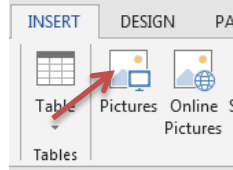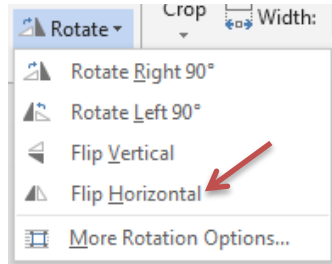# HOW TO USE THE DYE SUBLIMATION PRINTER

Prepare your file…

1. To print from the Dye Sub Printer, you first need to select and prepare a file.

2. Once your have a file picked out, open up Word.

3. Once Word is open, go to the INSERT tab, and select Pictures.

4. In the box that opens up, browse and select the file that you are planning to print. Once it is selected, click Insert.

5. With the image now loaded in, select the image, and click on the FORMAT tab that now pops up.

6. On the far right side of this tab, there is a rotate option. Click the drop-down arrow, and select "Flip Horizontal".

7. Next, right click on the image, and select Size and Position to change the size, as this will be the actual size it prints as. Go to the size tab, and set the height and width to the

   Scale
   Height: 17 %   Width: 17 %

   actual size you want the image to print as.

   *Note- If your image doesn't fit, you may need to rotate it 90 Degrees so that the image fits better. To do this, go back to the rotate option from step 6 and select rotate right 90°.

8. With the setup for your image done, it is ready to send to the printer.

Preparing the Printer…

1. Head over to the printer, and make sure that it is turned on. Also, make sure that the blue light is on, indicating it is online.

2. If there is not paper in the tray, ask 3D Lab Staff to bring you some. Load the sheets in the paper tray, and ensure all the tabs are slid up against the sides of the paper sheet.
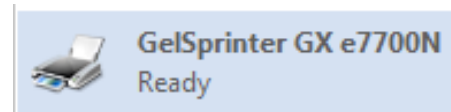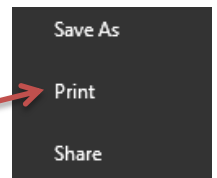
   *Note- when loading the paper, you should make sure that the side of the paper with the logo is always facing up.

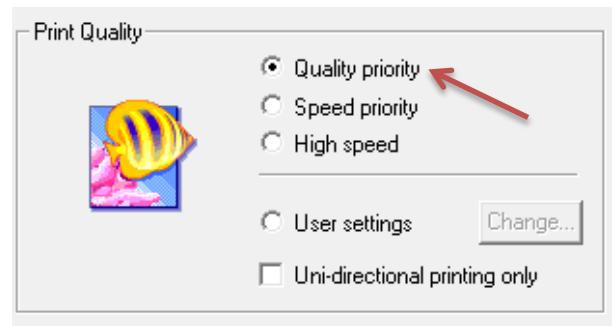3. Once the paper is aligned, close the tray, and head back to the computer.

During printing…

1. In the top right, select File, and then Print.

2. Open the dropdown list for printers, and select the GelSprinter.

   GelSprinter GX e7700N
   Ready

3. If you have a high-detail image, before sending it to print, click on Printer Properties just below the printer name, and set the quality option to High Quality.

   Print Quality
   ⦿ Quality priority
   ○ Speed priority
   ○ High speed

   ○ User settings   Change…
   ☐ Uni-directional printing only

4. If the Print Preview on the right looks good, then go ahead and select print, and your paper should print out.