

Article 15: How to print copies to specific paper sizes.

Purpose: In this article we will demonstrate printing an image in landscape orientation, at a size that makes the width 200mm, on A4 sized paper. (210 x 297). The purpose of this article is to learn how to print to a paper size other than "Letter" size.

Process:

Step 1 - Open the image you would like to print.

Step 2 - Resize the image so that the long side is 200mm.

Step 3 - Select "Print..." from the "File" menu.

Step 4 - Specify paper size in the "Print layout" dialog.

Step 5 - Modify paper size in the "Print layout" dialog.

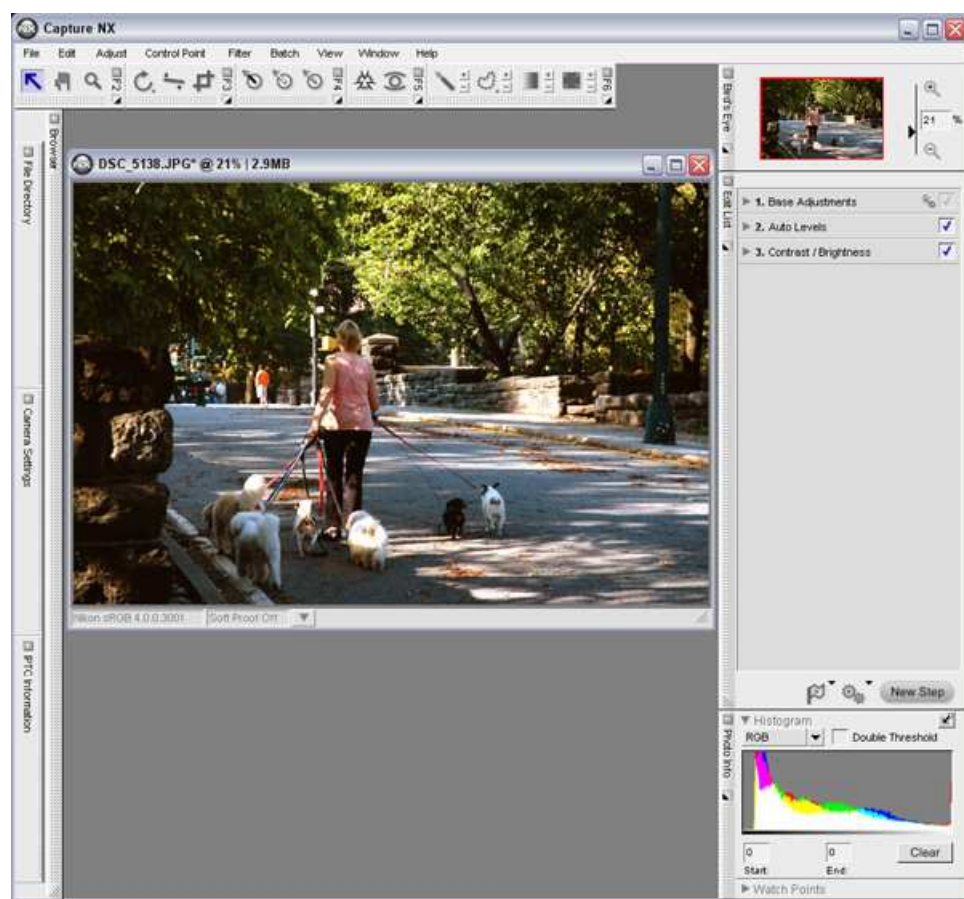
Step 6 - Check the "Use output resolution" option.

Step 7 - Begin printing.

Step 1 - Open the image you would like to print.

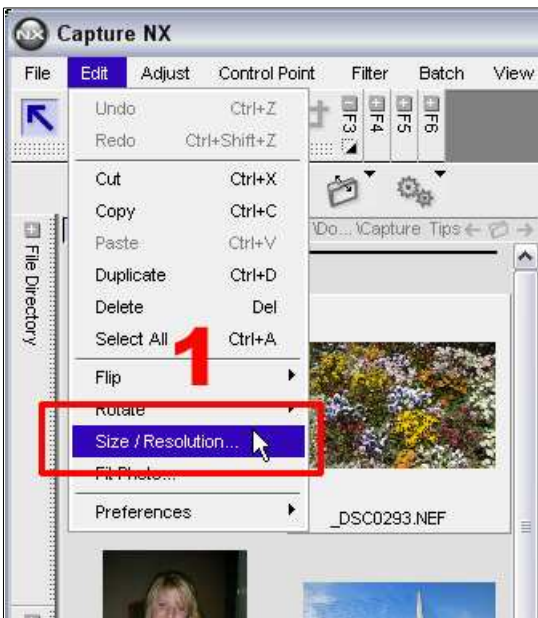
Before attempting to print, be sure that the printer is connected to the computer, that paper is loaded in the printer, and that the printer is on and ready.

Open the image you want to print.



Step 2 - Resize the image so that the long side is "200" mm.

1) Select the "Resolution..." from the "File" menu.



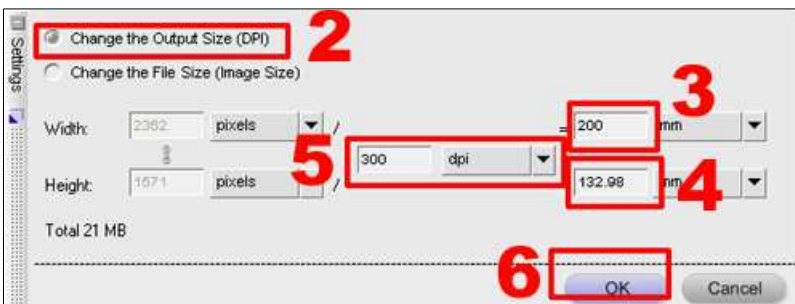
2) Be sure that the "Change Output Size" (DPI) radio button is enabled.

3) If "inches" or "cm" is the unit of measure selected, choose "mm" from the pulldown menu and enter "200" in the "Width" text box.

4) When a value is entered in the "Width" textbox, a value, which maintains the image's aspect ratio, is automatically calculated and entered in the "Height" textbox.

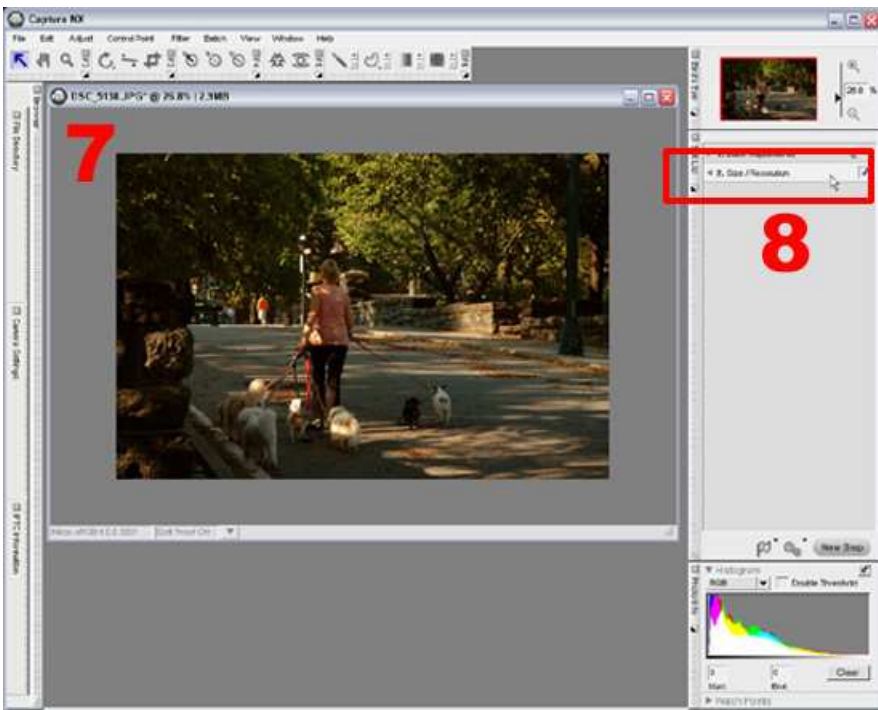
5) If "dpcm" is the unit of measure selected for image resolution, choose "dpi" from the pulldown menu and enter "300" in the textbox.

6) Click "OK".

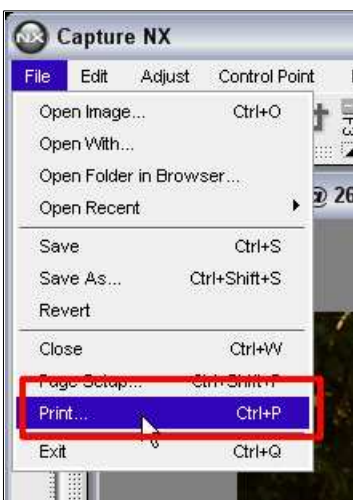


7) As resolution was adjusted, the image appears smaller.

8) A "Size / Resolution" step is added to the "Edit List".

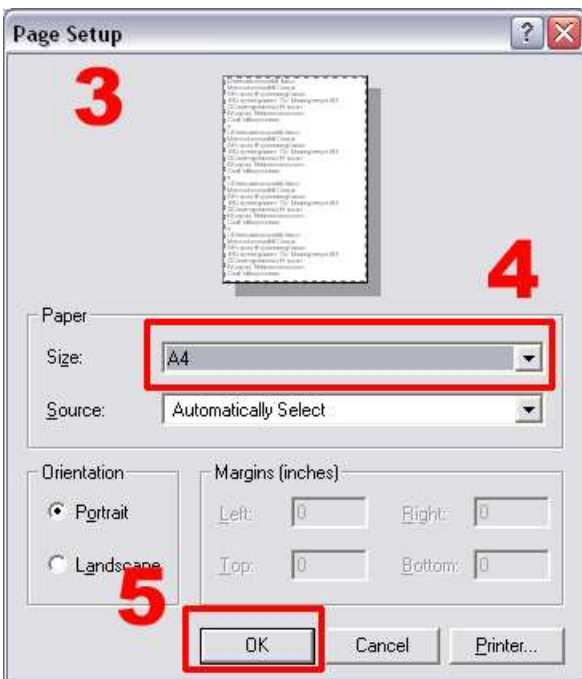
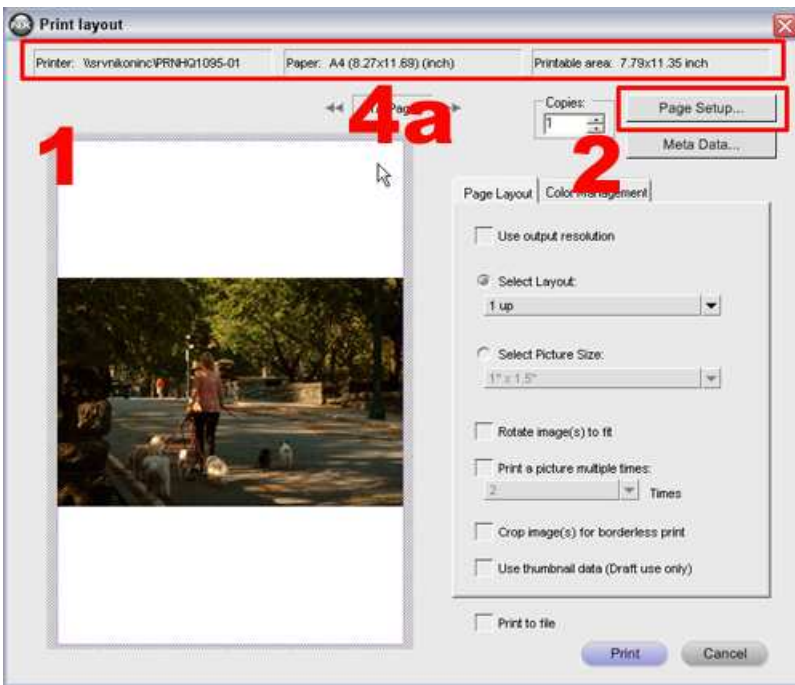


Step 3 - Select "Print..." from the "File" menu.



Step 4 - Specify paper size in the "Print layout" dialog.

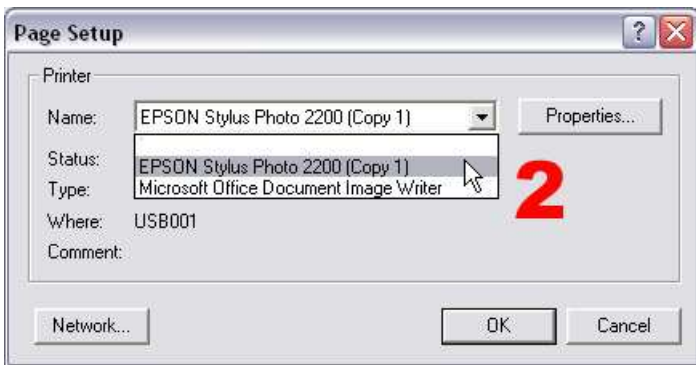
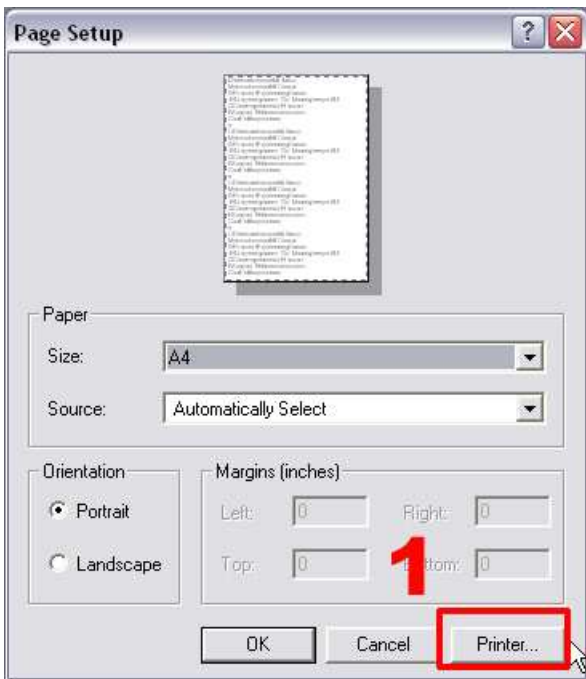
- 1) The "Print layout" dialog is displayed.
- 2) Click the "Page Setup..." button.
- 3) The "Page Setup" dialog is displayed.
- 4) Select the paper size from the "Size" pulldown menu.
- 4a) Here we have selected "A4 210 x 297 mm" to print on A4 sized paper.
- 5) Click "OK" to return to the "Print" dialog.



What do I do if the printer I want to use is not displayed?

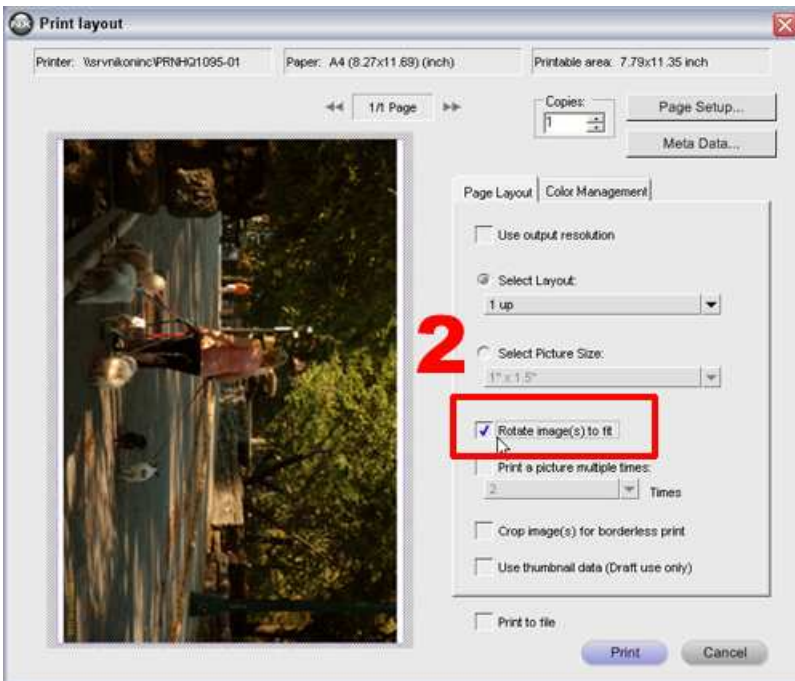
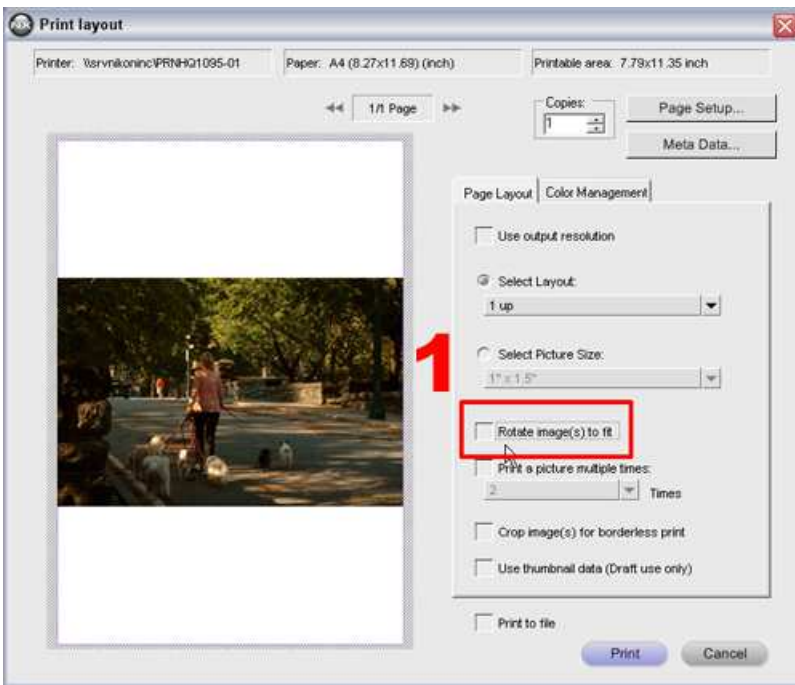
When multiple printers are connected to the computer, the desired printer may not be displayed in the "Print Layout" and "Page Setup" dialogs. Should this occur, follow the instructions below to switch to the desired printer.

- 1) Click the "Printer..." button in the "Page Setup" dialog.
- 2) In the next "Page Setup" dialog window, click the "Name" pulldown menu and
- 3) select the desired printer.
- 4) Click "OK".



Step 5 - Modify print orientation if necessary

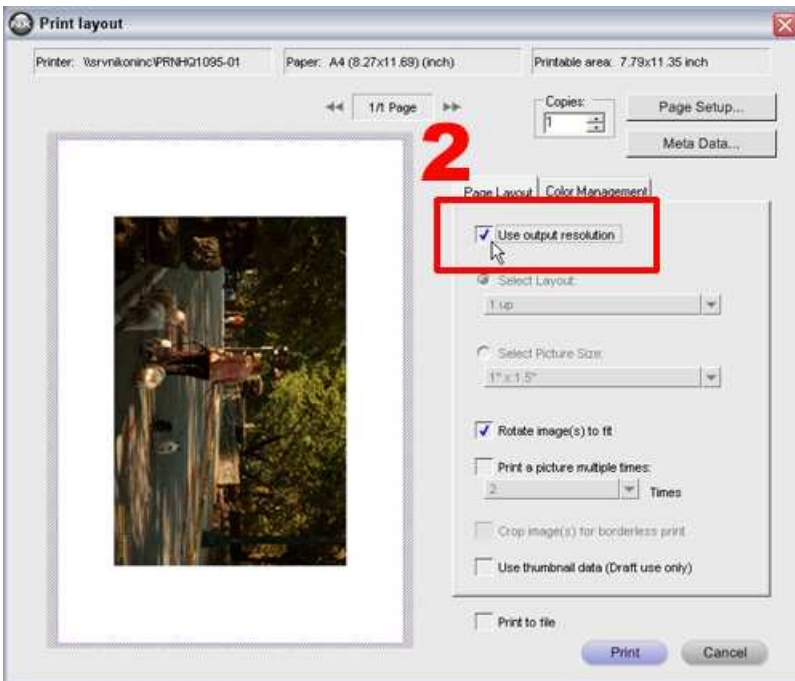
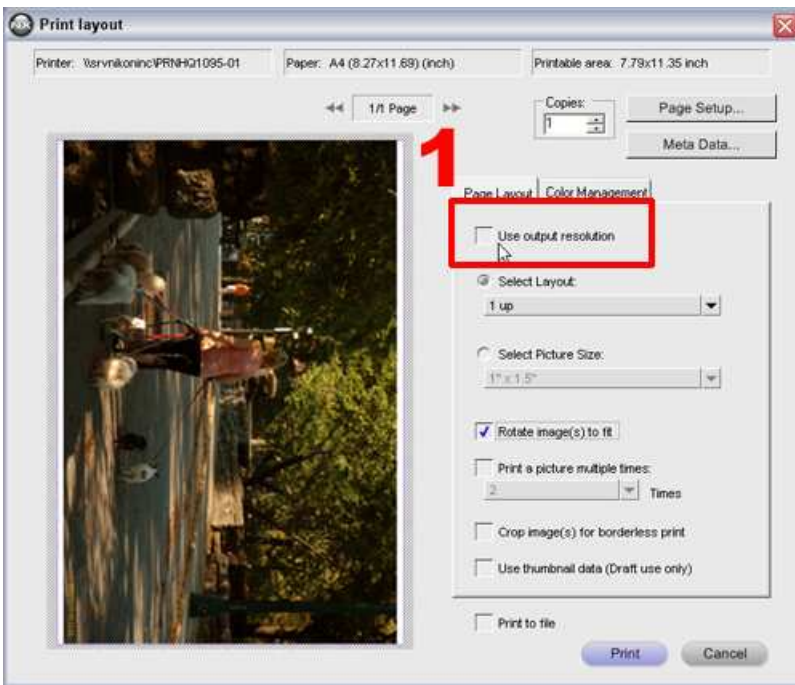
- 1) Check the "Rotate image(s)" to fit option.
- 2) Images captured in landscape orientation are rotated 90° so that they are in the same orientation as the paper.



Step 6 - Check the "Use output resolution" option.

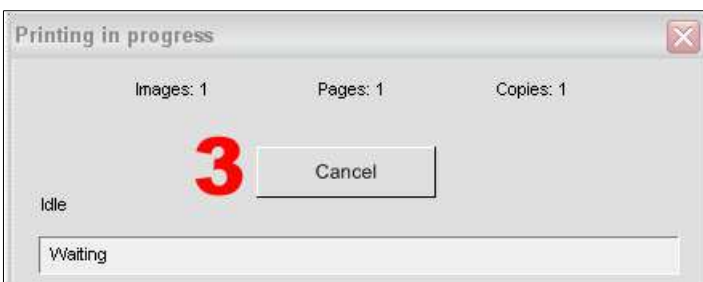
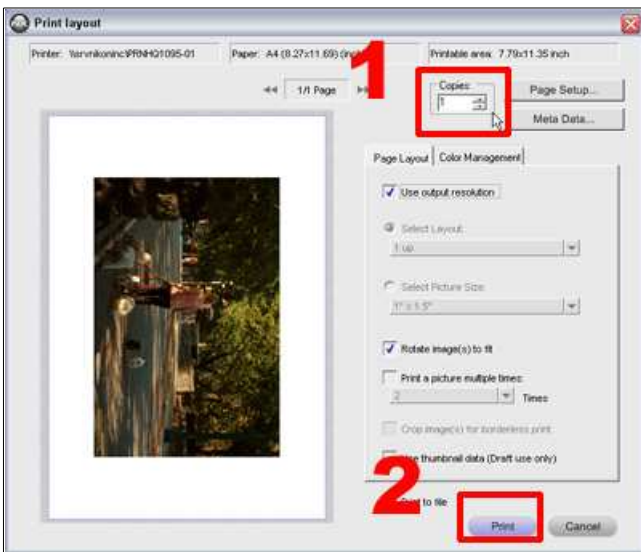
1) Check the "Use output resolution" option.

2) The preview image reflects the resolution and size settings applied in **Step 2**.



Step 7 - Begin printing.

- 1) Confirm the number of copies to be printed.
- 2) Click "Print" to initiate printing.
- 3) The "Printing in progress" dialog is displayed during printing.



Achieving optimum prints.

To print images at the best possible quality, it is important that the paper used is the same paper specified in the printer's properties or preferences dialog. Before printing, specify the correct paper type or verify that the correct paper type or verify that the correct paper type is already selected.

