

Before you print a custom sized image, you must follow our [Checklist for Wide Format Printing](#) document.

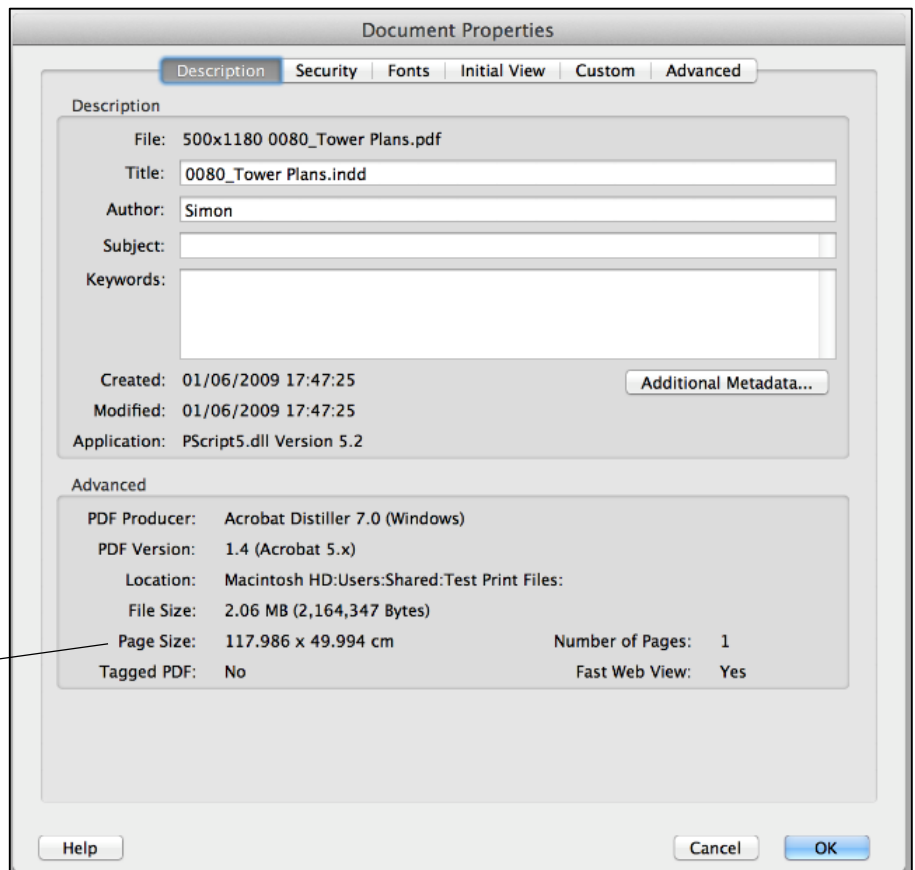
This guide only applies to the Wide Format Printers, HP Designjet T3500 and OCE TDS450, and will accommodate page sizes up to A0 (841mm width).

Printer	Queue name	Location
HP Designjet T3500	WF-Colour-Benzie	Benzie building, Third floor open space
	WF-Glossy	
	WF-Colour-Chatham	
OCE TDS 450	WF-Tracing	Chatham building, 601 Print room
	WF-Mono	

Launch [Adobe Acrobat Pro](#) located on the Dock. Once Acrobat Pro has successfully launched, on the Menu bar, click on File, Open and browse to open your work wherever it is stored.

Make a note of your image size as this information is needed later. To do this, on the Menu bar click on File then on [Properties](#), make a note of the Width and Height measurements (see example dialogue window below). These measurements have to be converted to [millimetres](#) in later stages. Then click on the OK button to close the dialogue window.

Your document page dimensions



Customise Printing in Adobe Acrobat Pro in Mac OS

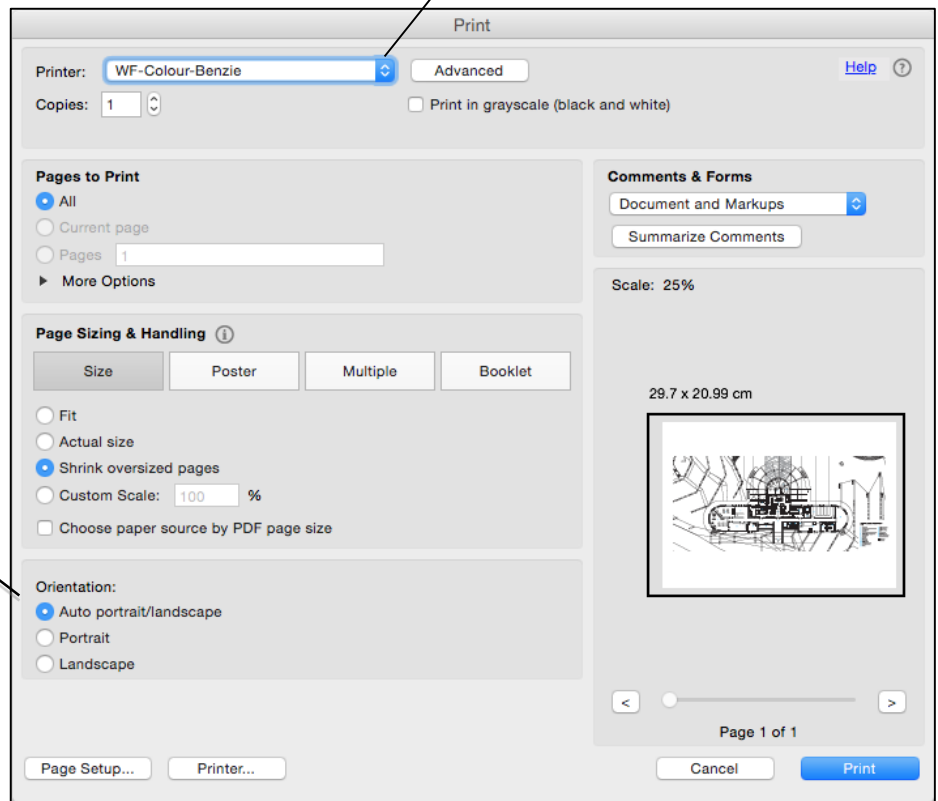
To print your work, click on the Menu bar, then click File and **Print**. The dialogue window below will be displayed.

Click on the two-arrow button on the Printer section and select the Wide Format Printer queue that you wish to use:

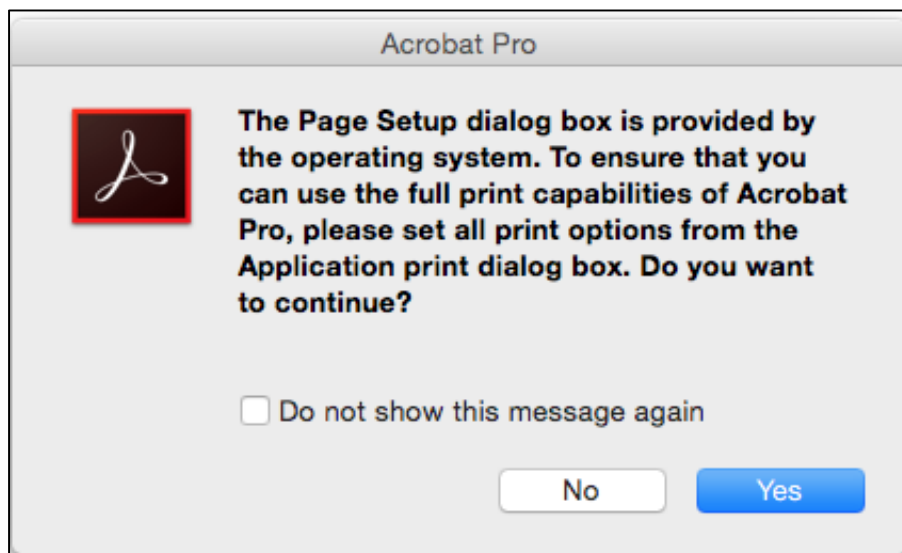
- **WF-Colour-Benzie**
- **WF-Colour-Chatham**
- **WF-Glossy**
- **WF-Tracing**
- **WF-Mono**

Click on the two-arrow and select the printer you would like to use

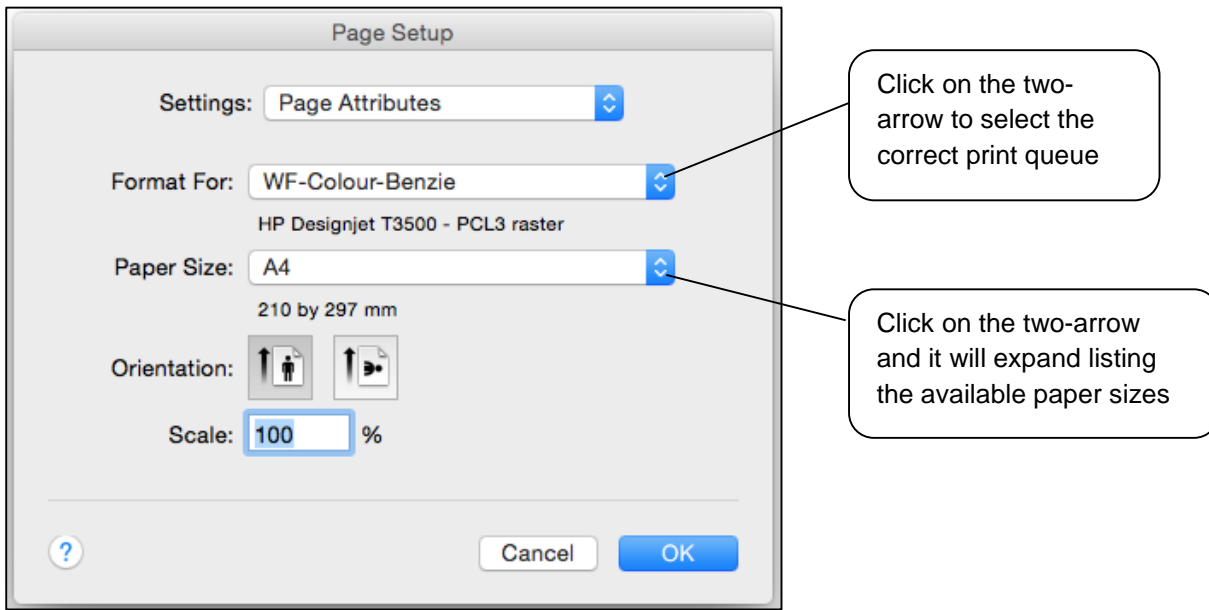
Page Setup



Click the **Page Setup** button and if the dialogue window below is displayed, click the **Yes** button.

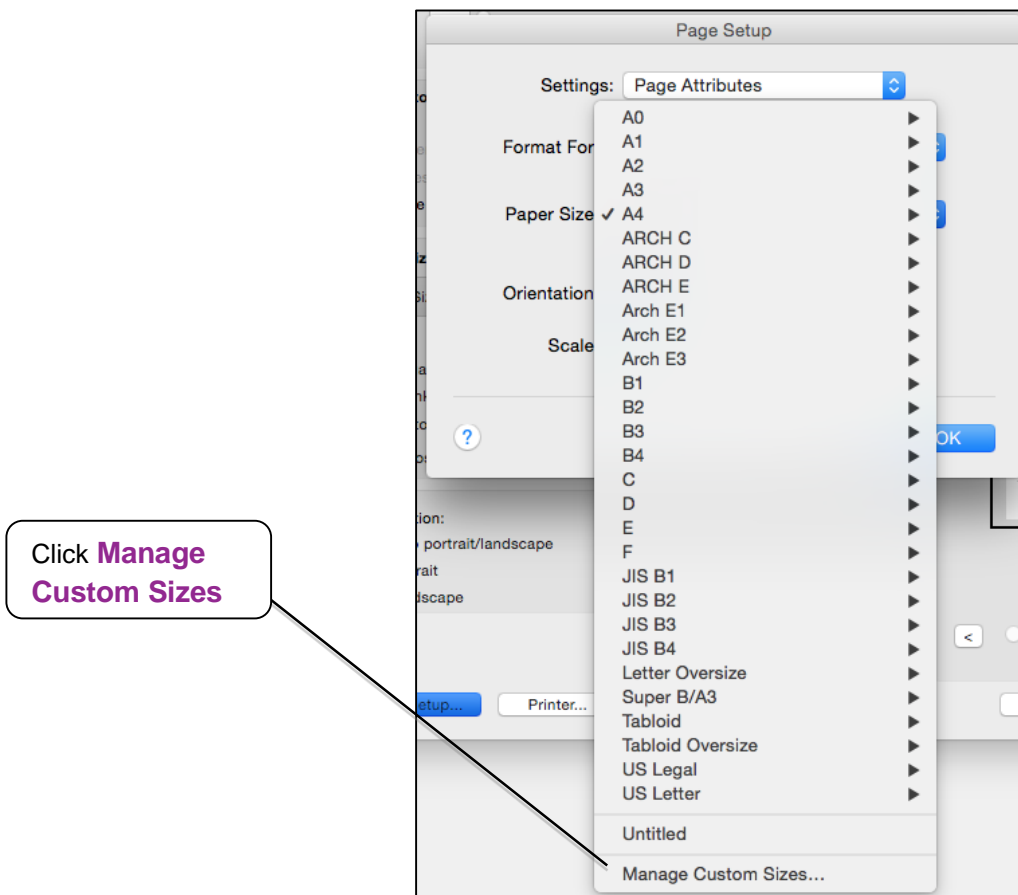


Customise Printing in Adobe Acrobat Pro in Mac OS



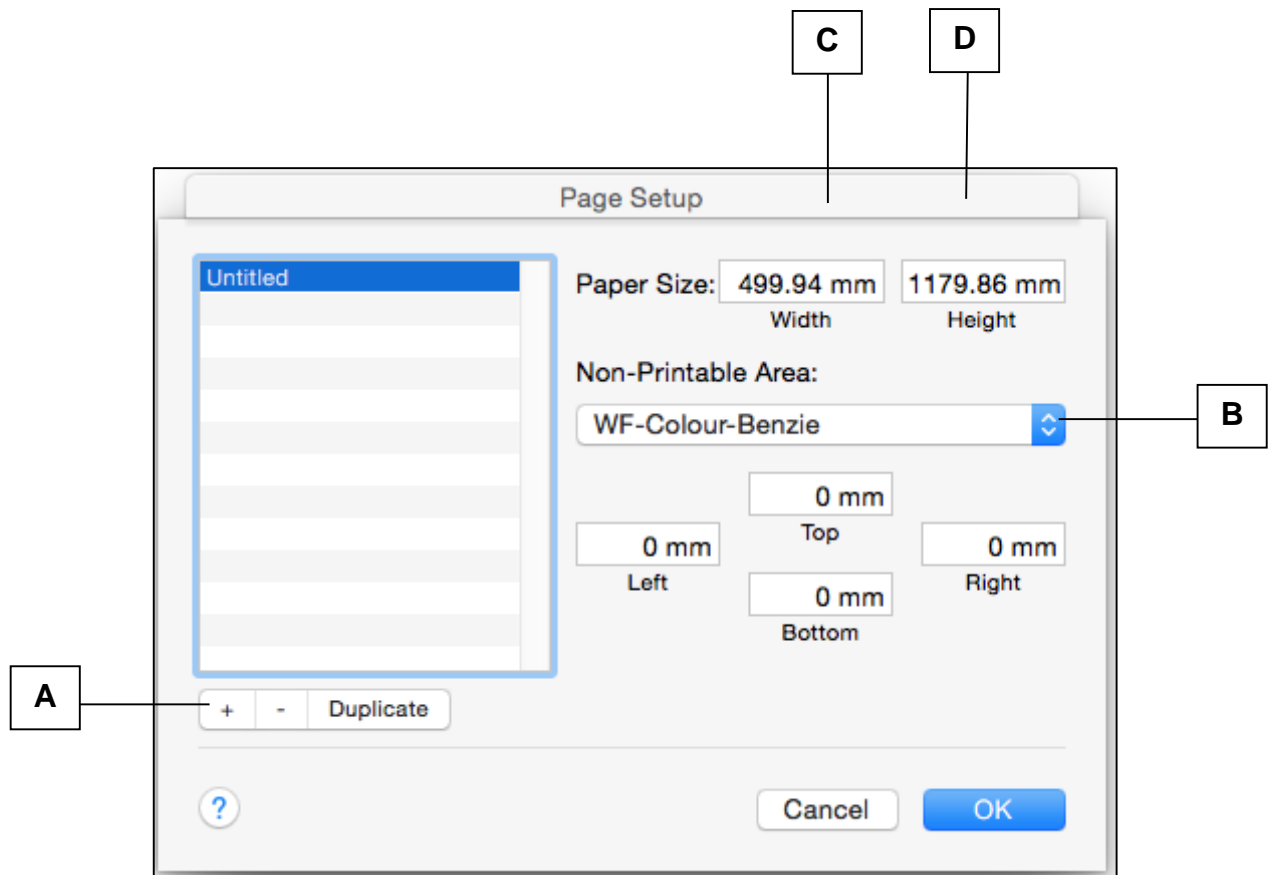
Click on the two-arrow on the **Format For** section and select the printer queue you require.

Next click on the two-arrow in the **Paper Size** section and it will expand listing all the available paper sizes, click **Manage Custom Sizes** (see next dialogue window).



Customise Printing in Adobe Acrobat Pro in Mac OS

When you click **Manage Custom Sizes**, the dialogue window below will display



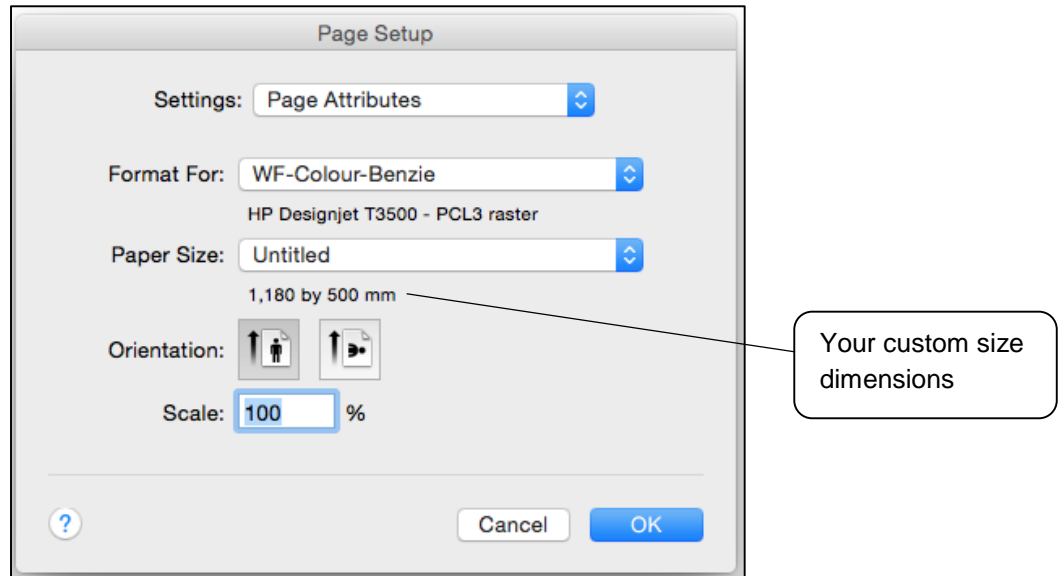
- A** You must click on the **+** button and this will create a page size named **Untitled**.
- B** Click on the **two-arrow** and select the printer queue you require
- C** Type in the **width** of your image in this box section that you have noted in step 1. Remember to convert it to Millimetres.
- D** Type in the **height** of your image in this box section that you have noted in step 1. Remember to convert it to Millimetres.

NB: For **Portrait** orientation, the minimum **width** is 210mm and the maximum is 841mm
For **Landscape**, the minimum **height** is 210mm and the maximum is 841mm

Your work will be rejected by the printer if it exceeds these dimensions.

Customise Printing in Adobe Acrobat Pro in Mac OS

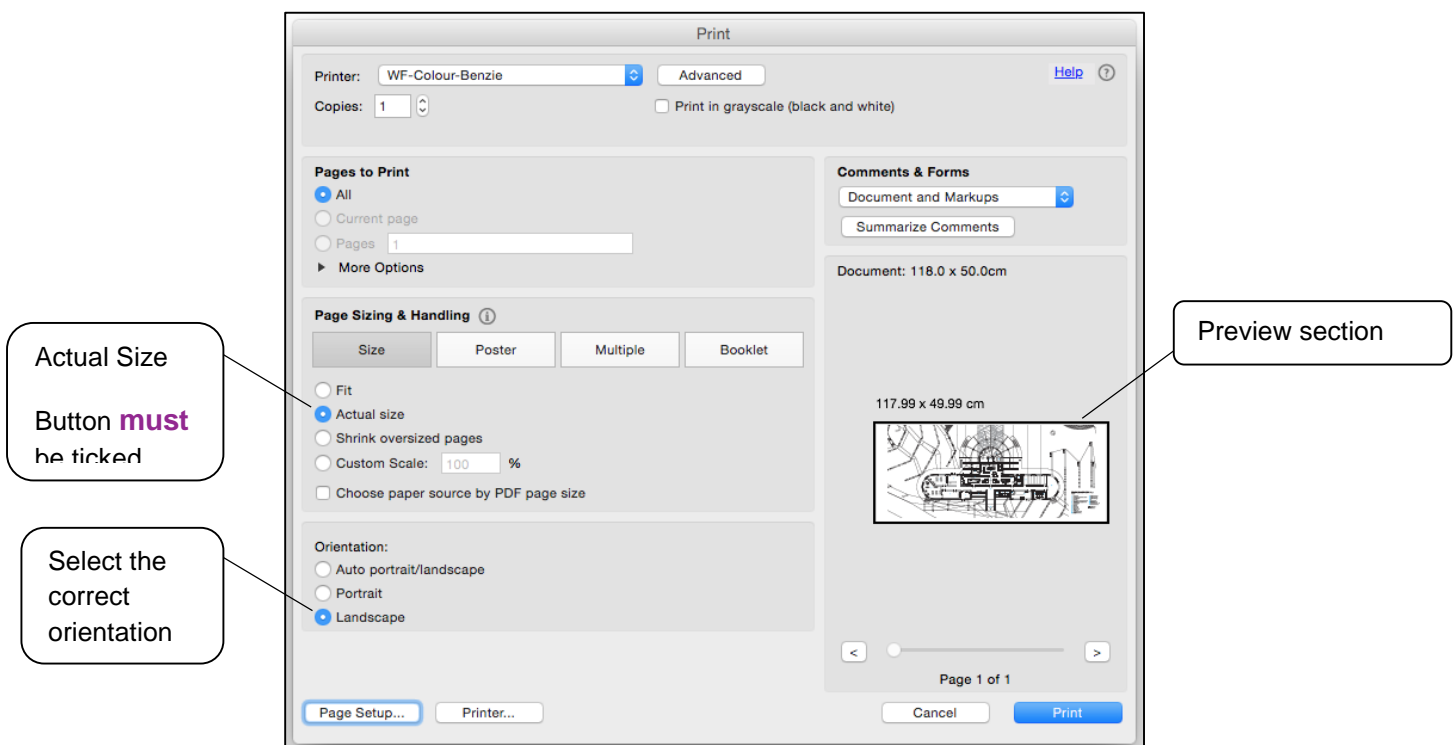
Once you have entered your correct image measurements, click on the **OK** button. The dialogue window below will be displayed. You should now see that the Paper Size has changed to your newly created custom size.



Click on the **OK** button

You will see that your image is now correctly displayed in the preview section.

In the **Page Sizing & Handling** section, **Actual size** is automatically selected, If not then please select this size. You must also select your correct **Orientation**. Click on the **Print** button, your work will be sent to the chosen wide format print queue



Activating and collecting your print job

Go to the **Wide format printing release station** that is located within the wide format printers area that you have chosen to use. Enter your MMU ID number and your print job will be displayed. On this screen, you will see how much credit you have in your MMUPrint account. Click on your print job (the cost of your print job will be displayed) and then click the Print button. Your print job will be sent to the wide format printer and printing will soon commence depending how busy the queue is.

NB: Any print jobs left in the wide format printer queues will be automatically deleted after 48 hours.