

Checklist for successful wide format printing

Follow the steps listed below to ensure that your work is printed successfully to the Wide Format Printers located in the Benzie Building or Chatham Tower Building. Failure to follow these steps may result in your work not printing correctly. No refunds will be given to people who have not followed this guide.

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"> • Photoshop • InDesign • Illustrator • Adobe Acrobat Pro 	Adobe Reader
Vectorworks	Windows Photo Viewer
	Microsoft Office Suite
	Mac Preview

If you're using software that's not recommended, or which isn't in this list, it's worth exporting your print file to PDF, then using Adobe Acrobat Pro to print it out.

Save your work 'locally'

You must ensure that your work is either stored in your network H:\ drive or copied onto the D:\ drive of the workstation. Any work stored on the Desktop will be deleted when you log off.

You must never try to print directly from an external device, eg USB pen, CD/DVD or external hard drives etc.

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.

PC: Specialist Art & Design applications are in the Start Menu, under **Campus Applications**.
 Mac: Specialist Art & Design applications are on the **Dock**.

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Check Maximum page width / height

All our Wide Format Printers have a maximum paper roll width of 84.1cm. Your image cannot exceed this size (84.1cm width in portrait orientation, 84.1cm height in landscape orientation).

Flatten your image (if possible)

If the application that you are using has the Flatten option, eg Photoshop, Acrobat Pro etc, then use this option before you submit your work to print. This option will generate a smaller file size – hence it will be faster and generate fewer errors in printing your work.

NB: 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

In the printer settings options, you must select the correct page size that you want before printing. By default, even though you have set the correct image or page size in your work, the printer does not match this automatically; therefore you must make this selection manually.

Custom Paper Sizes

The Wide Format Printers allow you to create your own custom paper sizes, if you so desire. We have provided a guide for this online: www.mmu.ac.uk/wideformatprint