



CUSTOMISE  
WIDE FORMAT  
PRINTING IN  
ADOBE  
ACROBAT PRO  
FOR WINDOWS

**Canon**  
in partnership with



MANCHESTER  
SCHOOL OF ART

# Customise Wide Format Printing in Adobe Acrobat Pro in Windows

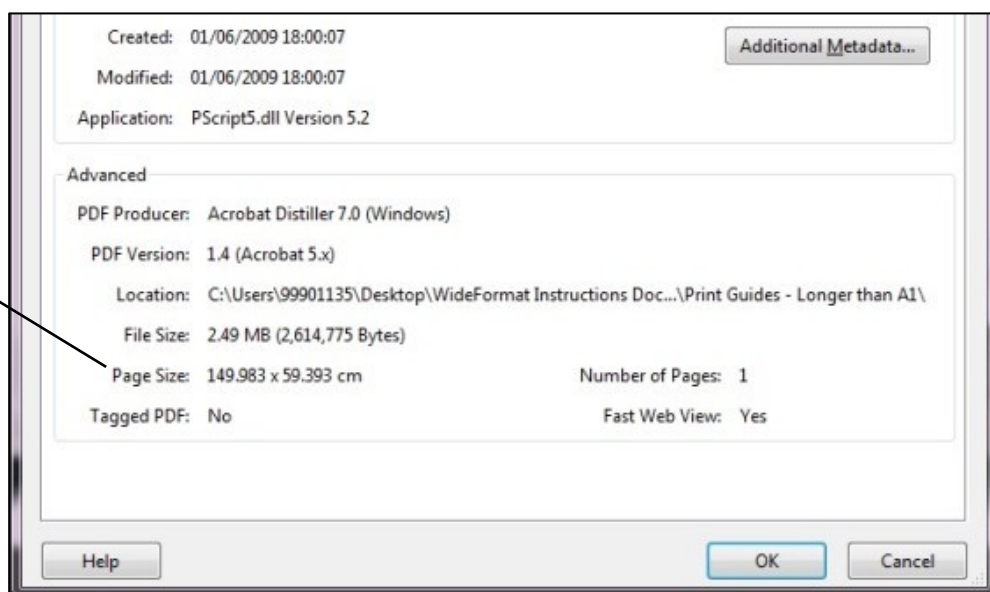
Before you print a custom sized image, you must follow our **Checklist for Wide Format Printing** document.

This guide applies to the Wide Format Printers, Canon TX-3000 and Canon PRO-4000.

Launch Acrobat X Pro. 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). 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.

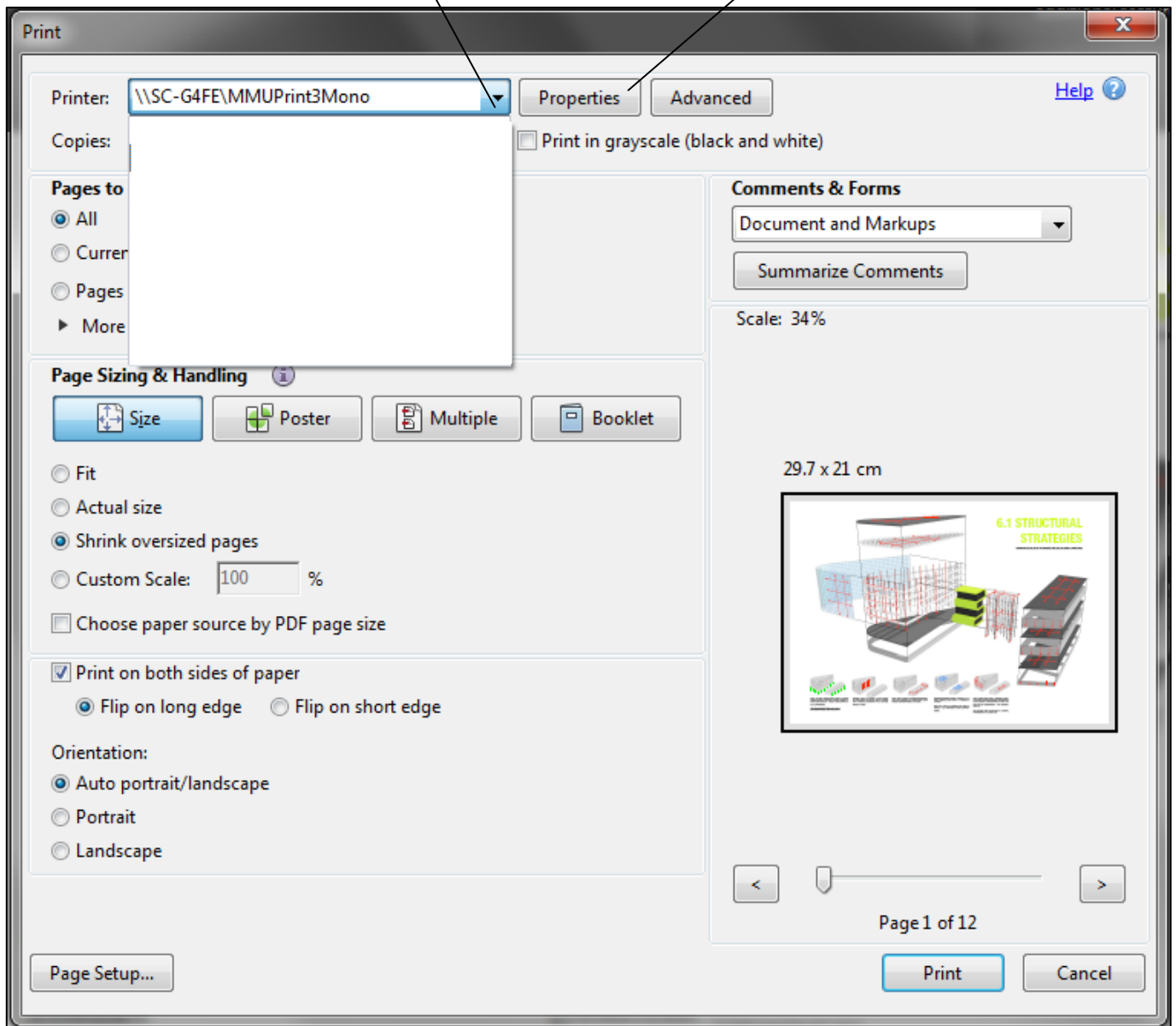
# Customise Wide Format Printing in Adobe Acrobat Pro in Windows

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

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

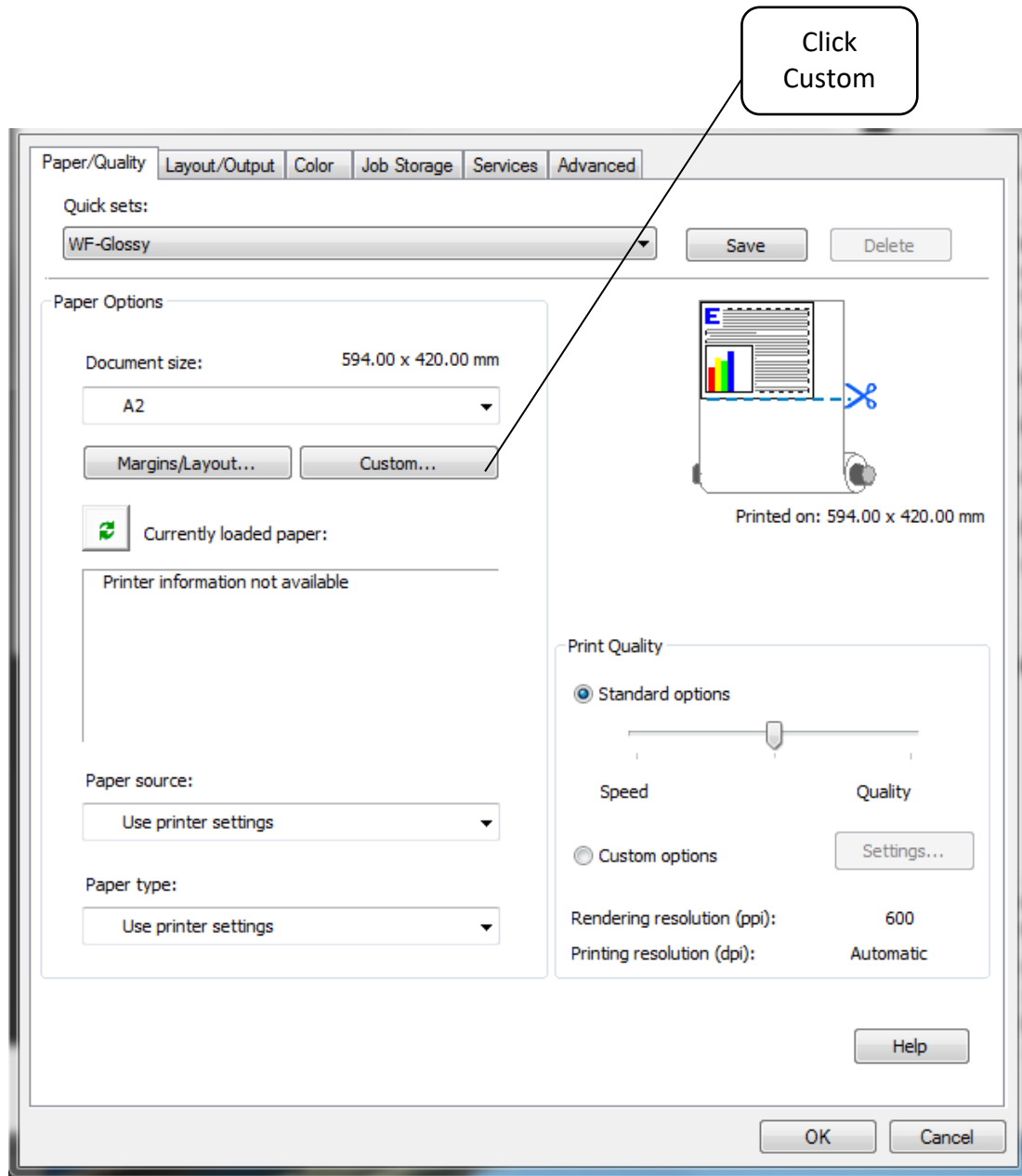
Click the dropdown button and select the printer that you wish to use

Properties button

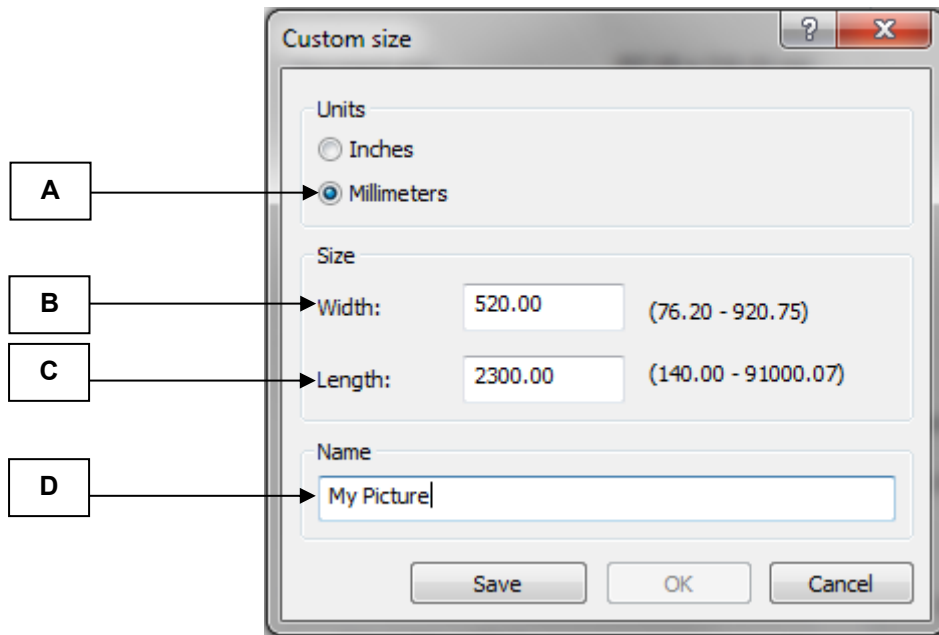


# Customise Wide Format Printing in Adobe Acrobat Pro in Windows

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.



## Customise Wide Format Printing in Adobe Acrobat Pro in Windows



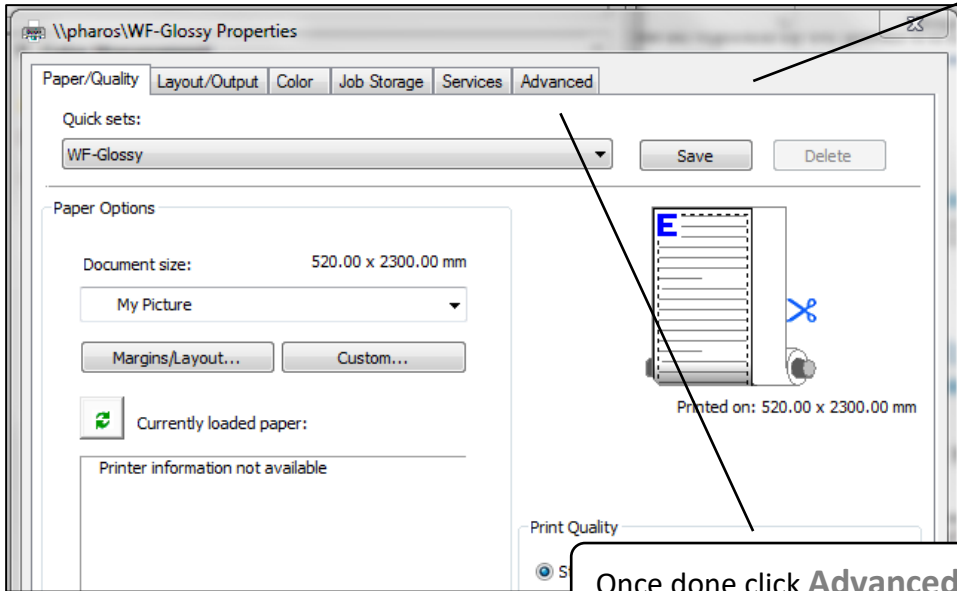
- A** Select unit of measurement.
- B** Type in the **width** of your image in this box section that you have noted in step 2 above.
- C** Type in the **Length** of your image in this box section that you have noted in step 2 above.
- D** Type in a **name** for your custom size, otherwise you cannot save the setting.

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).

# Customise Wide Format Printing in Adobe Acrobat Pro in Windows

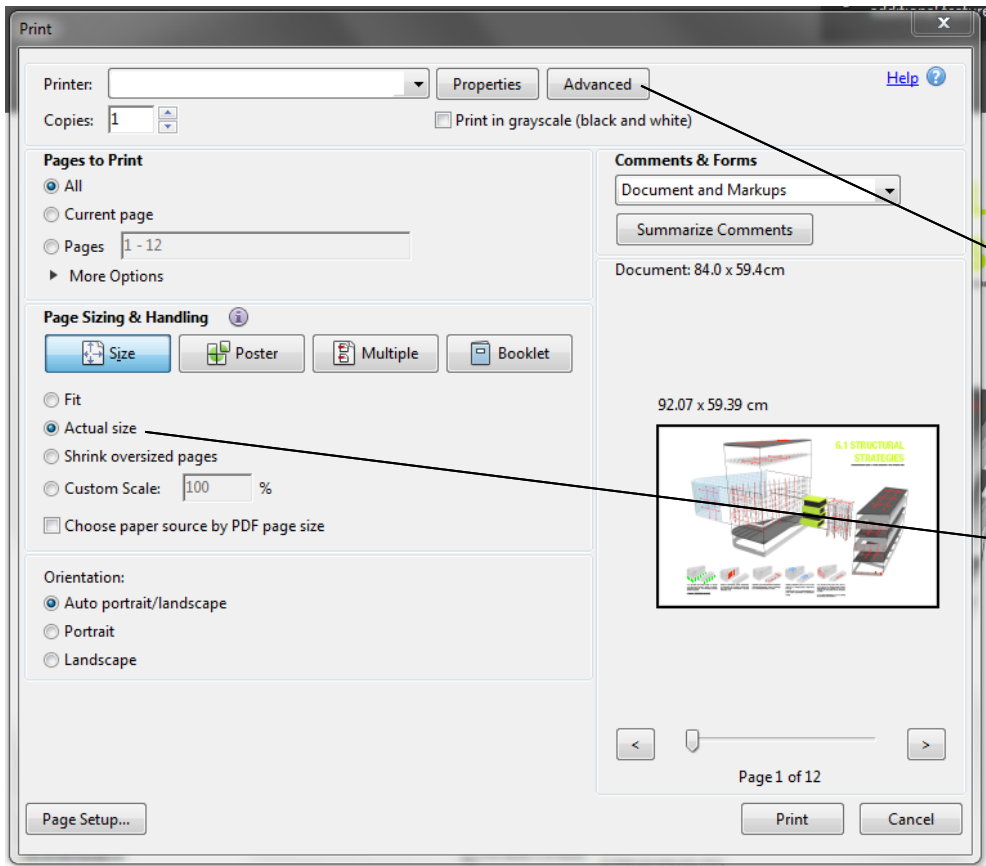
Your custom document size is automatically selected



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**

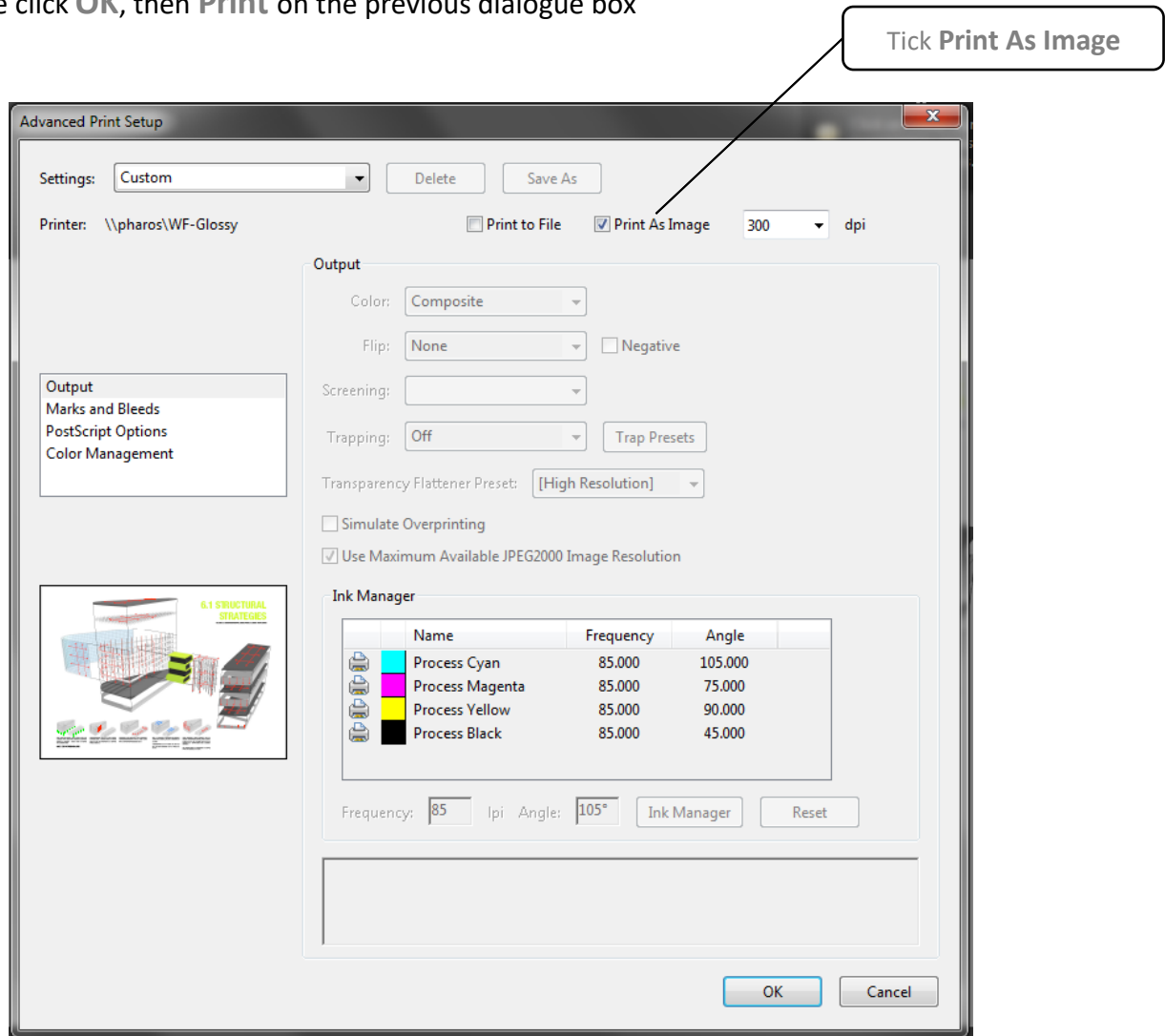
Tick **Actual Size**

# Customise Wide Format Printing in Adobe Acrobat Pro in 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



## 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. Tap your MMU ID card and your print job will be displayed. On this screen, you will see how much credit you have in your 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.

Please note, print jobs left in the wide format printer queues will be automatically deleted after 48 hours.