



# CHECKLIST FOR SUCCESSFUL WIDE FORMAT PRINTING

A guide to printing on the large format printers in  
Benzie and Chatham

**Canon**

in partnership with



Follow the steps will help to ensure that your work is printed successfully to the Wide Format Printers. Failure to follow these steps may result in your work not printing correctly. Refunds will not be given to people who have not followed the guidance provided.

- If working from a USB, ensure that you ensure that your print is fully sent or eject the USB to avoid corruption.
- For best results, launch the program first before opening the file. Launching the program first applies settings to the program needed for successful working. Once the program is running, open your file.
- Check Maximum page widths before printing. Your image cannot exceed the width of the selected printer.
- Flatten your image if the application that you are using has the Flatten option, e.g. Photoshop, Acrobat Pro. Flattening will generate a smaller file size, print faster and generate fewer errors. **DO NOT re-save your work once this option is used as you cannot undo any flattening.**
- Recommended image resolution is 300 PPI. To ensure your printout is successful, we recommend keeping the image resolution at 300 PPI or lower.
- Select the correct Page Size in the PRINTER settings. Even ihough you have set the correct image or page size in your work, the printer does not match this automatically. You must make this selection manually.
- If you're using software that's not recommended, or which isn't on the list below, export your print file to PDF, then use Adobe Acrobat Pro to print it out.

## Recommended Software

Only use software recommended for Wide Format Printing. Using other software can lead to unpredictable results.

Recommended	Not Recommended
Adobe software: <ul style="list-style-type: none"> <li>• Photoshop</li> <li>• InDesign</li> <li>• Illustrator</li> <li>• Adobe Acrobat Pro</li> </ul>	<ul style="list-style-type: none"> <li>• Adobe Reader</li> </ul>
<ul style="list-style-type: none"> <li>• Vectorworks</li> </ul>	<ul style="list-style-type: none"> <li>• Windows Photo Viewer</li> </ul>
	<ul style="list-style-type: none"> <li>• Microsoft Office Suite</li> </ul>
	<ul style="list-style-type: none"> <li>• Mac Preview</li> </ul>