Printing a drawing with correct size, position and color
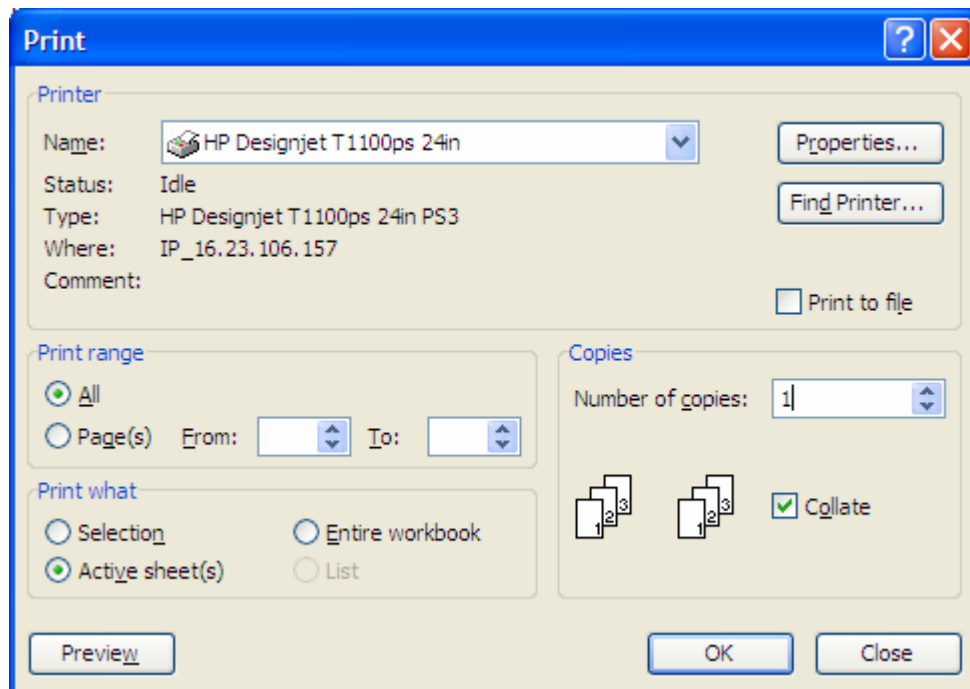
Application: Microsoft Excel 2003
Printer: HP Designjet T1100 series
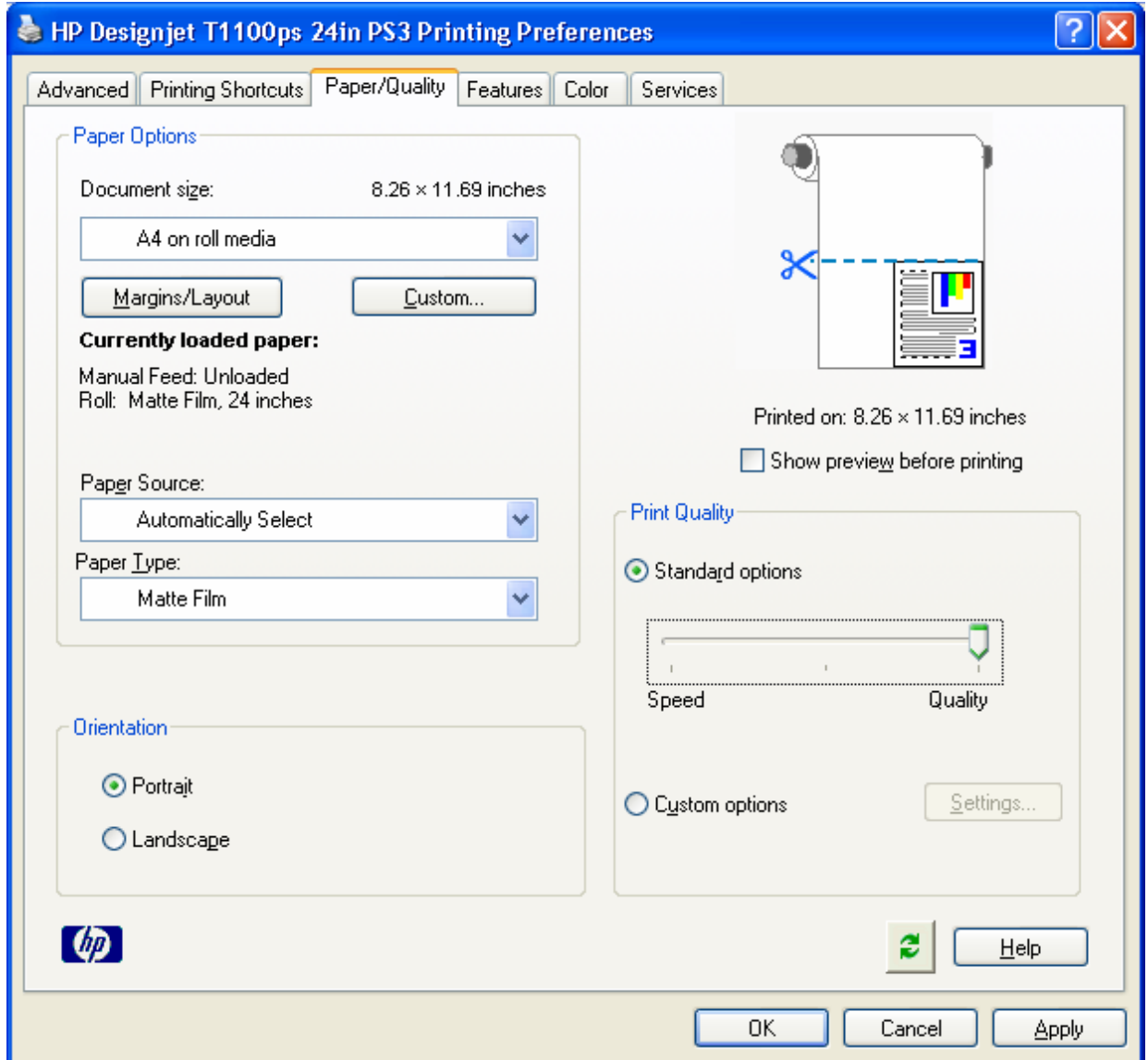*Software*: PS Driver
Operating System: Windows

1. First recommendations:
   - 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 [Calibrate my printer](#) 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 T1100ps 24in).
   - **Page range** and **Copies**: Select the printing options you need.
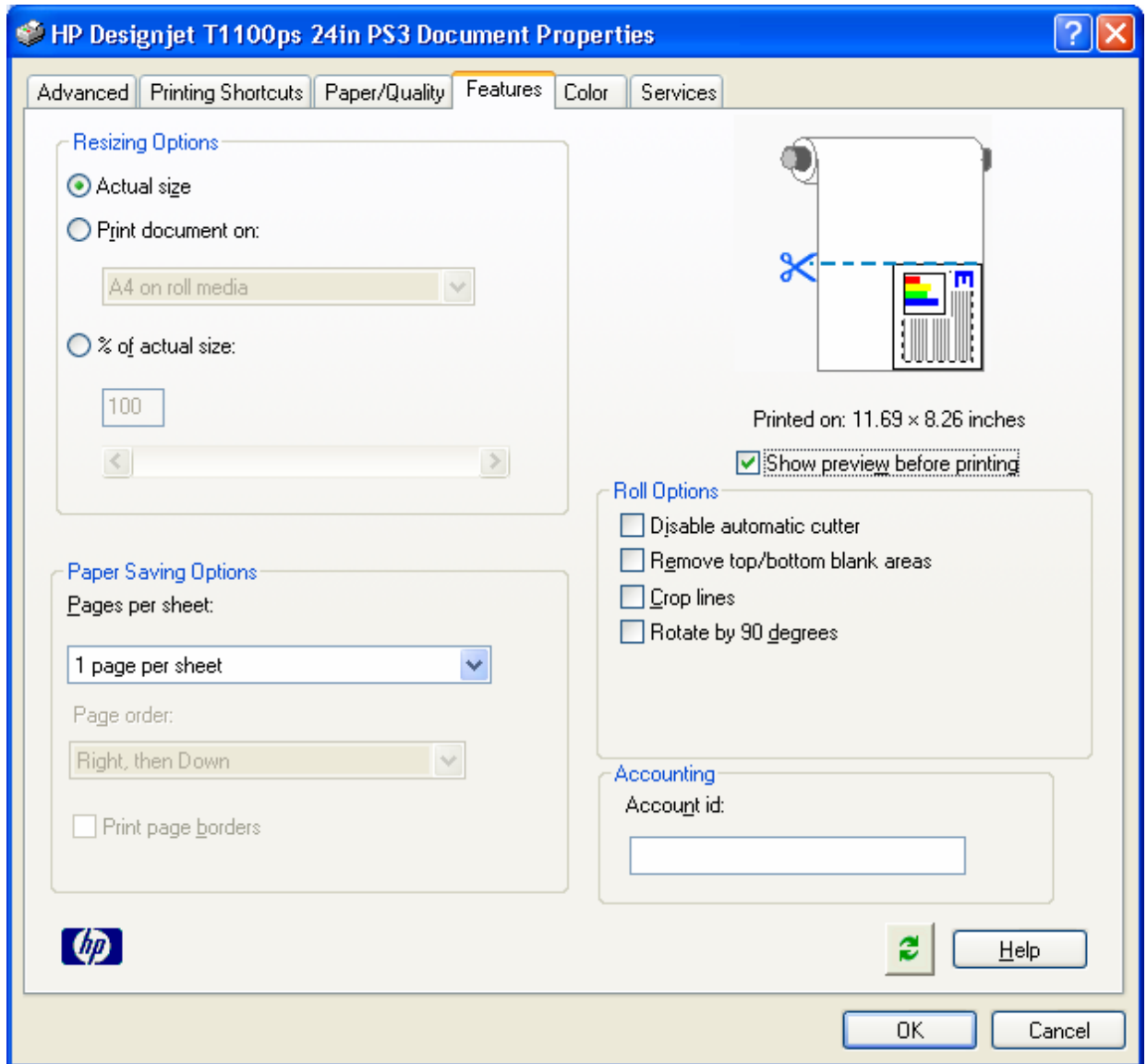   - **Print what**: Select **Active sheet(s)**.
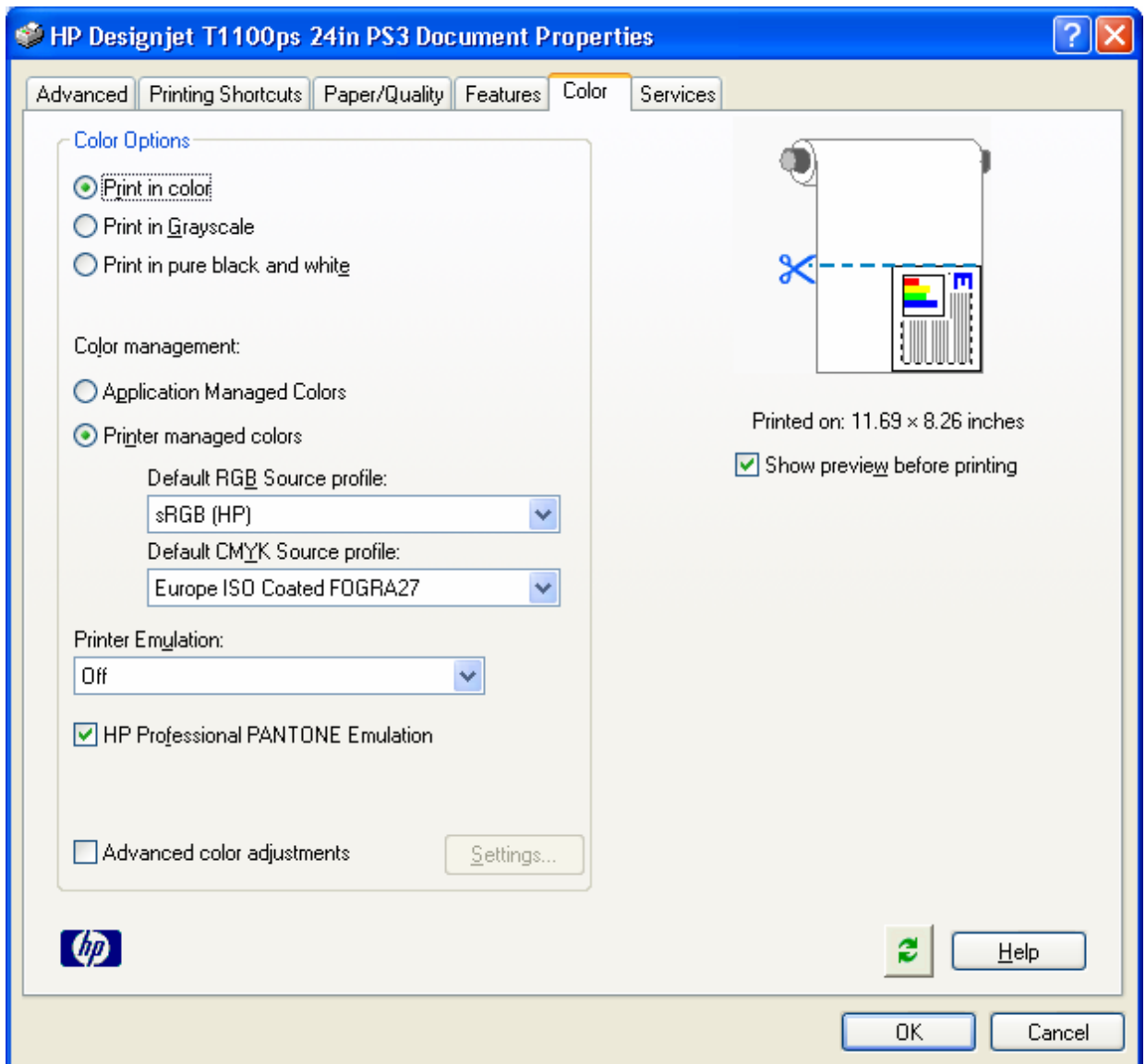
6. Driver settings, **Properties...** button:

- **Paper/Quality** tab:
  - o **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.
  - o **Paper Options > Paper Source**: Select the source of the paper, Roll or Sheet.
  - o **Paper Options > Paper Type**: Select the paper type that is loaded on the printer.
  - o **Orientation**: Select the orientation of your image on the paper.
  - o **Print Quality**: Select Standard options and drag the slider to Quality.

- **Features** tab:

  o **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.

  o Check **Show preview before printing**.

HP Designjet T1100ps 24in PS3 Document Properties

Advanced | Printing Shortcuts | Paper/Quality | Features | Color | Services

Resizing Options
- ⦿ Actual size
- ○ Print document on:
  - A4 on roll media
- ○ % of actual size:
  - 100

Printed on: 11.69 × 8.26 inches

☑ Show preview before printing

Roll Options
- ☐ Disable automatic cutter
- ☐ Remove top/bottom blank areas
- ☐ Crop lines
- ☐ Rotate by 90 degrees

Paper Saving Options
Pages per sheet:
- 1 page per sheet
Page order:
- Right, then Down
- ☐ Print page borders

Accounting
Account id:

Help

OK | Cancel

- **Color** tab:
    - Select **Print in color**.
    - Select **Color management > Printer managed colors > sRGB (HP)**.

- 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