

## Printing a drawing with correct size, position and color

<u>Application:</u> Microsoft Word 2003 <u>Printer:</u> HP Designjet T1100 series <u>Software</u>: PS Driver <u>Operating System:</u> 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 <u>Calibrate my printer</u> document.
- 2. Open Microsoft Word.
- 3. Open the document, File menu > Open....
- 4. Configure the document page size and orientation, **File menu > Page Setup**.
- 5. Microsoft PowerPoint **Print** window, **File menu > Print...**:
  - Printer > Name: Select the printer (ex. HP Designjet T1100ps 24in).
  - Select the printing options you need, Page range, Copies, Print what...
  - **Zoom > Scale to paper size**: No Scaling.

Print			? 🛛
Printer <u>N</u> ame: Status: Type:	HP Designjet T1100ps 24in Idle HP Designjet T1100ps 24in PS3		Properties     Find Printer
Where: Comment:	IP_16.23.106.157		Print to fi <u>l</u> e
	age Selection umbers and/or page ranges commas. For example, 1,3,5–12	Copies Number of <u>c</u> opies: 3 2 1	1 🗘
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Options	]		OK Close

- 6. Driver settings, **Properties** button:
  - Paper/Quality tab:
    - **Paper Options > Document size**: Select the paper size of the media loaded on the printer. Select **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 T1100ps 24in PS3 Printing Prefer	ences 🔹 🤶 🔀
Advanced Printing Shortcuts Paper/Quality Features Col	or Services
Paper Options	
Document size: 8.26 × 11.69 inches	
A4 on roll media	~
Margins/Layout <u>C</u> ustom	
Currently loaded paper:	3
Manual Feed: Unloaded Roll: Matte Film, 24 inches	Printed on: 8.26 × 11.69 inches
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	OK Cancel Apply

- 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.

0	Check <b>Show</b>	preview	before	printing.
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Resizing Options		
💽 Actual size		4
Print document on:		
A4 on roll media		
○ % of actual size:		
100		Printed on: 11.69 × 8.26 inches
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Paper Saving Options Pages per sheet: 1 page per sheet Page order:	Roll Op Dis Re Crc Ro Ro	tions able automatic cutter move top/bottom blank areas op lines tate by 90 <u>d</u> egrees
Paper Saving Options Pages per sheet: 1 page per sheet Page order: Right, then Down	Roll Op Dis Re Cro Ro	tions able automatic cutter move top/bottom blank areas op lines tate by 90 <u>d</u> egrees

## • Color tab:

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

🗇 HP Designjet T1100ps 24in PS3 Document Proper	ties 🔹 🤶 🔀
Advanced Printing Shortcuts Paper/Quality Features Color	Services
Color Options   Print in color   Print in Grayscale   Print in pure black and white   Color management: <ul> <li>Application Managed Colors</li> <li>Printer managed colors</li> <li>Default RGB Source profile: <ul> <li>sRGB (HP)</li> <li>Default CMYK Source profile:</li> <li>Europe ISO Coated FOGRA27</li> </ul>  Printer Emulation: <ul> <li>Off</li> <li>HP Professional PANTONE Emulation</li> </ul></li></ul>	<ul> <li>↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓</li></ul>
	C Help
	OK Cancel

- 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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