may have additional features not mentioned here. You will need to explore its capabilities on your own. However, Adobe Corporation publishes Postscript Printer Driver files (PPD) which can enhance your printer's capabilities to print PDF's and other documents. These PPD files are free and specific to your printer. They must be downloaded and installed using Adobe's free AdobePS utility. Information can be found at <http://www.adobe.com/prodindex/printerdrivers/main.html>. Additionally, they can be found on the free *Acrobat Reader* CD that is readily available.