IT Services

How to print to the wide format printers in Windows

This is IT

This guide applies to all 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** as the example software although these guidelines are valid and similar for any other piece of software.

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:

- The **D:** drive, located on the local hard disk of the workstation that you are working on.
- Your **H:** drive, your own private area on our network
- On the Desktop of the workstation.

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 **NOT** open your work by double-clicking or right clicking the file, instead you should open the file from within the software. The software is located under the **Start** button, **All Programs** and **Campus Applications**. These applications are networked configured, so by opening them first, all the required settings needed to print successfully will be automatically applied.

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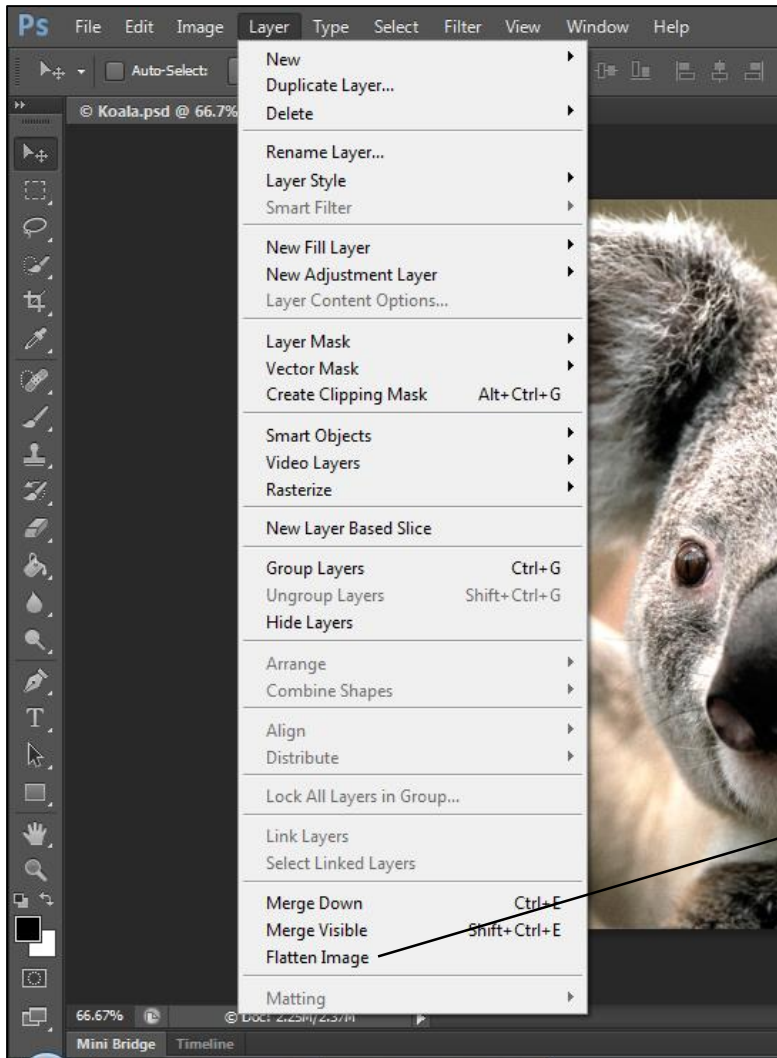
This option will generate a smaller file size hence it will be faster and less errors at generating your work for printing.

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

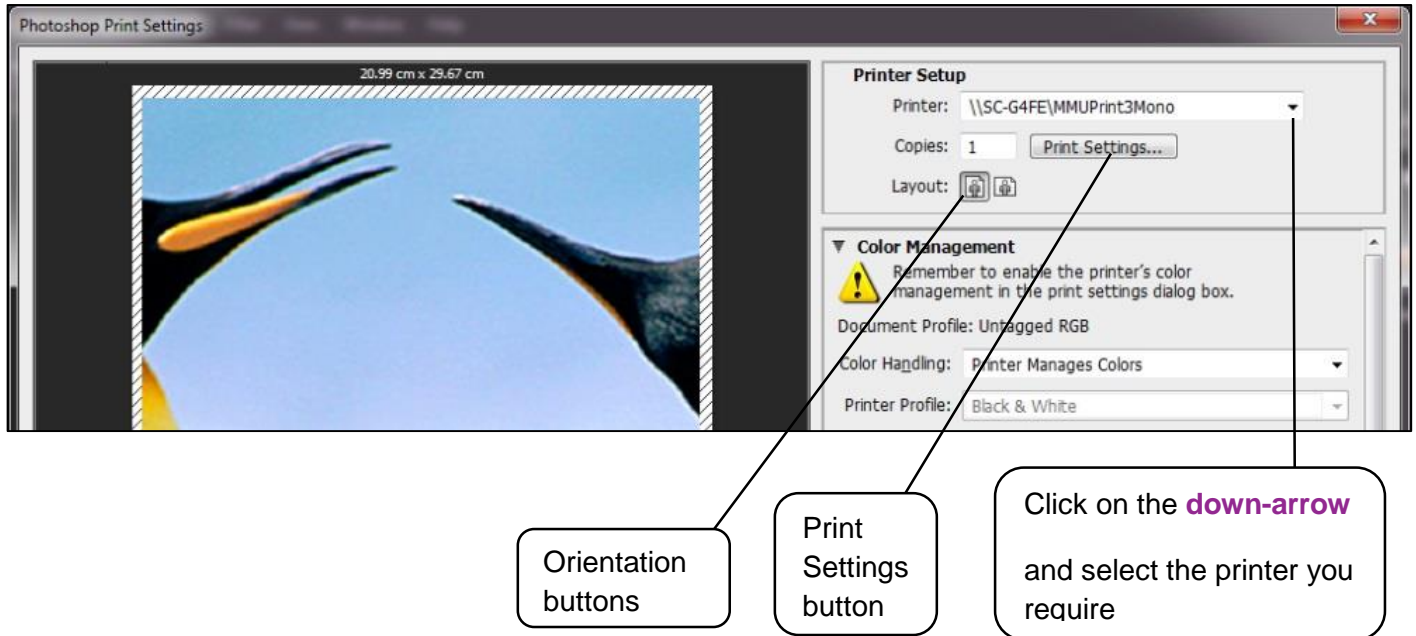### Recommended image resolution is 300 PPI

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
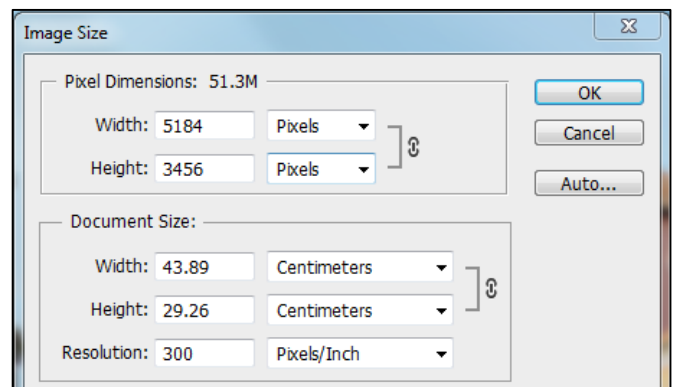
Printing your work

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

Orientation buttons

Print Settings button

Click on the **down-arrow** and select the printer you require

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

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

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 dialogue window below will be displayed. By default, even if you have set the correct page size in your work, the printer does not match this automatically hence you must make this selection manually.
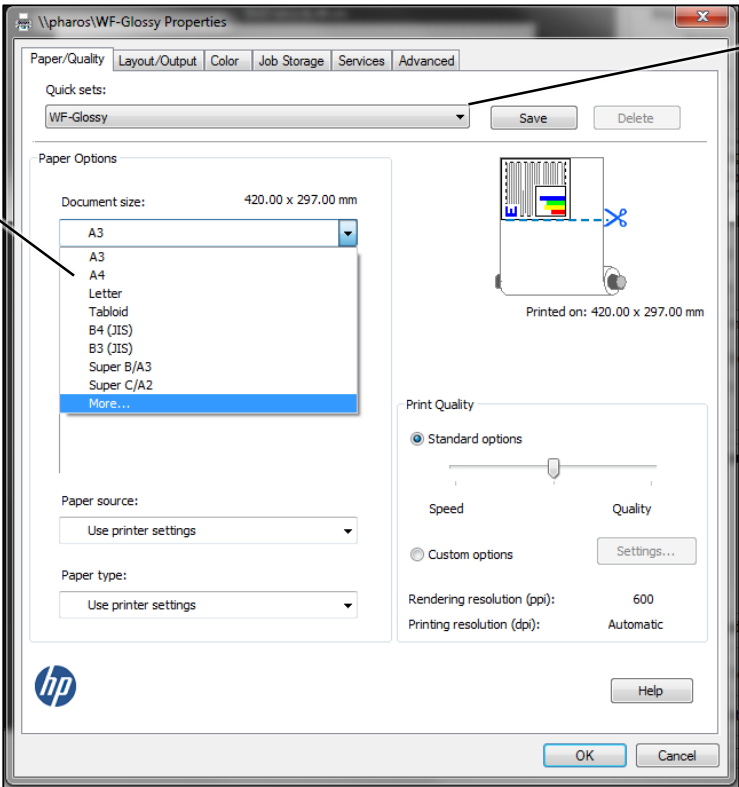
Click on the drop-down button on the **Document size** section and it will expand listing all the available paper sizes. Click on **More** at the bottom of the list, you will find ISO paper sizes in the next window. Select your paper size e.g. **ISO A0, ISO A1 or ISO A2 and oversize options.**

If you want your printout to be **edge to edge** you must select the **Oversize: ISO A0, Oversize: ISO A1 or Oversize: ISO A2.** Only choose these oversized 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)**
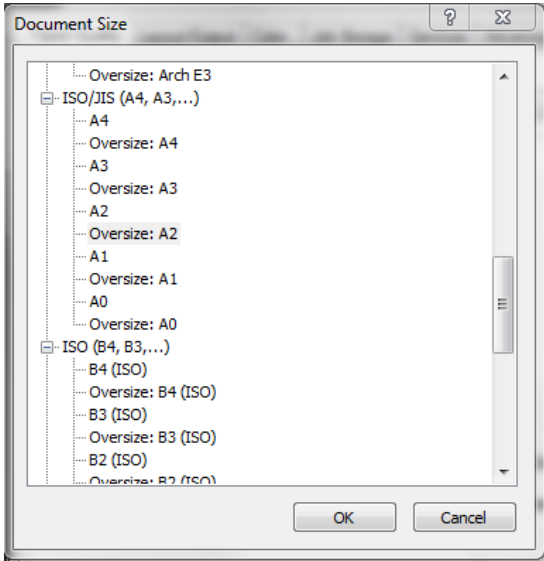- **42.0 cm x 59.4 cm (A2 dimension)**

Click this drop-arrow button to select your paper size

Select **More** to bring up the **Document Size** window for more paper sizes

Scroll down to find ISO sizes A0, A1, A2 and oversize options

Once you have chosen your paper size, click on the **OK** button and the previous dialogue window (shown below) will be displayed again.
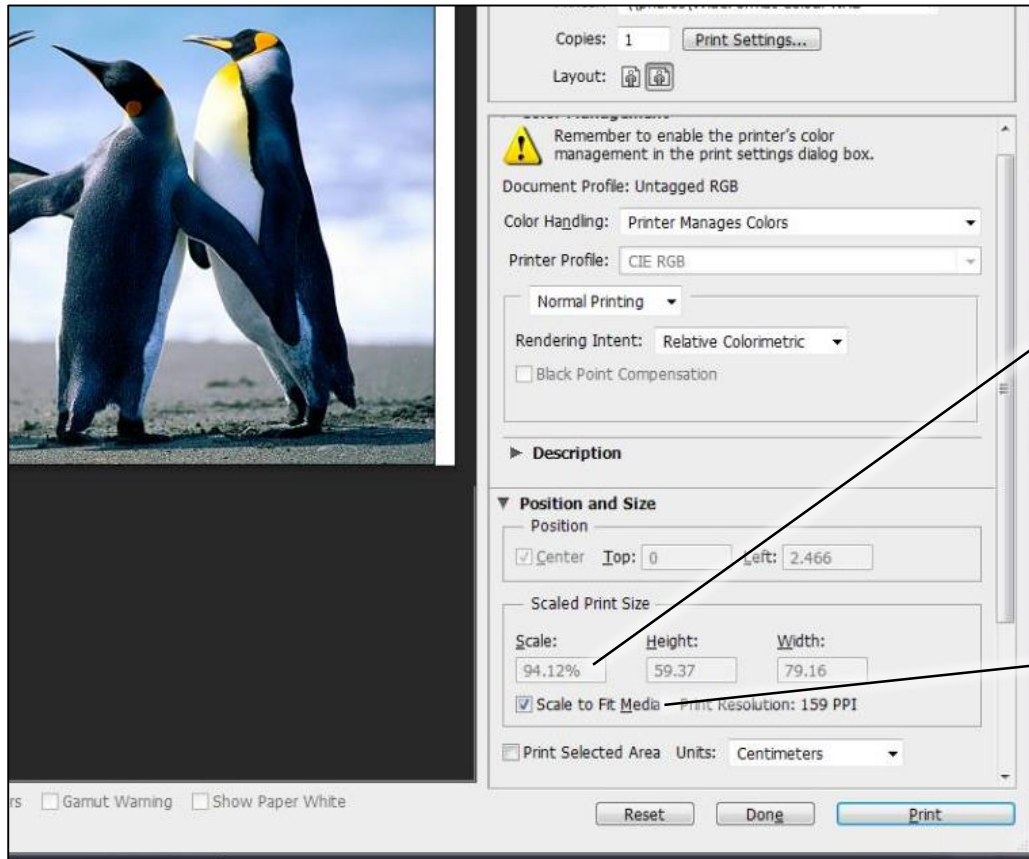
In the **Scale** section, it must be **100%.** If it isn't, click onto this box and type in 100.

If you have chosen an Oversized paper size, **Scale to Fit Media** must be unticked.

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 a bigger 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 bigger paper size can reduce the print output quality.)

If you have chosen the **Oversized paper size**, you must **NOT** tick the **Scale to Fit Media** button. Also check that the Scale box is displaying **100%,** if not, 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 and your work will be generated and sent to the chosen Wide Format Printer.

Activating and collecting your print job

Go 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.