

How to print to the wide format printers in Mac OS

This guide only applies to the Wide Format Printers, HP Designjet T3500 and OCE TDS450, based on printout sizes pre-defined by the printer driver, e.g. **A0, A1, A2, Oversized A0, Oversized A1 or Oversized A2.**

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	

In this guide, we will use **Adobe Photoshop** on an **Apple Mac workstation** as the example software although these guidelines are valid and similar for any other piece of software too.

Work off the local or network drives only

If you are bringing in your work from home for printing, it is important to ensure that you copy the file to one of these locations:

- On the Desktop of the Mac
- Your **H:** drive, your own private area on MMU network (the Folder icon next to the Trash on the Dock).

NB: Remember to copy your work to an alternative location before you log off, as any work left on the Desktop will be automatically deleted

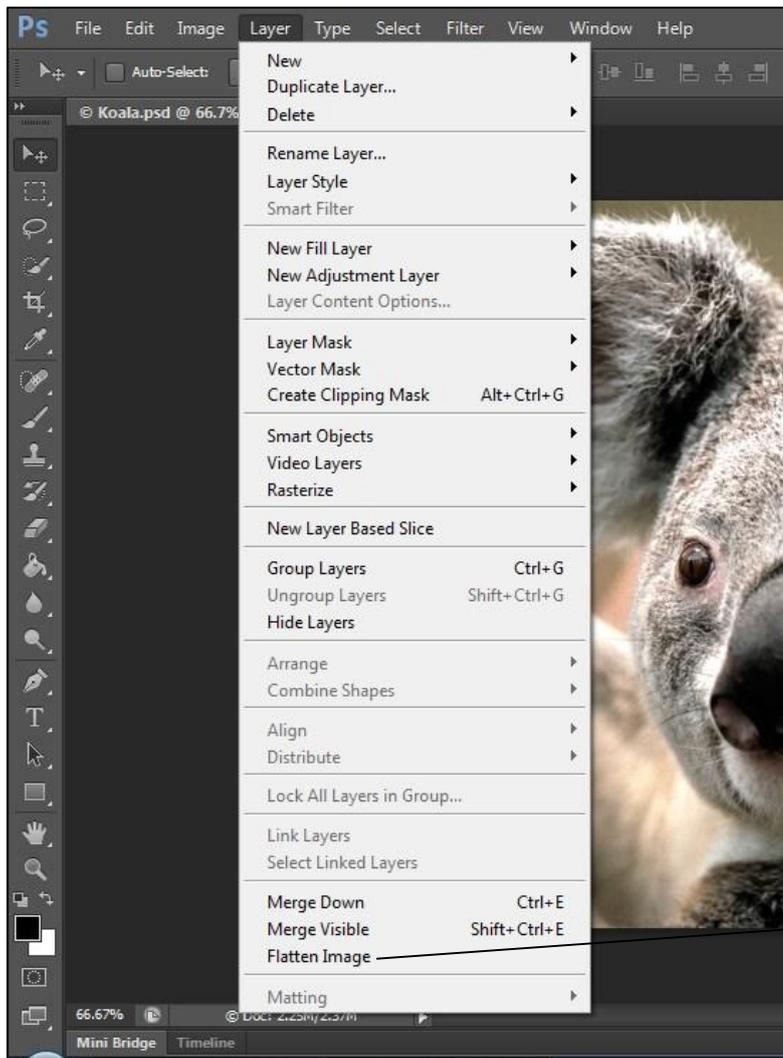
You must avoid working or printing from an external device e.g. USB pen, CD/DVD or external hard drives. This can result in partial, blank or corrupted printouts and IT Services will not refund for prints spoiled as a result.

Accessing your work

You must launch the software first, then open the file from inside it. Double clicking the file may open it in Preview, which will not work for this guide.

Flatten your image

If your work is saved as a Photoshop file (i.e. a PSD file format), it is strongly recommended that you flatten any layers that is on your work. Otherwise, skip to the next step.



This option will generate a smaller file size hence it will be faster and less errors at generating your work for printing.

However, it is imperative that you must **NOT** re-save your work once this option is applied, as you cannot undo any flattening. If you wish, you can save this work with a different name, thus keeping the original file intact.

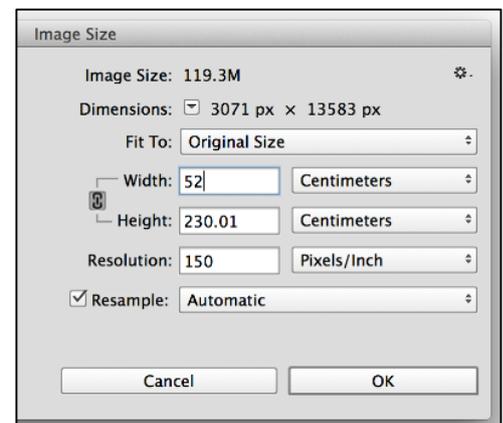
To flatten your work, on the **Menu** bar, click on **Layer** then click on **Flatten Image**. See example screen shots below.

Click **Flatten Image** to flatten your work

Recommended image resolution is 300 PPI

To ensure your printout is successful, we recommend keeping the image resolution at 300 PPI or lower.

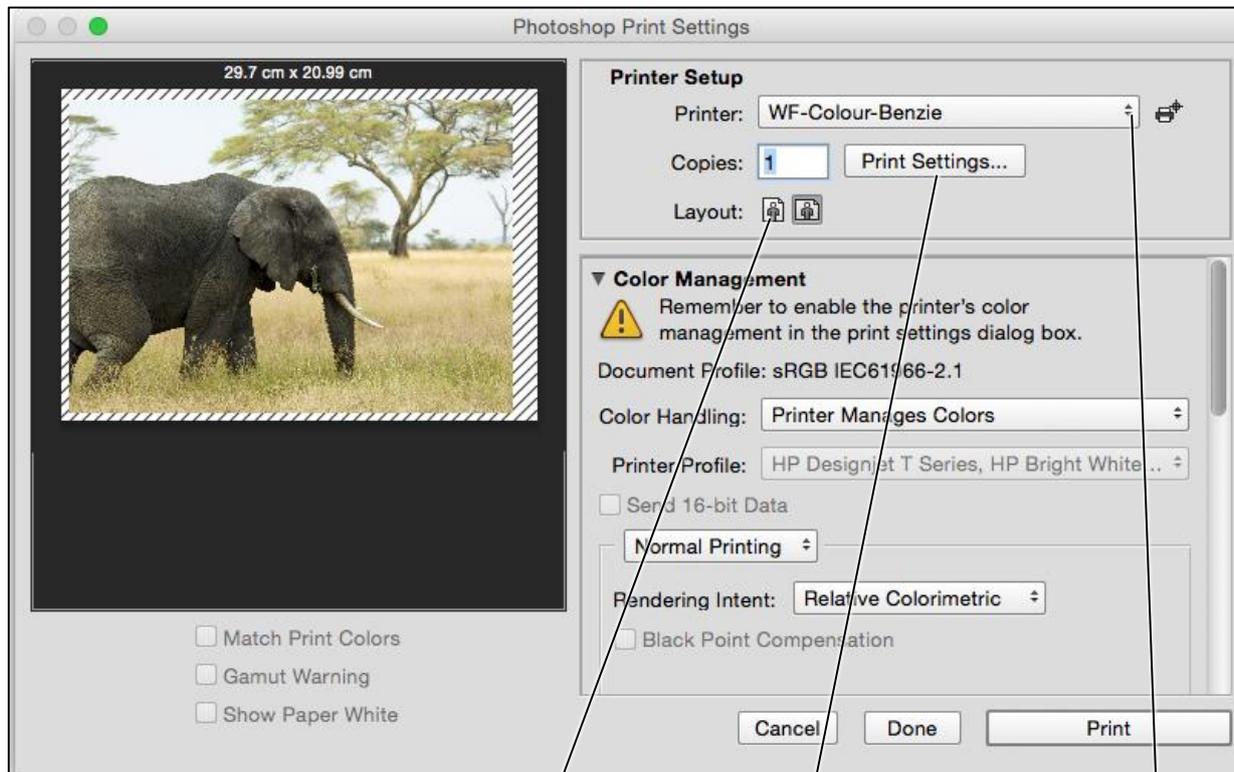
You can find this setting by clicking **image** then **image size** on the menu bar



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Printing your work

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



Orientation
buttons

Print Settings
buttons

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

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

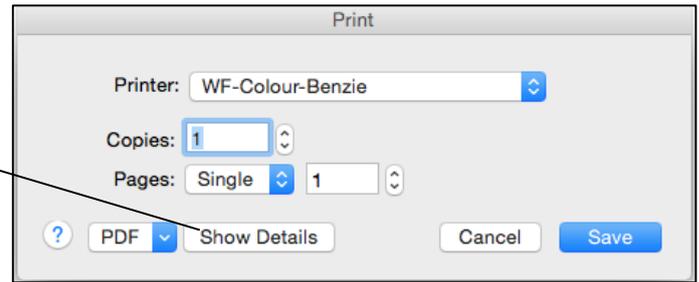
- **WF-Colour-Benzie**
- **WF-Colour-Chatham**
- **WF-Glossy**
- **WF-Tracing**
- **WF-Mono**

Next, choose the correct **orientation** (Portrait or Landscape) of your work by clicking on the appropriate orientation buttons.

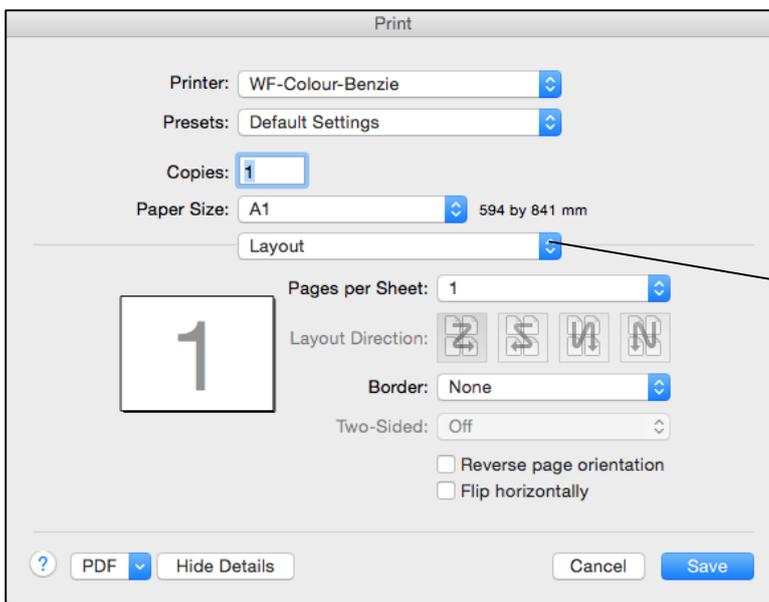
Then click on the **Print Settings** button and the next dialogue window below will display

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Click the **Show Details** button



You must click on the **Show Details** button and the dialogue window below will displayed.



Click on the two-arrow to select desired wide format page size

By default, even though you have set the correct page size in your work, the printer does not match this automatically hence you **MUST** make this selection manually.

Click on the two-arrow on the **Paper Size** section and it will expand listing all the available paper sizes. Select your required paper size, e.g. **A0**, **A1**, **A2** and **no margins** sizes (Oversize equivalent).

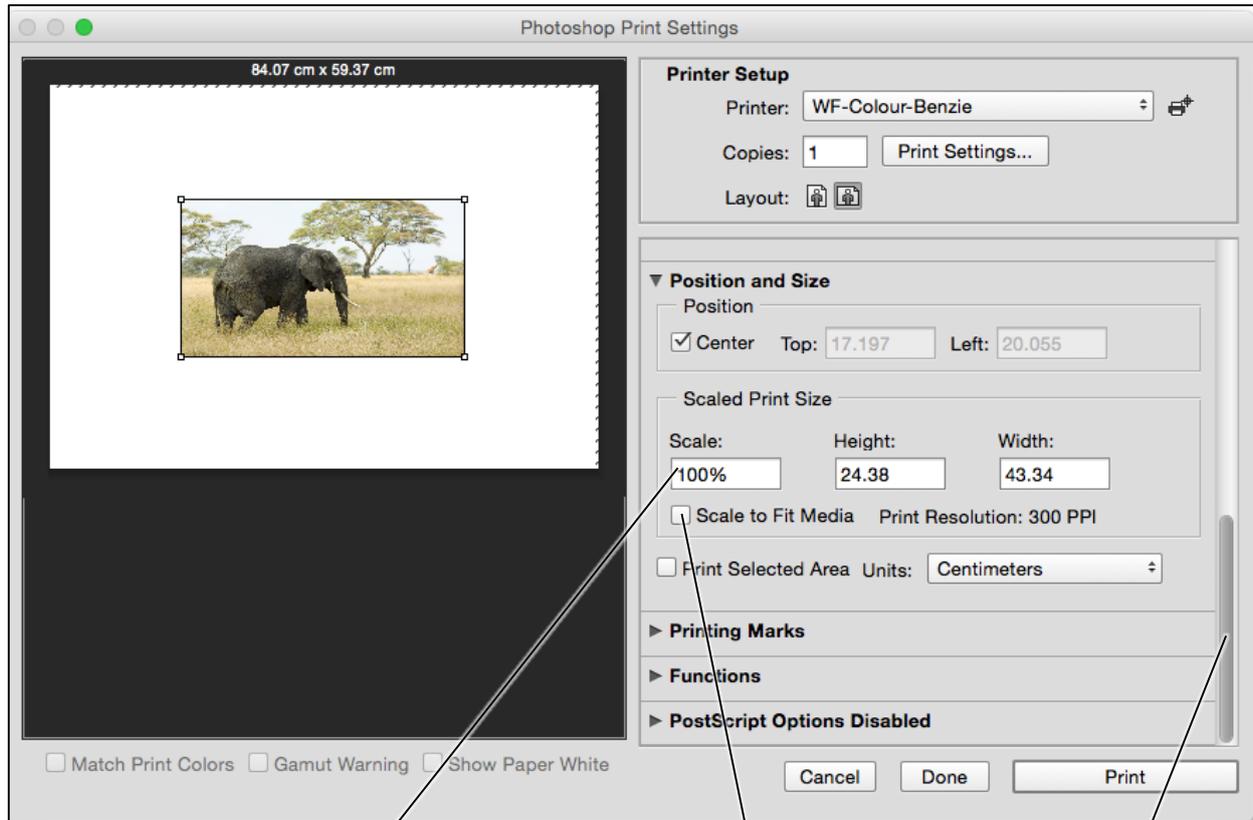
NB: The TDS450 printer, WF-Mono queue, DOES NOT offer Oversize options.

If you want your printout to be exactly the correct size that matches your work, you must select the **A0 no margins**, **A1 no margins** or **A2 no margins**. Only choose the **no margins** paper sizes if your image dimension has one of the following exact measurements:

- 84.1 cm x 118.9 cm (A0 dimension)
- 59.4 cm x 84.1 cm (A1 dimension)
- 42.0 cm x 59.4 cm (A2 dimension)

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Click on the **Save** button and the dialogue window below will displayed.



In this **Scale** section, it must be **100%**. If it isn't, click onto this box and type in 100.

If you have chosen a No Margins paper size, the **Scale to Fit Media** button must be un-ticked.

Click on the Scroll bar and slide it down so that you can see **Position and Size** section.

If you want to fit your image to the edge of the printable area of the selected paper size, click the **Scale to Fit Media** button. Your image will automatically resize itself to the chosen paper size. (The **Scale to Fit Media** option is very useful as you can fit a small image onto larger sized paper e.g. an A3 image is scaled to fit onto an A1 paper size etc. or vice versa. Please note that scaling a small image onto a larger paper size can reduce the print output quality.)

If you have chosen the **No Margins (Oversize equivalent) paper size**, you must **NOT** tick the **Scale to Fit Media** button. Also check that the Scale box is displaying **100%**. If it isn't, click onto this box and type in **100**.

Once you are satisfied with all the details and options displayed on these dialogue windows, 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.