



CUSTOMISE  
WIDE FORMAT  
PRINTING IN  
ADOBE  
PHOTOSHOP  
FOR WINDOWS

**Canon**  
in partnership with



MANCHESTER  
SCHOOL OF ART

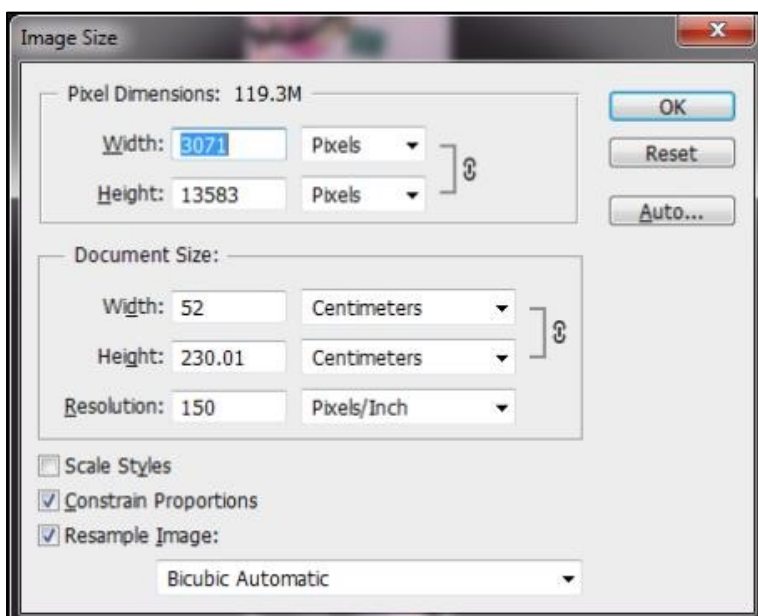
# Customise Wide Format Printing in Adobe Photoshop Windows

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 **Adobe Photoshop**. On the Menu bar, click on File, Open and browse to open your work wherever it is stored.

Make a note of your image size as this information is needed later. To do this, on the Menu bar click on Image then on **Image Size**, make a note of the Width and Height measurements (see example dialogue window below). You can also change your resolution in this section, which we recommend to be **300 pixels/inch** or less. Then click on the OK button to close the dialogue window.



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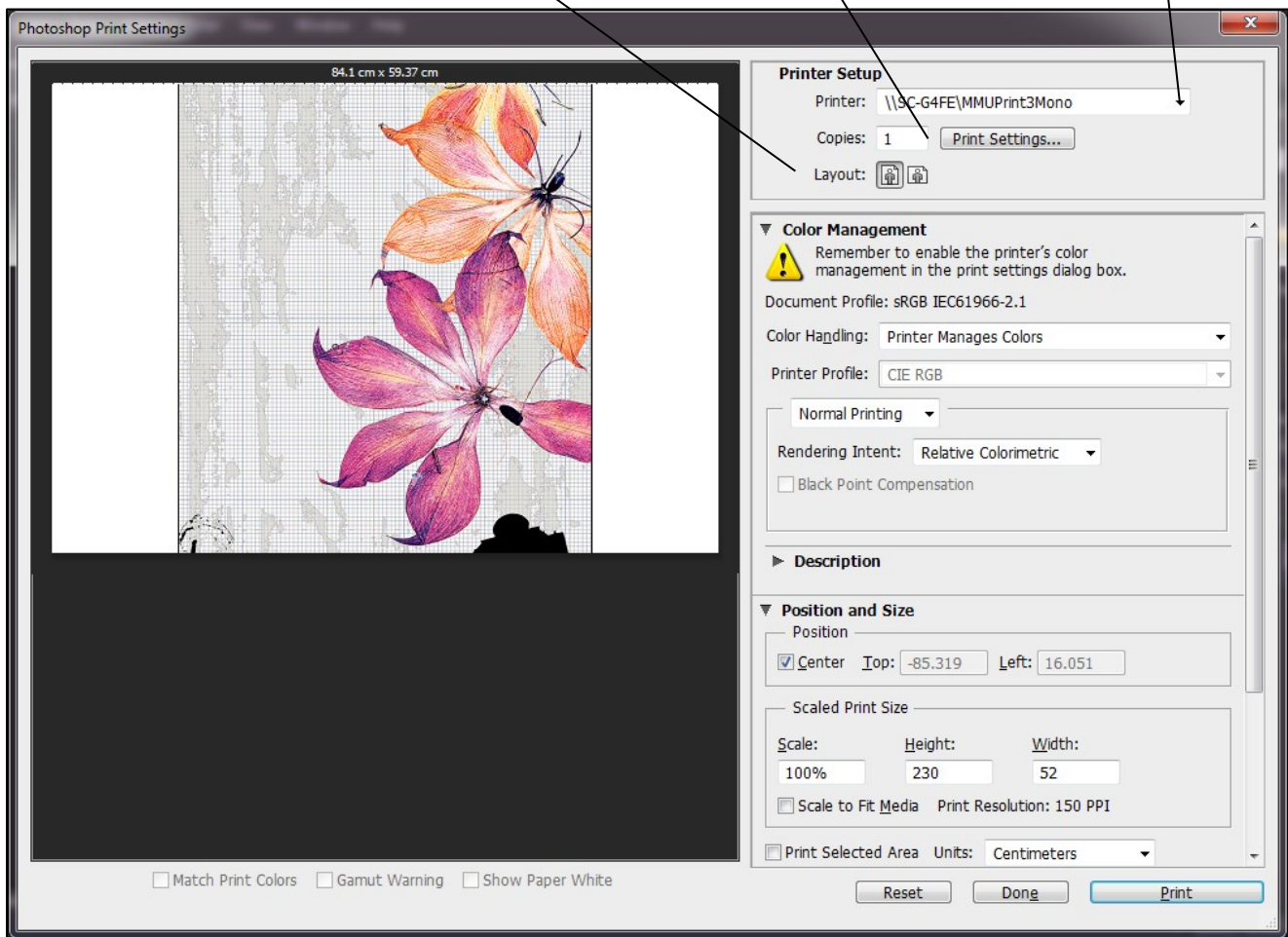
To print your work, click on the Menu bar, then click **File** and **Print**. The dialogue window below will display.

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

Orientation buttons

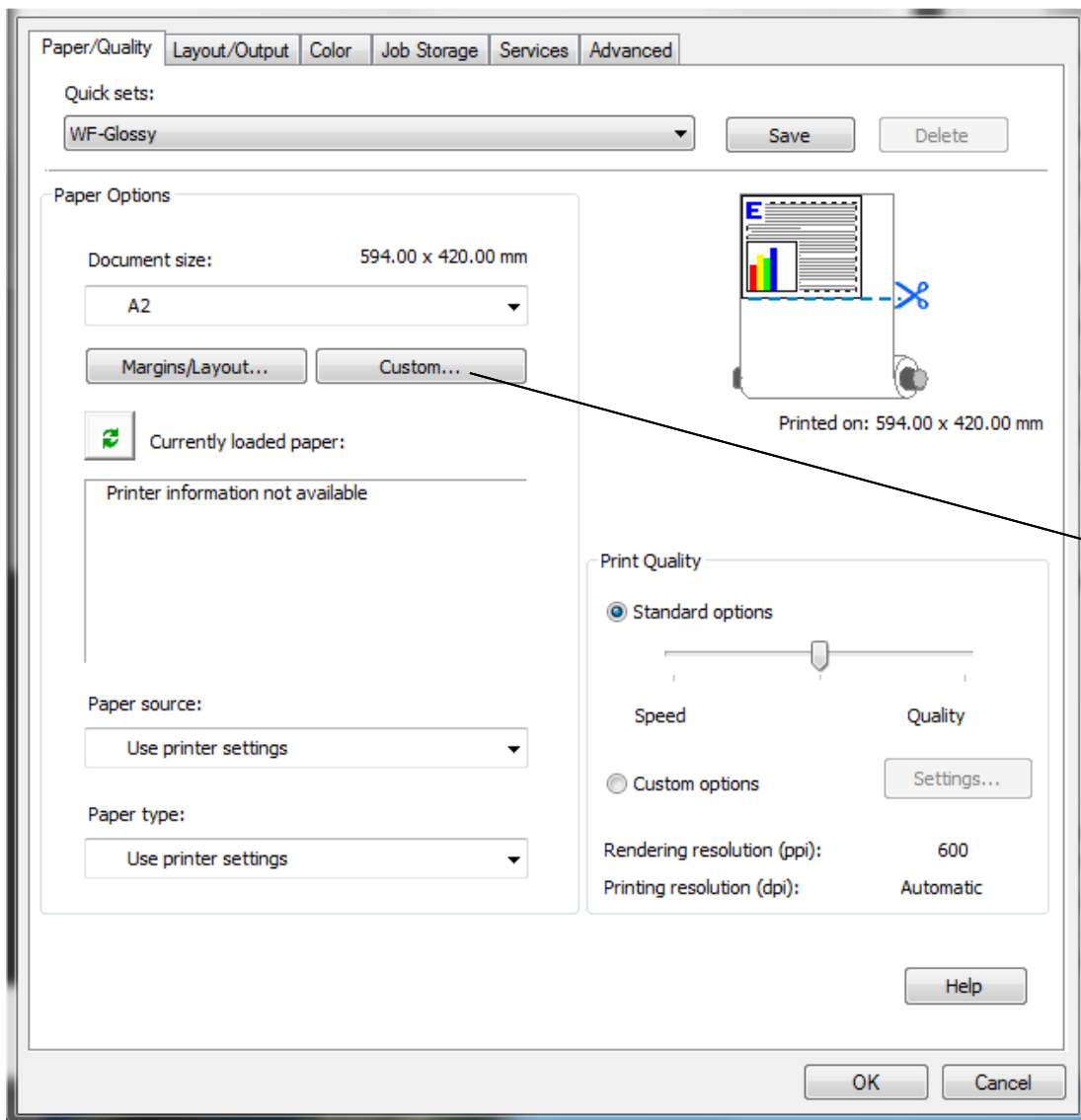
Print Settings button

Click on this down-arrow button and select the printer that you wish to use.



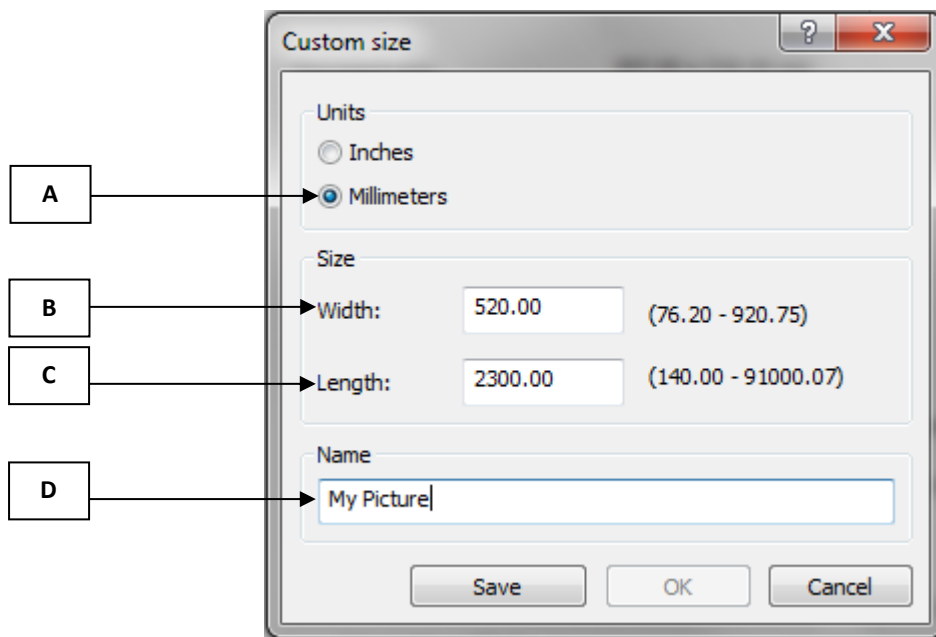
Next, choose the correct **orientation** (Portrait or Landscape) of your work by clicking on the appropriate orientation buttons. Once done, click the **Print Settings** button and the dialogue window on the next step will be displayed.

# Customise Wide Format Printing in Adobe Photoshop Windows



Click on the **Custom** button

## Customise Wide Format Printing in Adobe Photoshop Windows



**A** Select unit of measurement.

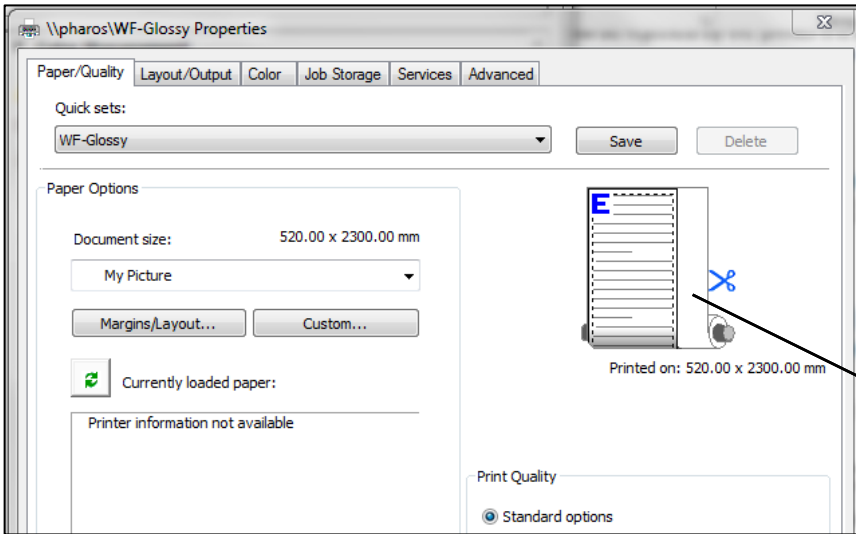
**B** Type in the **width** of your image in this box section that you have noted in step 2 above.

**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.

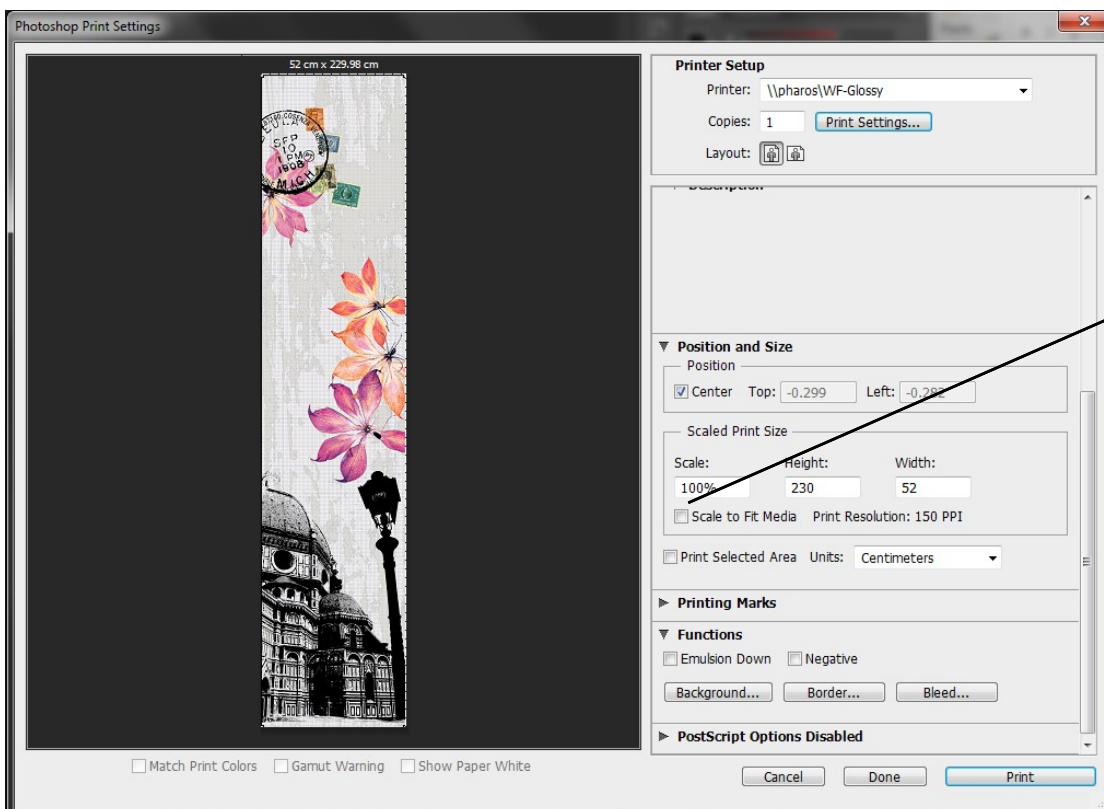
# Customise Wide Format Printing in Adobe Photoshop Windows



In the printer properties dialogue window, you should notice a Document Size is now the one you created.

Your custom document size is automatically selected

The Print dialogue window will be displayed again. Make sure the **Scale to Fit Media** option is **NOT** 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.



Scale to Fit Media should NOT be selected

Once you are satisfied with all the details, click **Print**

# Customise Wide Format Printing in Adobe Photoshop Windows

## 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. 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.