

# Customise printing in Adobe Acrobat Pro for Windows

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

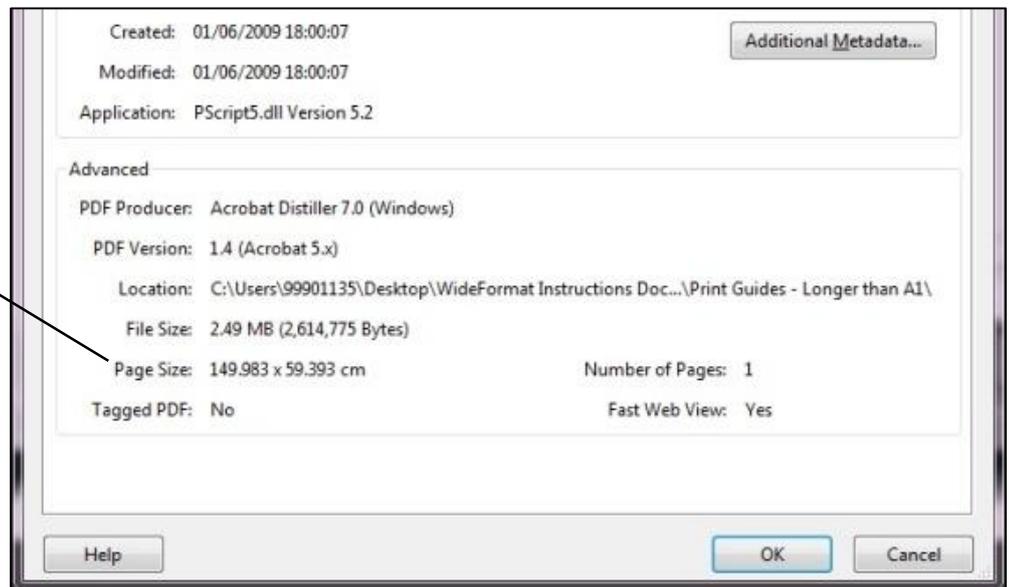
This guide applies to all our wide format printers in Chatham and the Benzie buildings. All of them will accommodate page sizes up to A0 (841mm width).

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

Click on **START** button on the Taskbar, **All Programs, Campus Applications** and select Adobe Acrobat X Pro. Once Acrobat X 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 document size as this information will be needed later. To do this, on the Menu bar click on File then on **Properties**. The Document Properties dialogue window shown below will display. Make a note of the paper size measurements (see highlighted example 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



On the Menu bar, click File then **Print**. The dialogue window below will then display.

Click the drop down arrow button on the Printer section and select the wide format printer queue that you wish to use:

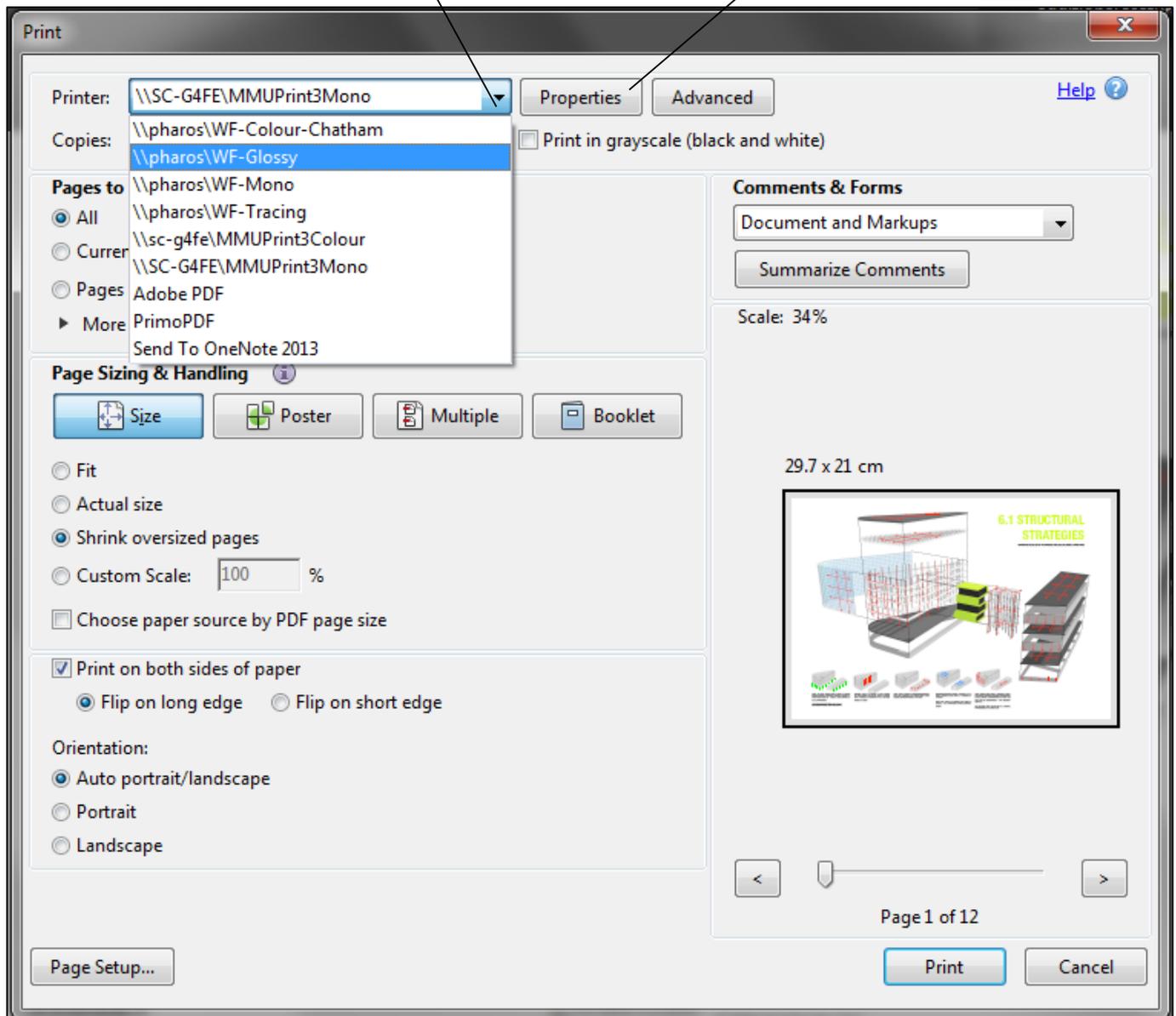
- **WF-Colour-Benzie**
- **WF-Colour-Chatham**
- **WF-Glossy**
- **WF-Mono**
- **WF-Tracing**

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Then click on the **Properties** button and the dialogue window in the next step will be displayed.

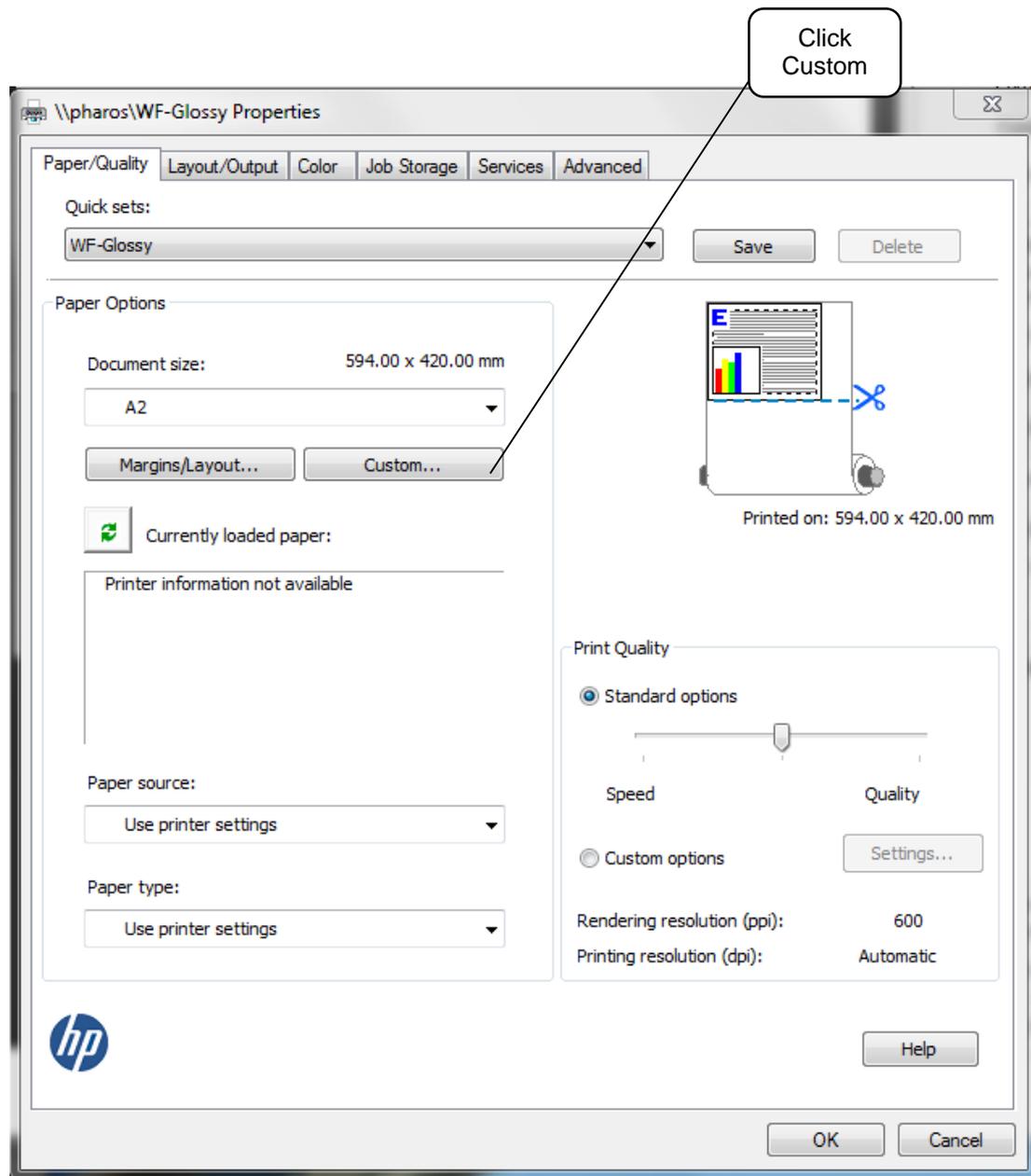
Click the dropdown button and select the printer that you wish to use.

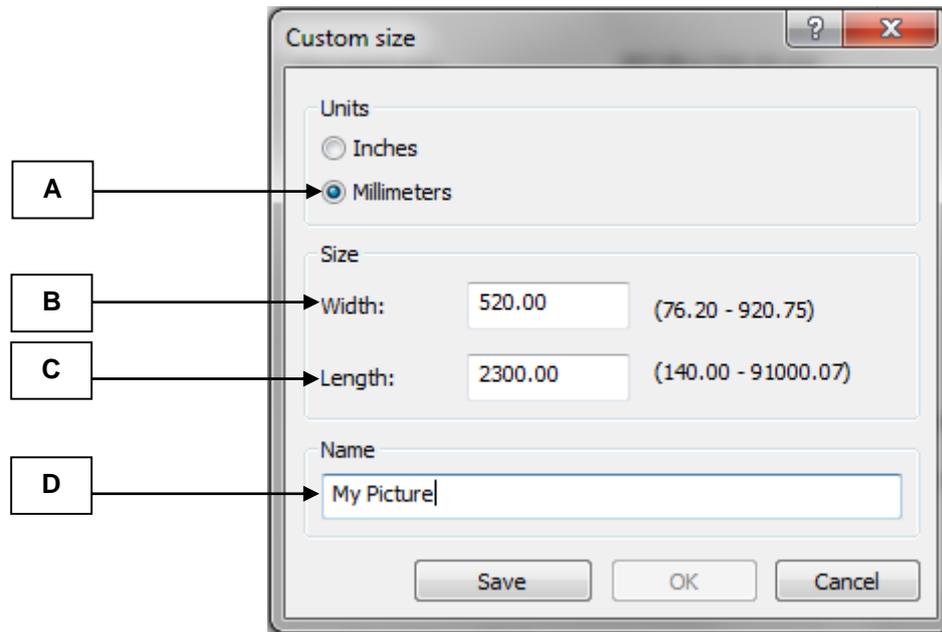
Properties button



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A4 is the default for all the wide format printers, so you will need to change the paper size. The chosen printer's Properties dialogue window will be displayed as below, you MUST click on the **Custom** button, the Custom Paper Sizes dialogue window as displayed further below will then display.





- A** Click on the **Millimeters** button to change the unit of measurement to **Millimetres**.
- B** Type in the **width** of your image in this box section that you have noted in step 2 above. Remember to convert it to Millimetres.
- C** Type in the **Length** of your image in this box section that you have noted in step 2 above. Remember to convert it to Millimetres.
- D** Type in a **name** for your custom size, otherwise you cannot save the setting

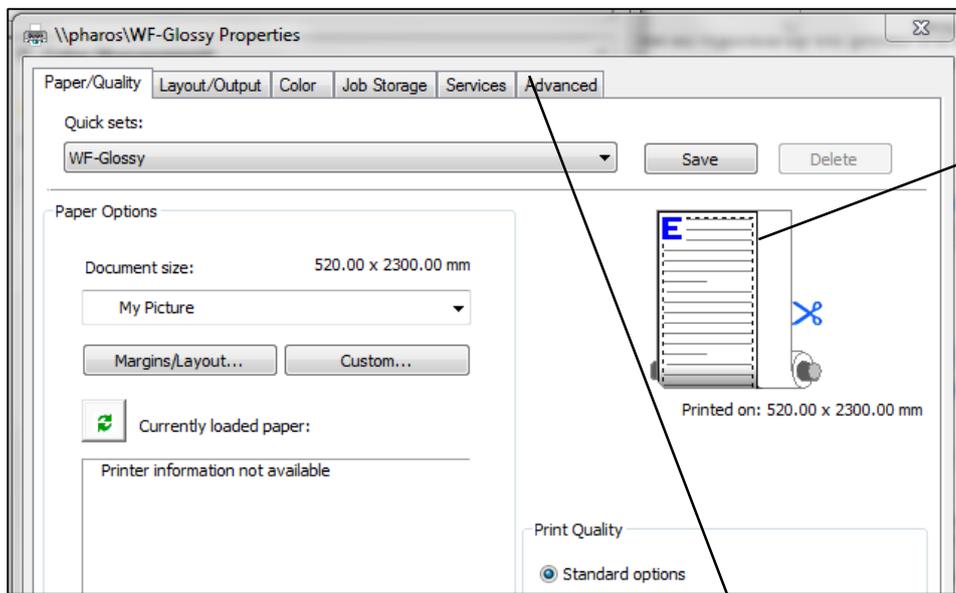
**NB:** For **Portrait** orientation, the minimum **width** is 210mm and the maximum is 841mm  
For **Landscape**, the minimum **height** is 210mm and the maximum is 841mm

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

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Once you have entered your correct image measurements, click on the **OK** button

In the printer properties dialogue window, **Document size** is now the one you created (in this case My Picture)

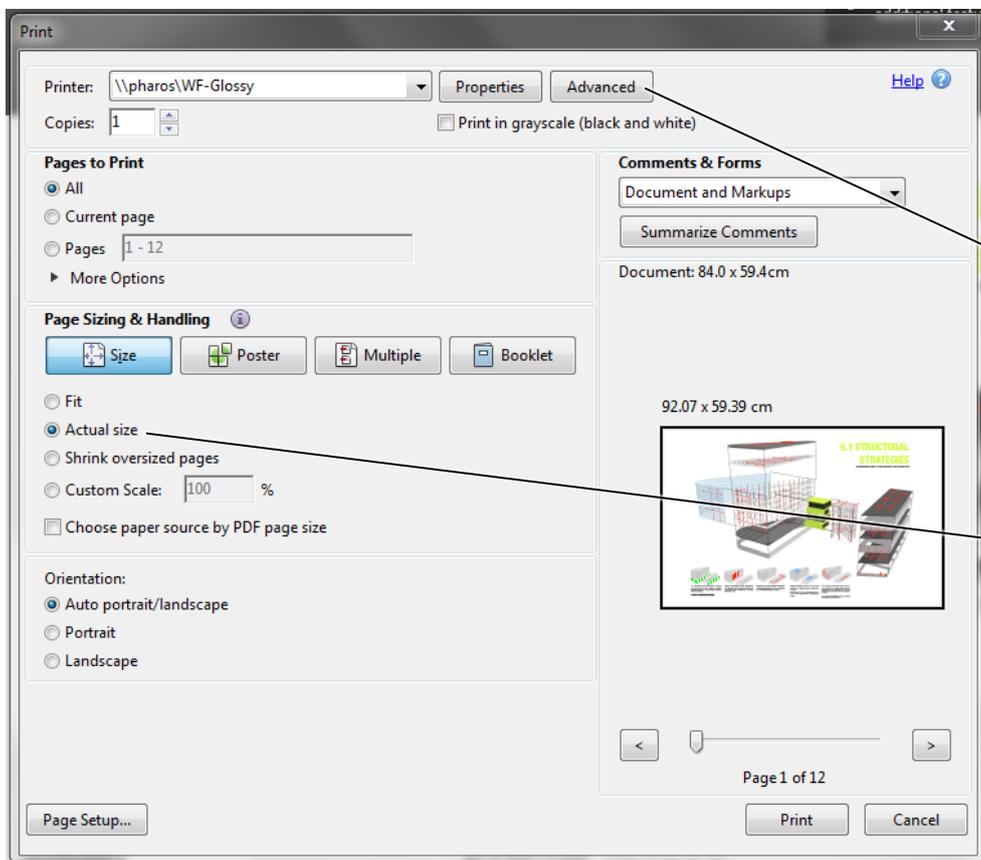


Your custom document size is automatically selected

The Print dialogue window will be displayed again.

You must ensure that **Actual size** is selected as you have already entered your exact customised measurements and have chosen to use your custom paper size. You will also see that your image is now correctly displayed.

Once done click **Advanced**.



Click **Advanced**

Tick **Actual Size**

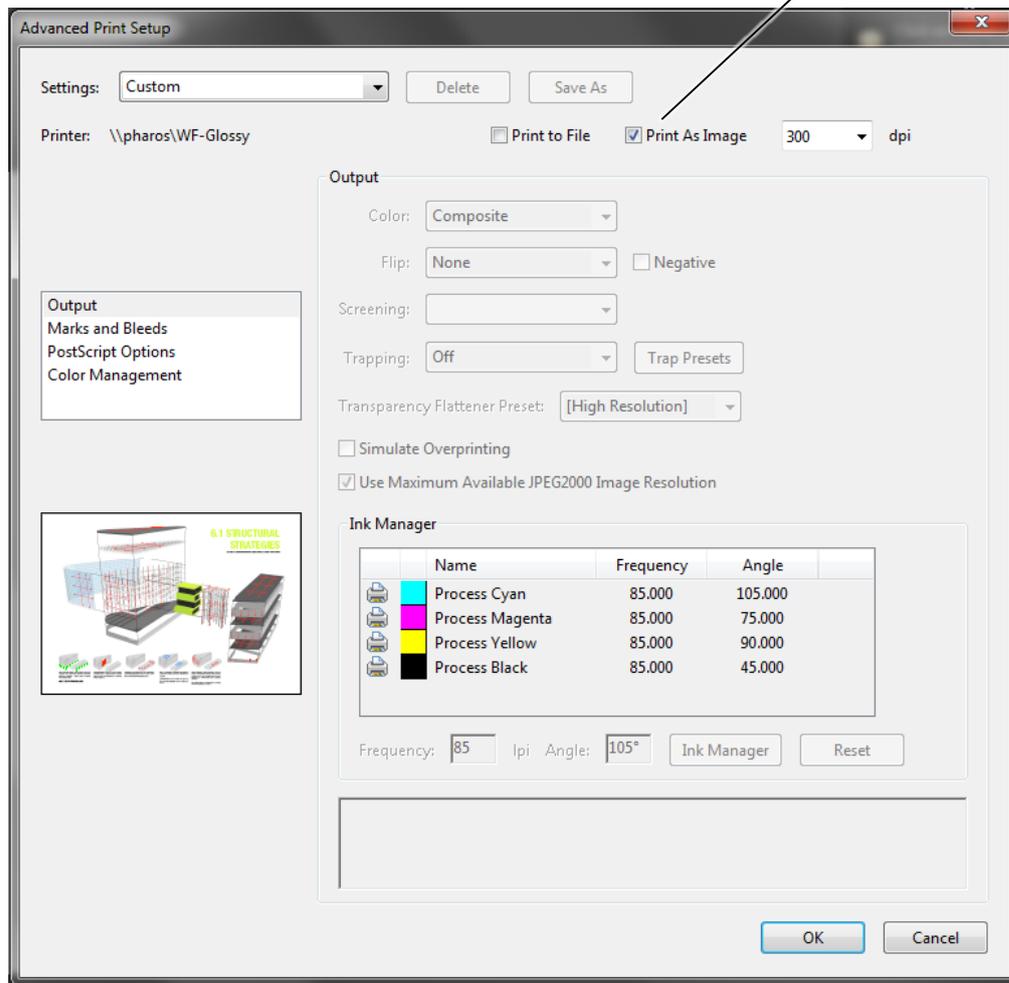
# Customise printing in Adobe Acrobat Pro for Windows

After clicking **Advanced**, the dialogue box below will be displayed.

Tick the **Print As Image** box. This will flatten your PDF layers when it gets sent to the printer ensuring a quicker more successful print.

Once done click **OK**, then **Print** on the previous dialogue box

Tick **Print As Image**



## 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.