HOW TO PRINT TO THE WIDE FORMAT PRINTERS IN Mac OS

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

Canon

in partnership with

Manchester Metropolitan University

MANCHESTER SCHOOL OF ART

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.
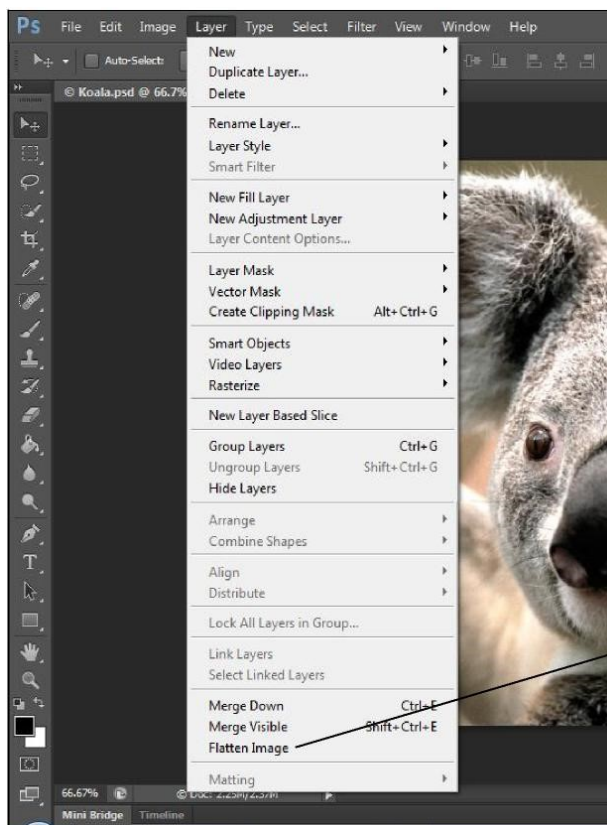
Flatten your image

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.
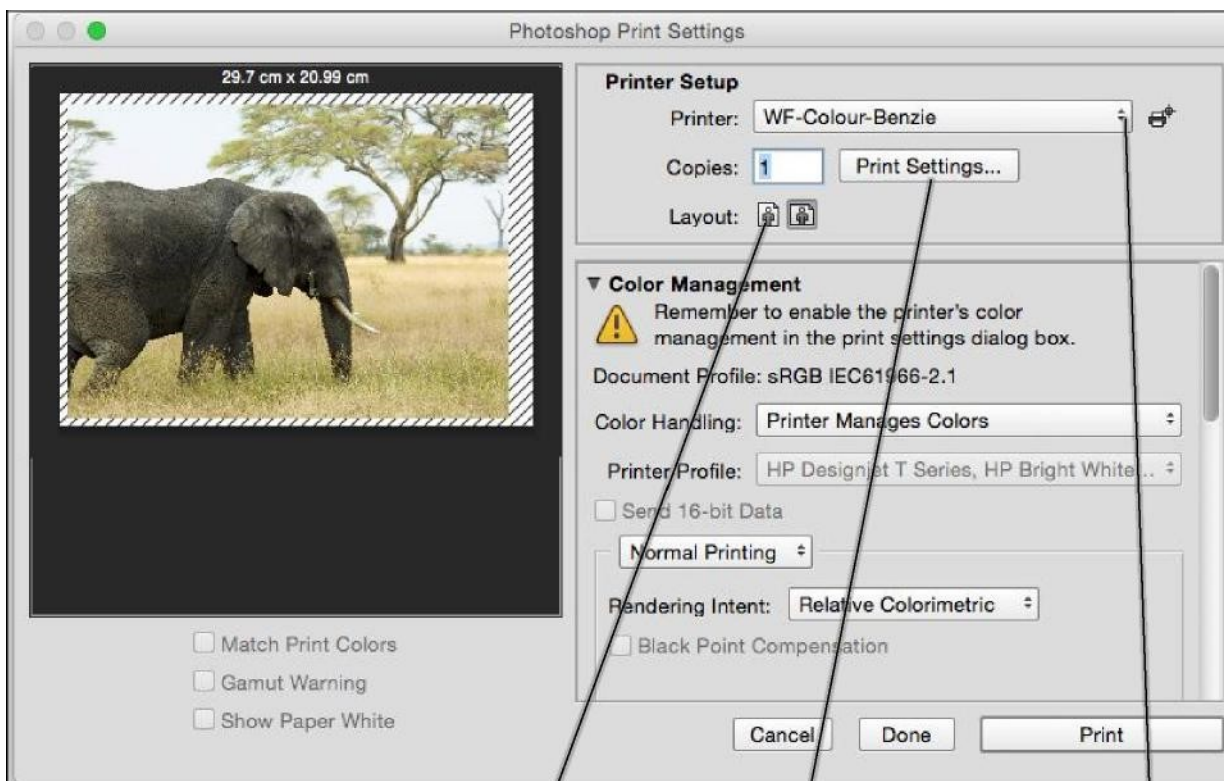
Click **Flatten Image** to flatten your work

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.
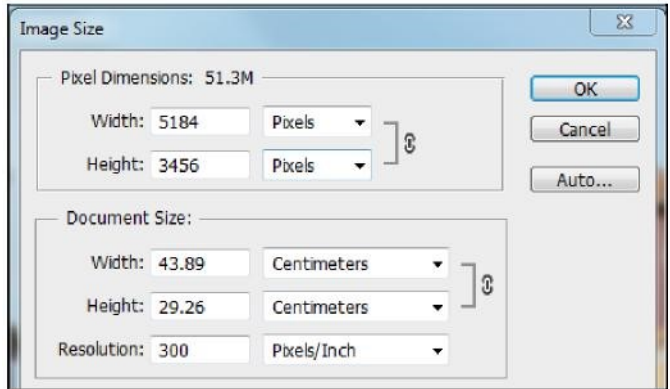
## Printing your work

Orientation buttons

Print Settings buttons

Click on the two-arrow button and select printer

To print your work, click on the **Printer** Section and select 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.

Click the **Show Details** button
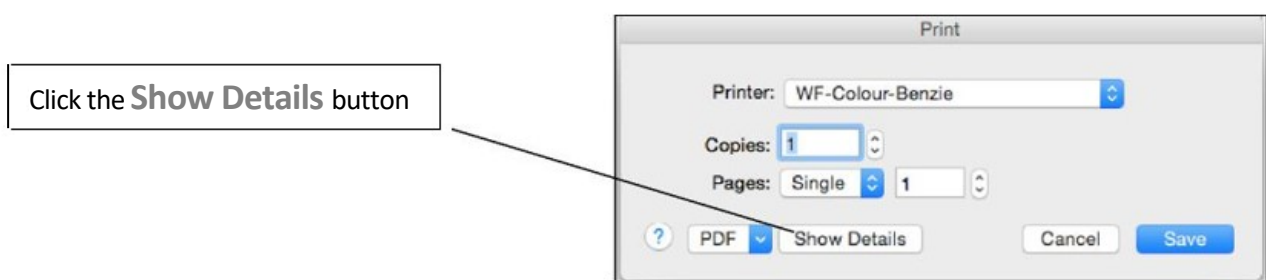
Click the **Show Details** button and the dialogue window below will be displayed.

Click on the two-arrow to select desired wide format page size
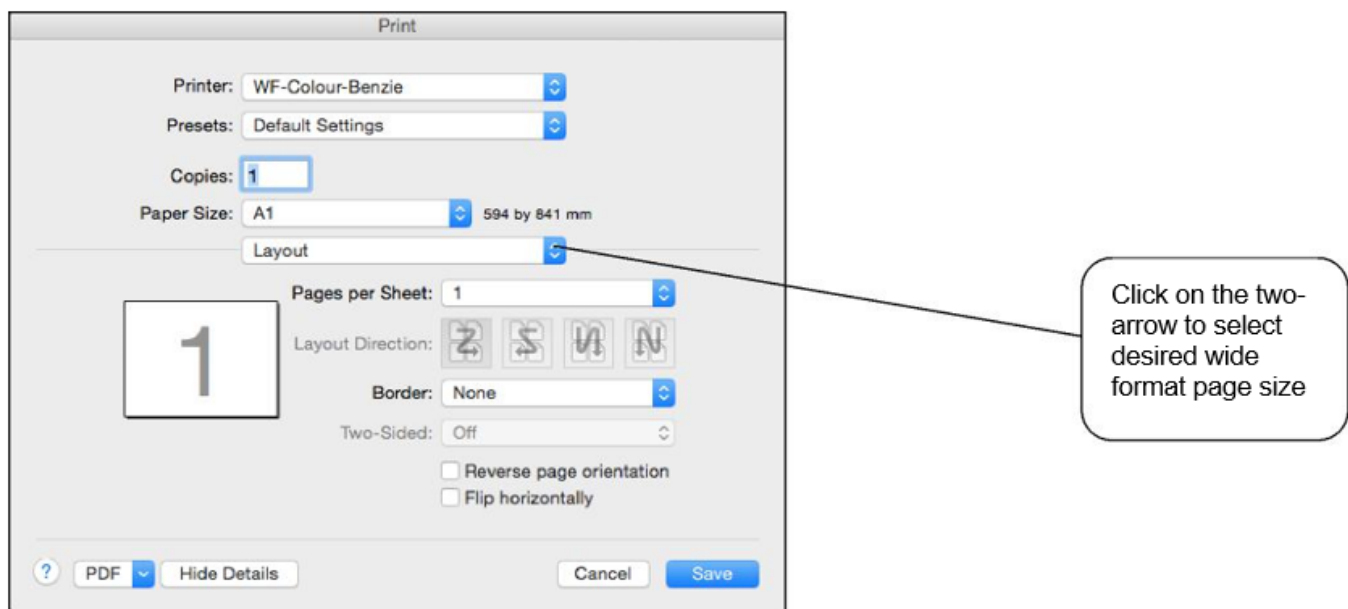
The default page size is A4. Even if you have set the correct page size in your work, you MUST make this selection manually.

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.

Click on the two-arrow button on the **Paper Size** to list all the available paper sizes. Select your required paper size, e.g. A0, A1, A2 and custom sizes.

Click on the **Save** button and the dialogue window below will be displayed.
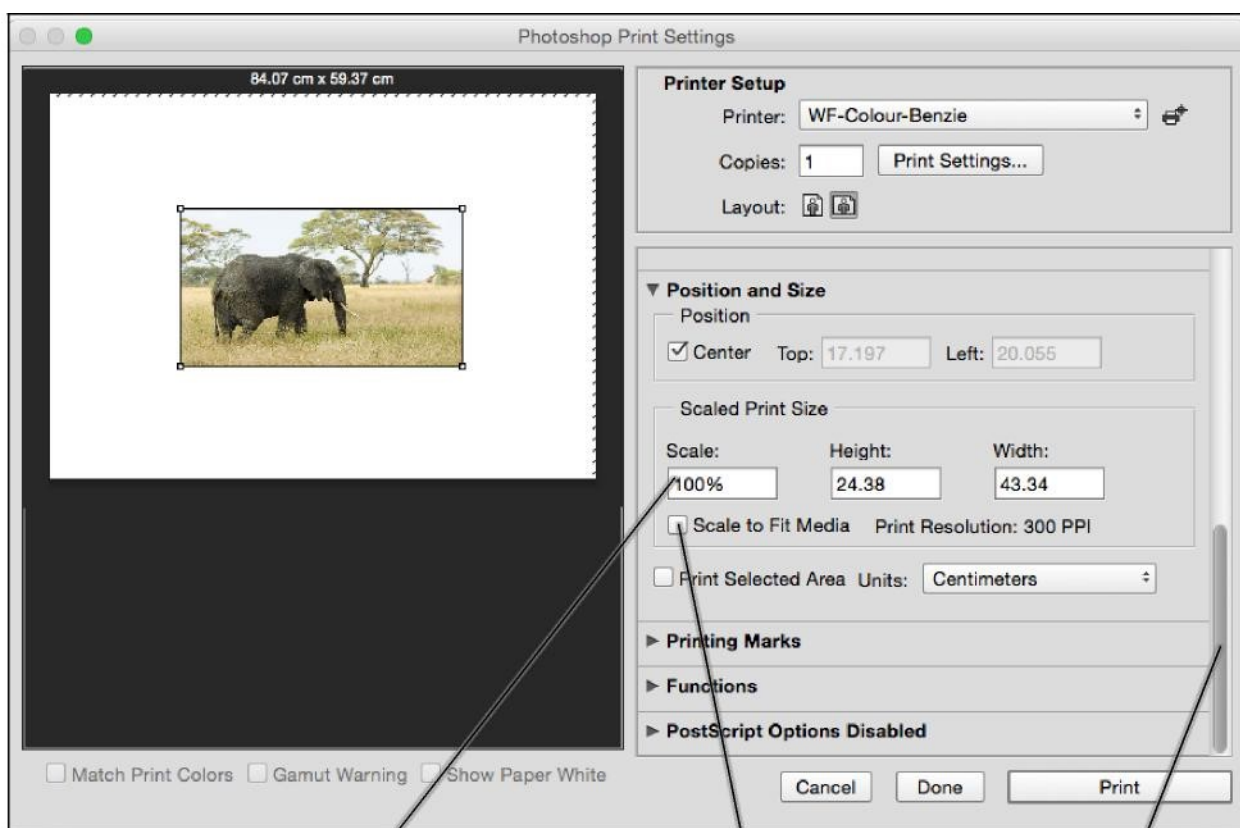
To match the exact size of your work, set the scale to 100%

If you have chosen a custom size, the **Scale to Fit Media** button must be unticked

Click on the scroll bar and slide down to see the **Position and Size** section

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**.

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.