

Printing a drawing with correct size, position and color

<u>Application:</u> Microsoft Excel 2003 <u>Printer:</u> HP Designjet T1100 series <u>Software</u>: HP-GL/2 Driver <u>Operating System:</u> Windows



- 1. First recommendations:
 - Use the HP-GL/2 Driver when printing from an Office application.
 - Refer to the Media type functionality & features and choose the most appropriate media.
 - Ensure that the Paper Type setting on the front panel corresponds to the paper you intend to use. It is essential that the paper is correctly color calibrated for the printer; consult the <u>Calibrate my printer</u> document.
- 2. Open Microsoft Excel.
- 3. Open the document, File menu > Open....
- 4. Select the area you want to print and set it, choose File menu > Print Area > Set Print Area.
- 5. Microsoft Excel Print window, **File menu > Print...**:
 - **Printer > Name**: Select the printer (ex. HP Designjet T1100 24in HPGL2).
 - Page range and Copies: Select the printing options you need.
 - Print what: Select Active sheet(s).

Print	? 🛛
Printer	
Name: MP Designjet T1100 24in HPGL2	✓ Properties
Status: Idle Type: HP Designjet T1100 24in HPGL2 Where: IP_16.23.106.157	Fin <u>d</u> Printer
Comment:	Print to file
Print range Image (s) From: Image (s) Image (s)	Copies Number of <u>c</u> opies:
Print what Image: Selection Image: Entire workbook Image: Selection Image: Entire workbook Image: Active sheet(s) Image: List	G_23 C_late
Preview	OK Cancel

- 6. Driver settings, **Properties...** button:
 - Paper/Quality tab:
 - **Paper Options > Document size**: Select the paper size of the media loaded on the printer. Select the **Custom...** button if you want to create a custom page size.
 - **Paper Options > Paper Source**: Select the source of the paper, Roll or Sheet.
 - **Paper Options > Paper type**: Select the paper type that is loaded on the printer.
 - **Orientation**: Select the orientation of your image on the paper.
 - **Print Quality**: Select Standard Options and drag the slider to Quality.

HP Designjet T1100 24in HPGL2 Document Prop	perties 🔹 🥐 🔀
Advanced Printing Shortcuts Paper/Quality Features Col	lor Services
Paper Options	
Document size: 594 × 841 mm	
A1 🗸	
Margins/Layout Custom	
Currently loaded paper:	
Roll: Papel recubierto HP, 24 inches	Printed on: 594 × 841 mm
Barra Carray	Show previe <u>w</u> before printing
Roll	Print Quality
Paper <u>Ty</u> pe:	 Standard options
HP Coated Paper	_
	· · · ·
Orientation	Speed Quality
Portrait	
	Custom options
<i>(p</i>)	
	OK Cancel

- Features tab:
 - Resizing Options: Select the scale option you want, select Print document on and the paper size on which the document will be scaled, or, the % of actual size. Make sure that the document size is not bigger than the paper size you have on the printer.
 - Check Show preview before printing.
 - **Roll Options**: Check **Autorotate** checkbox.

🗳 HP Designjet T1100 24in HPGL2 Document Prop	perties ? 🔀
Advanced Printing Shortcuts Paper/Quality Features Col	or Services
Resizing Options Actual size Print document on: Letter % % of actual size: 100 %	Image: service of the service of t
(b)	2 Help
	OK Cancel

- Color tab:
 - Select **Print in color**.
 - Select Color Management > Printer managed colors > sRGB.

Advanced Printing Shortcuts Paper/Quality Features Color Color Options Print in colori Print in <u>G</u>rayscale Print in pure black and white Color Management: Agplication Managed Colors Printer managed colors Source profile: \$RGB SRGB Image: State Stat	Services Services Printed on: 279 × 216 mm Show preview before printing
Advanced color adjustments Settings	

- Select **OK** twice.
- 7. The **Print Preview** utility will appear and display the layout of the document (Page layout and Image preview). If it is correct select **Continue**.

For more information on HP Designjet products

www.hp.com/go/designjet

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