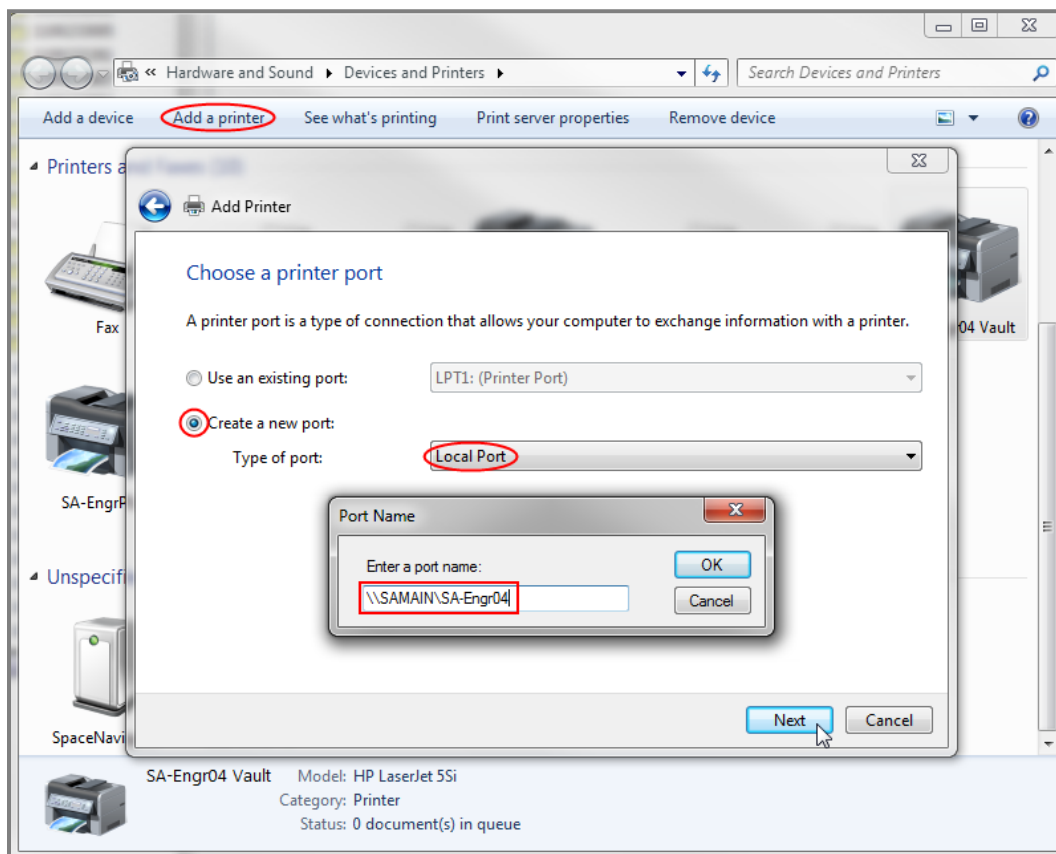# Batch Plotting Drawings

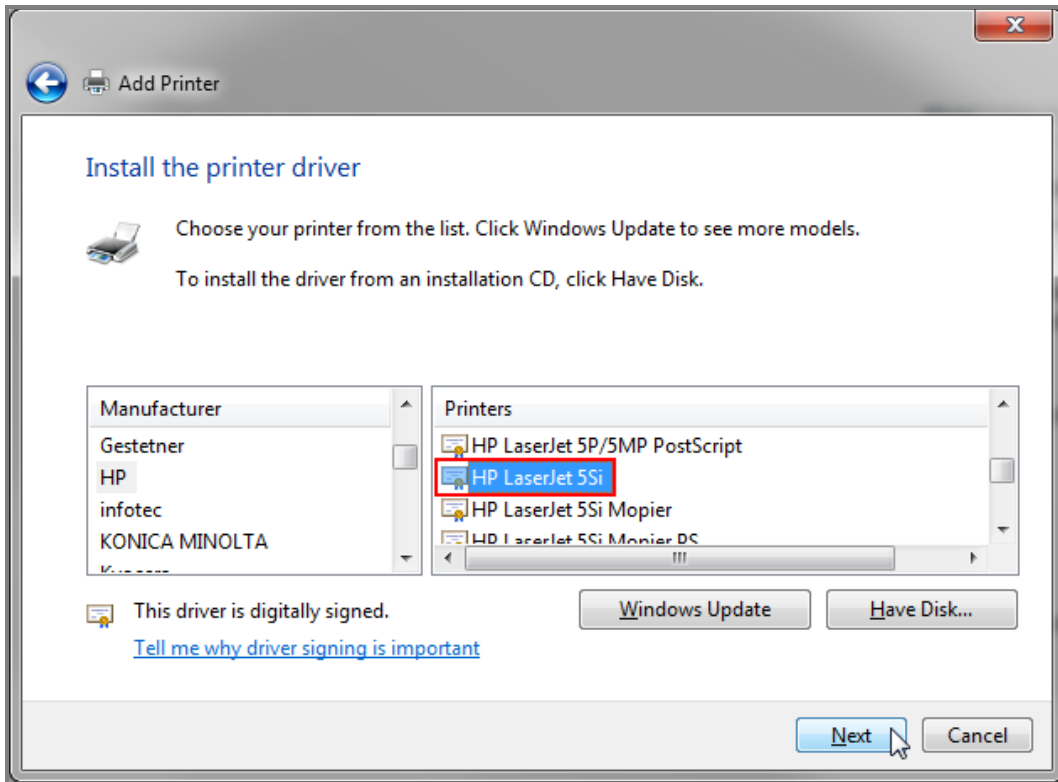*Vault Collaboration 2013, Inventor 2012*   Rev. 08/08/13

Batch plot drawings from Vault via the Vault Plot Manager. Drawings may be preselected before starting the plot manager or drawings may be searched and added after the plot manager is started. Plot lists may also be saved for future use. In general the Vault Plot Manager only works well for plotting IDWs and not other file types.

1. **Set up a print driver for the Vault Plot Manager:** A special print driver must be set up in your computer's Devices and Printers area to print from the Vault Plot Manager.

   a. Click **Start** and select **Devices and Printers** and click **Add a printer**.

   b. Select **Add a local printer**, select **Create a new port**, Click **Next** and enter your printer address/name into the port name field, for example **\\SAMAIN\SA-Engr04**. Click **OK**. *NOTE: To find your printer name select a drawing in Vault, click Plot, select one of the sheets and note the printer name in the Device field in Plot Manager.*

   c. In the Install printer driver dialog choose **HP** and **HP LaserJet 5Si** and click **Next**. If that printer is not available click **Windows Update**.

d. Finish out the rest of the install steps.

e. When plotting from the Vault choose the **HP LaserJet 5Si** as the printer. You may rename this printer to something more intuitive, such as Vault Printer, if desired. This may be done from **Devices and Printers** by right clicking on the printer and selecting **Printer Properties**.

2. **Plot Drawings:** Follow the steps to plot IDW drawings from the Vault.

a. Open the Vault client and open the Plot Manager from the standard toolbar. Drawings may be searched and selected before opening the plot manager if desired.

b. Click the Add button in the Plot Manager to browse or search files in the Vault and add them to the plot list.

c. By default sheets that have been marked as non-printing will still show up for printing in the Plot Manager. These should be marked as Exclude.

d. Sheet size and printer choice may be selected per sheet or the sheets may be multi-selected and setup via the master Page Setup box at the bottom left.

e. Click submit to send the plot list to the printer.

3. **Setup a Plot Stamp:** A plot stamp may be included on each printed sheet if desired.

   a. In the Vault Plot Manager click **Edit** on the main menu, select **Options** and set up the dialog as follows: