



HOW TO PRINT TO THE WIDE FORMAT PRINTERS IN WINDOWS

A guide to printing on the wide format printers in
Benzie and MTC

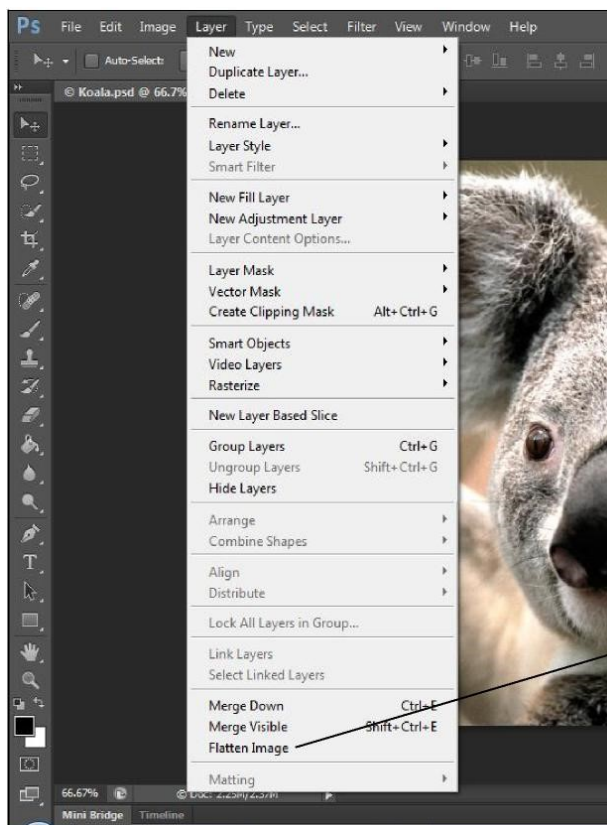
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This guide applies to all the wide format printers, Canon TX-3000 and PRO-4000, based on printout sizes pre-defined by the printer driver, e.g. **A0, A1, A2, Oversized A0, Oversized A1 or Oversized A2.**

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.



Flatten your image

Flattening your image will generate a smaller making printing faster and less prone to errors.

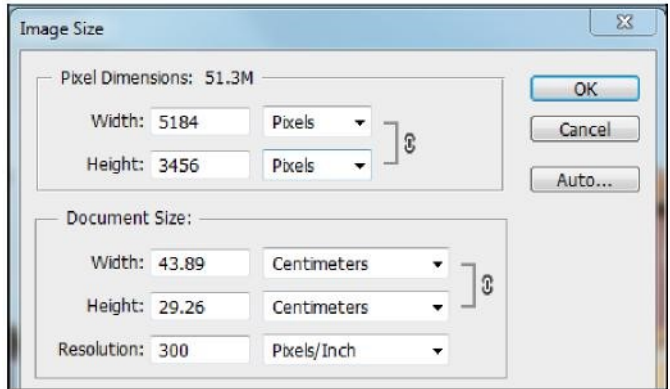
It is important that you **DO NOT** re-save your work once this option is applied, as you cannot undo any flattening. If you wish, save your flattened file with a different name.

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

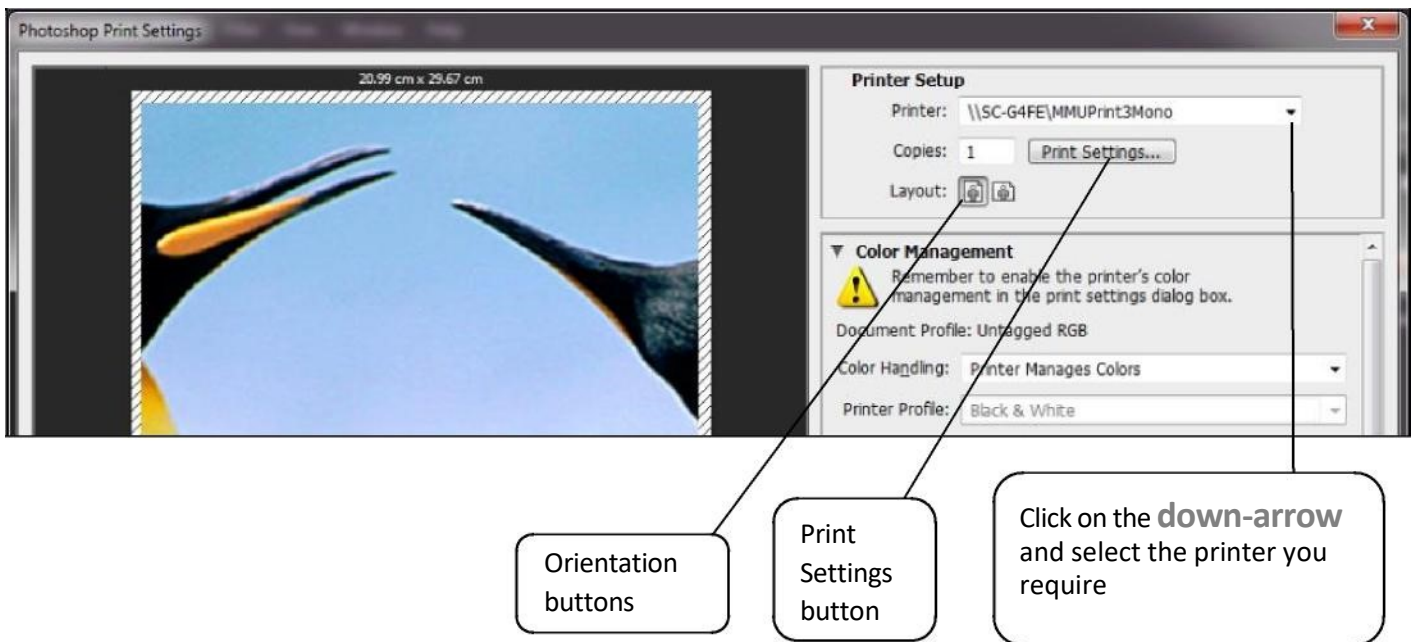
Click **Flatten Image** to flatten your work

Recommended image resolution is 300 PPI

For speed and reliability 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



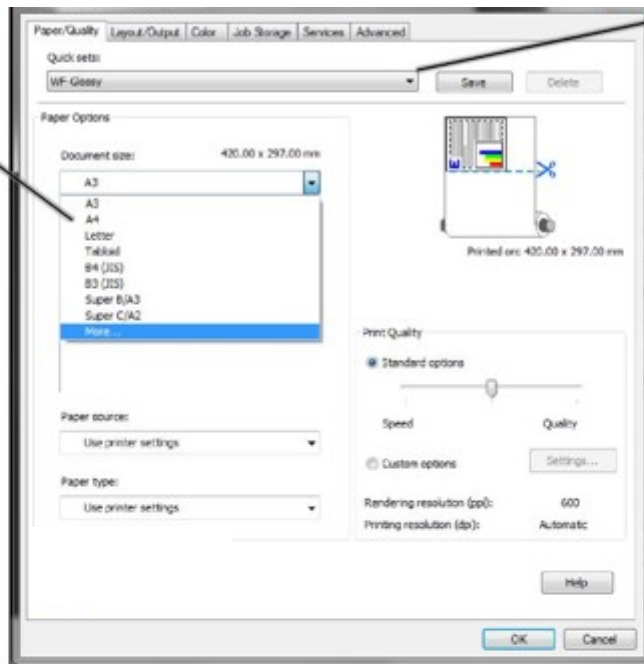
To print your work, click on the **Menu** bar then click **File** then **Print**. The dialogue window below will display. Click on the down-arrow button on the Printer section and click the Wide Format Printer queue that you wish to use.

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

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 to list all available paper sizes. Click on **More** at the bottom of the list to display and select paper size, e.g. ISO A0, ISO A1 or ISO A2 and oversize (custom) options.

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



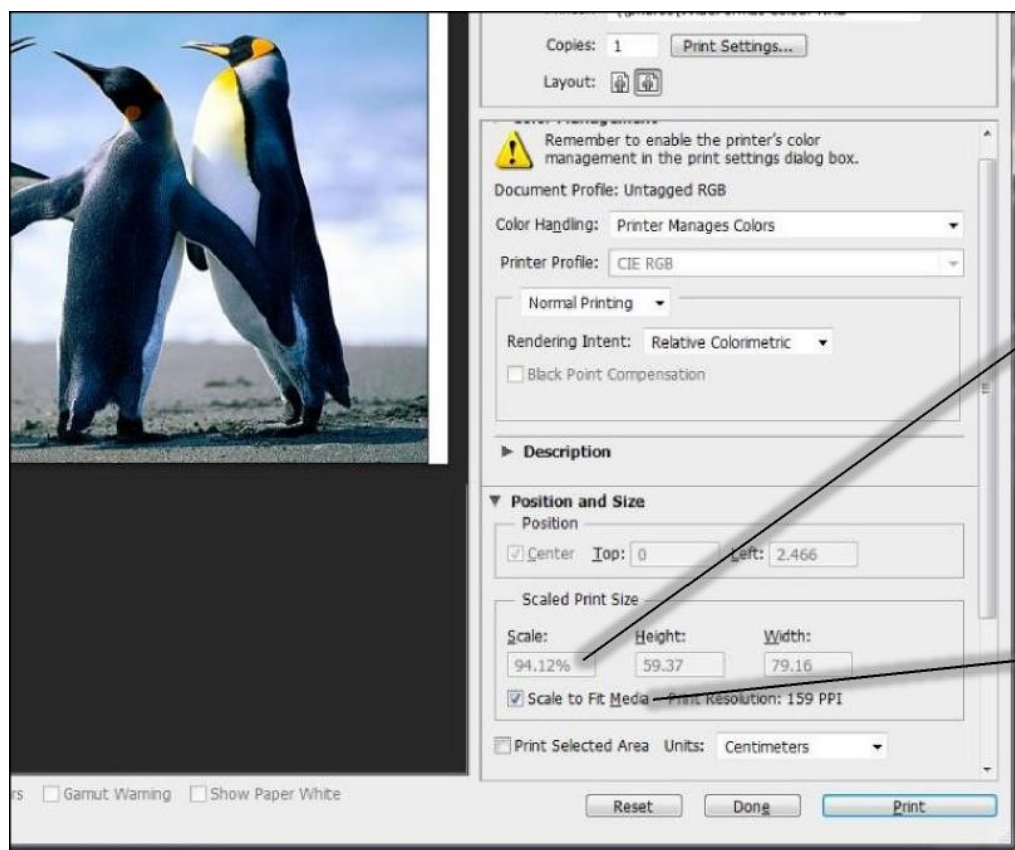
Click this drop-arrow button to select your paper size

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.

If you have chosen the an oversized (custom) 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**.



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 (custom) paper size, **Scale to Fit Media** must be unticked.

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.

Top Tip!

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.

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.