



CANON TM-WIDE FORMAT POSTER PRINTER

DOWNLOADING THE DRIVER



Note: You must download the driver on each computer you wish to print from before you are able to print to your Canon.

Google "Canon TM Series TM 205/TM 305 Driver" and select the link from Canon's website.

www.usa.canon.com

Scroll and expand the "Drivers and Downloads" section, it should automatically detect your operating system. Image Prograph TM-200/TM-205/TM-300/TM-305 series printer driver.

For any questions/concerns,
please call **Canon Support** at **(800) 652-2666**

For questions, supplies, or to schedule training, please call
CBS at **(888) 463-8756**.

For questions or concerns, please call
Complete Business Systems at
(888) 463-8756.



CANON TM-SERIES WIDE FORMAT PRINTER

PRINTING FROM PC

CBS
COMPLETE
BUSINESS SYSTEMS

Step 1: After creating your document (using Publisher, Canva.com, Illustrator, etc.), save as a PDF.

Step 2: Open document in **Adobe Acrobat Reader**,
Click "File"
Click "Print"

This will bring up your driver. The driver is where you will preview your poster, adjust paper size and type, and ensure everything looks accurate before printing.

Step 3: Click "Properties"
Click "Printer Settings"
Click "Get information"

This allows your computer to communicate with the Canon poster printer and tells your computer what paper is loaded as well as the size of the paper.

Step 4: Click "Page Set Up" tab.
Click "Page Size"
Click "Custom Paper Size"
Click "Custom Size"
Enter Size: 24 width 36 height.
Press "Ok"

Input poster/banner size. Specify width and height and name it (Ex. 24 x 36 poster). This saves your poster sizes once you input them and allows you to easily click on them the next time you print.

Step 5: Press "Main" Tab
Select "Print Preview"
Click "OK"

Step 6: Click "Fit" or "Custom Scale" and preview image on the right.

Step 7: Click "Print." This will bring up your print preview in a new window. You can zoom in to ensure images are not pixelated before printing.

Step 8: Click "Print" in preview. Your project will print shortly.

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Complete Business Systems at
(888) 463-8756.



CANON TM-SERIES WIDE FORMAT PRINTER PRINTING FROM MAC



Option 1

Step 1: After creating your document (using Canva.com, Illustrator, etc.), save as a PDF.

Step 2: Open document in **Preview**,
Click "File"
Click "Print"

This will bring up your driver. This is where you will preview your poster, adjust paper size and type, and ensure everything looks accurate before printing. Choose printer (should include "TM200" in name).

Step 3: Under "Paper Size"
Click "Manage Custom Sizes"
Click "+"

Specify width and height and name it (Ex. 24 x 36 poster). This saves your poster sizes once you input them and allows you to easily click on them the next time you print.

Step 4: Click "Preview"
and change to "Printer Settings"
Click "Acquire info"

This allows your computer to communicate with the Canon poster printer and tells your computer what paper is loaded as well as the size of the paper.

Step 5: Select "Printer Settings"
Change back to "Preview"
Click "Fit"

Step 6: Examine preview at left to ensure image is fully visible and clear. Click "Print." Your project will print shortly.

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CANON TM-SERIES WIDE FORMAT PRINTER PRINTING FROM MAC



Option 2

Step 1: After creating your document (using Canva.com, Illustrator, etc.), save as a PDF.

Step 2: Open document in **Adobe Acrobat Reader**,
Click "File"
Click "Print"

This will bring up your driver. This is where you will preview your poster, adjust paper size and type, and ensure everything looks accurate before printing. Choose printer (should include "TM200" in name).

Step 3: Click "Page Setup" at the bottom left of the driver.
Under "Paper Size"
Click "Manage Custom Sizes"
Click "+"

Specify width and height and name it (Ex. 24 x 36 poster). This saves your poster sizes once you input them and allows you to easily click on them the next time you print.
Click "OK"

Step 4: Click "Printer" at the bottom left of the driver.
Click "Layout"
and change to "Printer Settings"
Click "Get information"

This allows your computer to communicate with the Canon poster printer and tells your computer what paper is loaded as well as the size of the paper.

Step 5: Select "Printer Settings"
Change back to "Preview"
Click "Fit"

Step 6: Examine preview at left to ensure image is fully visible and clear. Click "Print." Your project will print shortly.

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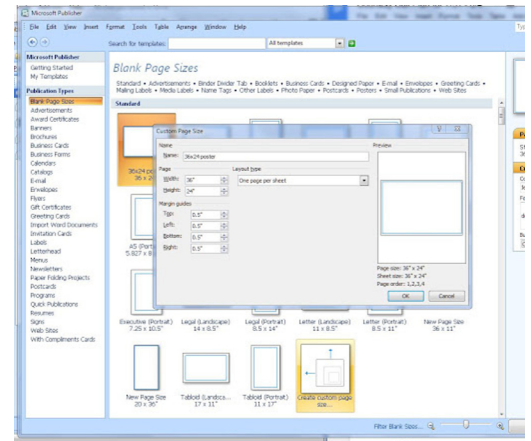
CANON TM-SERIES WIDE FORMAT PRINTER DESIGNING A POSTER



PUBLISHER

Step 1: Open Microsoft Publisher. First, select paper size. Scroll to "Create custom page size..." This allows you to specify exact dimensions.

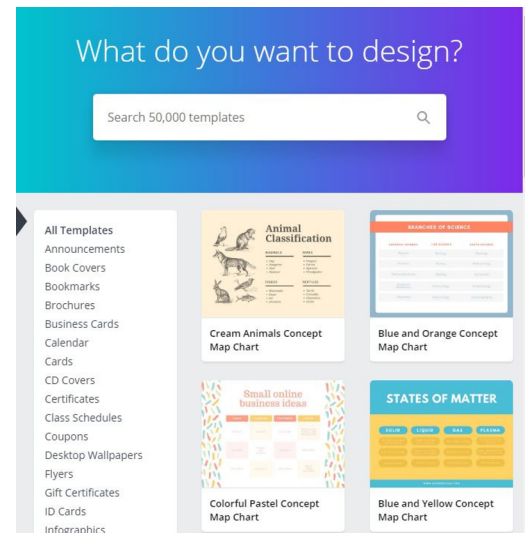
Step 2: While adding content, stay within the blue margin lines. Once done, save as PDF and print.



CANVA.COM

Step 1: Make an account with canva.com (some school sites choose to make a school account to share). The account is free and you can upload images from your computer or search from their images (Note: some images on Canva are not free and you have the option to pay \$1 to use each one).

Step 2: Choose from one of the countless templates, adjust the color scheme, images, and writing. Save as PDF and print.



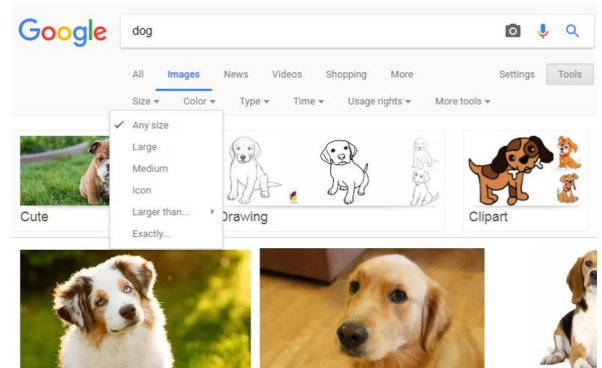
PULLING IMAGES FROM GOOGLE

When pulling images from Google, it is important to choose the highest resolution to ensure maximum quality.

Step 1: Click "Tools" near the right side under your search bar. Click "Size"

Specify size (large is a good place to start)

Step 2: Click on the image you want, click "View Image" Right click and "Save Image As"



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CANON TM-SERIES WIDE FORMAT PRINTER



DESIGNING A POSTER

Poster Artist: (Only for PCs) No MACs

Step 1: Install CD for only primary user.

Step 2: Select template from recommended list.

Step 3: Select Paper Options.

Step 4: Set Custom size. (Example: 24 inch wide, 36 height)

Step 5: Press "Ok"

Step 6: Select Portrait/ Landscape.

Step 7: Select "Edit"

Photos

Clip Art

Text

Shapes

Backgrounds

Step 8: Select Print.

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CANON TM-SERIES WIDE FORMAT PRINTER



ALTERNATIVE PAPER

CUT SHEET

Cut sheet is a flexible, pre-cut piece of paper that comes in a variety of sizes (ex. 22"x 28") and can be purchased at most stores. It is an inexpensive option for creating posters.

1. When loading ensure the matte side is face up.
2. On your control panel, click your Load/Remove Paper button near the top left and select "Cut Sheet"
3. Align the side of the cut sheet with the black line in the top feeder tray. Hold the paper in the machine and add a little pressure while pressing the OK button on your machine. Once you feel the machine grab the paper, let go. Your menu will scan the paper and determine the width. For paper type, select "Plain Paper".
4. Follow the instructions page to print like usual, ensuring you select the new size.

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