



University of Central Lancashire



# **LARGE FORMAT PRINTING GUIDE (SELF SERVICE)**

## **Oce Colorwave 700**

**(To avoid problems please read ALL of the instructions thoroughly.)**



The self service wide format printer is an affordable way to produce your own A2/A1/A0 or custom banner sized prints.

## SELF SERVICE COSTINGS

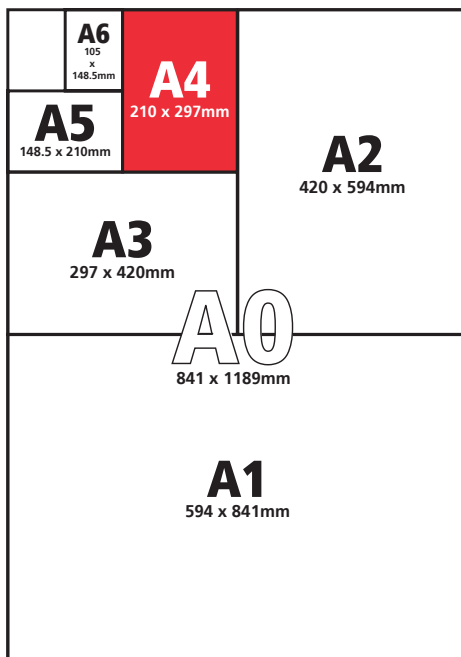
You will require sufficient printing credit to cover the cost of the complete print job. **This credit should be in place before any printing takes place.** Large format costings are as follows;

**A0**•£4.20      **A1**•£2.10      **A2**•£1.05

- Large format print charges are based on a cost of **£4.20** per **square metre** of print.
- It is the same cost for printing in black and white or colour.
- Price is based on the assumption that your page is on automatic rotation in the print properties option – this is the default.
- Wide format ‘banner’ type presentations can be printed out with charges being based on a linear length of **£4.20** per square metre of print.

## PAPER SIZES

A Series Formats	
4 A0	1682 x 2378
2 A0	1189 x 1682
A0	841 x 1189
A1	594 x 841
A2	420 x 594
A3	297 x 420
A4	210 x 297
A5	148 x 210
A6	105 x 148
A7	74 x 105
A8	52 x 74
A9	37 x 52
A10	26 x 37



**Follow this procedure to print a large format poster/banner;**

## **SETTING UP THE PRINTER**

1. Log on to a PC in the library or the PC adjacent to the printer. The PC adjacent to the printer is a more powerful PC capable of dealing with larger files and has several design related software packages already installed. This is the best option if you are struggling with the printing process.
2. Firstly you will need to add the **Colorwave 700 large format printer** to your printer list. You do this by selecting the following; **Start – All apps – Connect to Network Printers**  
From the printer name list select:  
**LIB-GroundFloor-LargeFormat**

Wait for a moment for the driver to install. You should now be connected to the **Colorwave 700 large format printer**.

## **PRINTING**

We recommend printing either from **JPEG** or **PDF**. **Do not** attempt to print from any **Microsoft Office** based applications.



# PRINTING A JPEG

1 Open your **JPEG** with **Windows Photo Viewer**.

2 Select **Print** from the **Print drop down**.

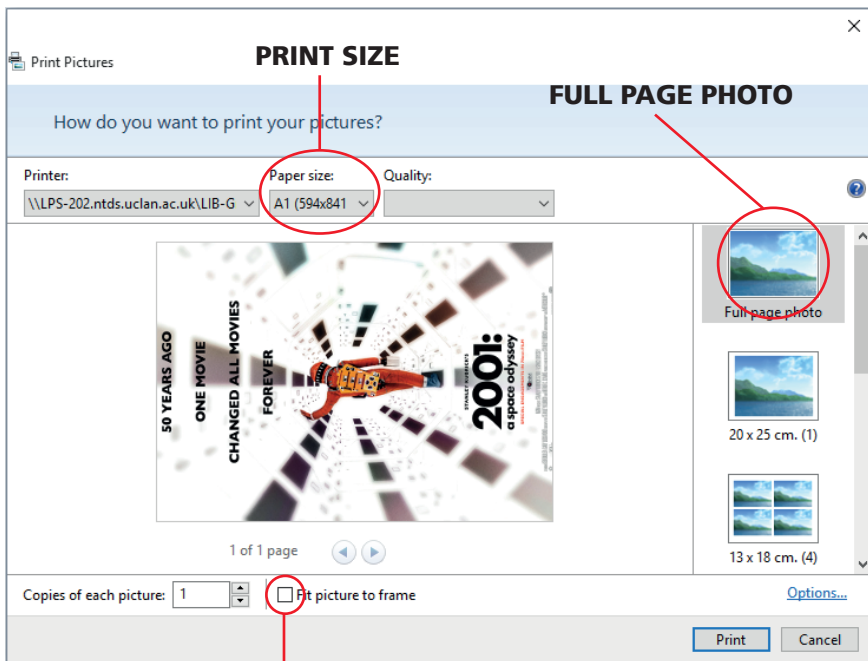
3 Select the wide format printer from the printer drop down list - **LIB-GroundFloor-LargeFormat**.

4 Select the size of print you require from the **Paper size:** drop down.

5 Ensure that the **Full page photo** is selected.

**BE AWARE** - Untick the **Fit picture to frame** box on anything over **A2** size or it will print a blank page!

6 Select **Print** to send your poster to the printer.



**UNTICK THIS  
BOX**

# PRINTING A PDF

PDF's are opened with **Adobe Acrobat**. There are **two** versions of this package available on the UCLan system. You may encounter problems printing from the **Acrobat Reader DC** that is available as default on the UCLan system. As a result we highly recommend installing **Adobe Acrobat Pro** from the **Application catalogue**. To do this select the following;

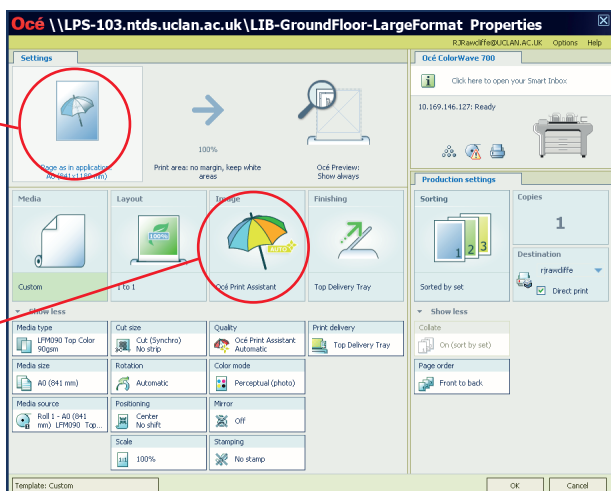
**Start - All Apps - Application Catalogue** then select **Acrobat Pro DC - 2018** and **INSTALL**.

- 1 Save your document as a **PDF** from the software/application responsible for the document creation. **NOTE - Only open the PDF after installing the printer.**
- 2 **Right click** your PDF file and select **Open with Adobe Acrobat DC - NOT Adobe Acrobat Reader DC**. Once your PDF is open select **File** and then **Print**.
- 3 Select the printer **Properties** box – wait a few moments for the printer properties settings to load.

## PRINTER PROPERTIES DIALOGUE BOX

PAGE AS IN APPLICATION

IMAGE QUALITY



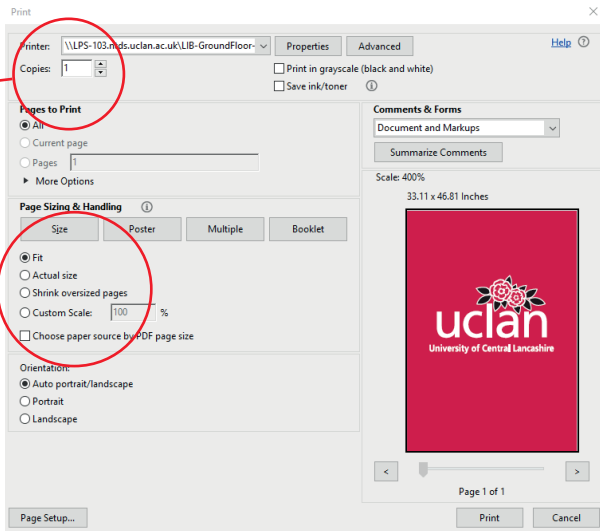
P.T.O

- 4 Firstly you need to tell the printer what size you would like your print to be. Within the settings box select **Page as in application** in the top left corner. Select the print size you require (i.e ISO A1) from the paper size drop down list.  
**NOTE - DO NOT CHANGE THE 'MEDIA SIZE' OPTION THIS SHOULD ALWAYS BE AT A0 (841 MM)!!!**
- 5 If you wish to print a custom sized banner/artwork then follow steps **6-8** otherwise proceed to step **9**.
- 6 If you wish to print a custom sized banner/artwork then select **Create a custom paper size**.
- 7 Enter **841 mm** for the width (this is the maximum) then the length you require for your banner. Name your banner size.
- 8 Select **Save**.
- 9 If you wish click on the **Quality** tab and select your quality/speed option although the automatic default should suffice.
- 10 Select **OK**.
- 11 You should now return to the initial **PDF print dialogue box**.

## PDF PRINT DIALOGUE BOX

**NUMBER OF PRINTS REQUIRED**

**SCALING/SIZING OPTIONS**



- 12** If your artwork is not the size of the print you require make sure the **Fit** option in **Page Size & Handling** is highlighted. This will scale your artwork to the size you selected in the print properties. The **Actual** size option will print the exact same size of your created document.
- 13** If required change the print quantity in the copies box.
- 14** Select **Print** to send your job to the Océ Colorwave printer. Visit the printer in the room adjacent to UCLan Print to collect your prints.
- Please note:**
- You do not need to use the touch panel on the printer.
  - The Printer touch panel will state it is '**locked**'- this is normal.
  - Wait until the printer fully releases the print before removal.
- 15** Cut off any excess white areas using the guillotine. Please guillotine **1** sheet at a time only. You will potentially damage the guillotine and your artwork if you exceed this amount.



# PLEASE NOTE

- The printer is loaded with 1 type of paper stock - **90gsm Matt**. If you desire a different stock please visit UCLan Print. **Do not try to load any paper into the printer.**
- **UCLan printers require sufficient printing credit to cover the cost of the complete print job.** This credit needs to be on your account before you send a print to the wide format printer.
- Please note prints from this printer cannot be hot laminated. If you require a laminated poster visit UCLan Print.
- For both **JPEG** and **PDF** files keep the **DPI** as low as possible. **150 DPI** is recommended - anything larger than **200 DPI** may cause issues.
- File size is a major issue with printing over a network. PDF files should have layers '**flattened**' before sending a file to print.
- Avoid sending multiple page PDFs for printing as this may cause issues.
- **Do not** attempt to print from any Microsoft Office applications. This will create problems.
- If your document has an extra white page after your desired artwork the printer will print a whole white page - you will be charged for this. Always check your page count.
- If you encounter a problem do not repeat sending files to the printer. Ask a staff member for assistance.
- Refunds will only be given for printer/network errors. **Not user errors.**
- If you are having problems try using the PC adjacent to the printer