How to Print on Roll Paper (Windows)

Important Note

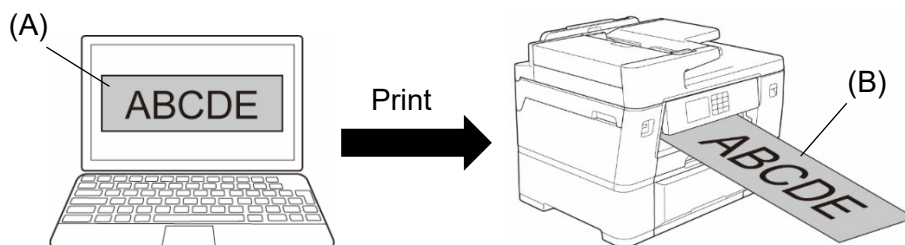The contents of this document and the specifications of this product are subject to change without notice.

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1. Page Size and Print Size Definitions

Page Size (A)

This is the size you set for your document in the application you want to print from.

Print Size (B)

This is the size of your document on the printout.

2. Create a Document

This chapter describes how to create documents for printing on Roll paper in commonly used applications.
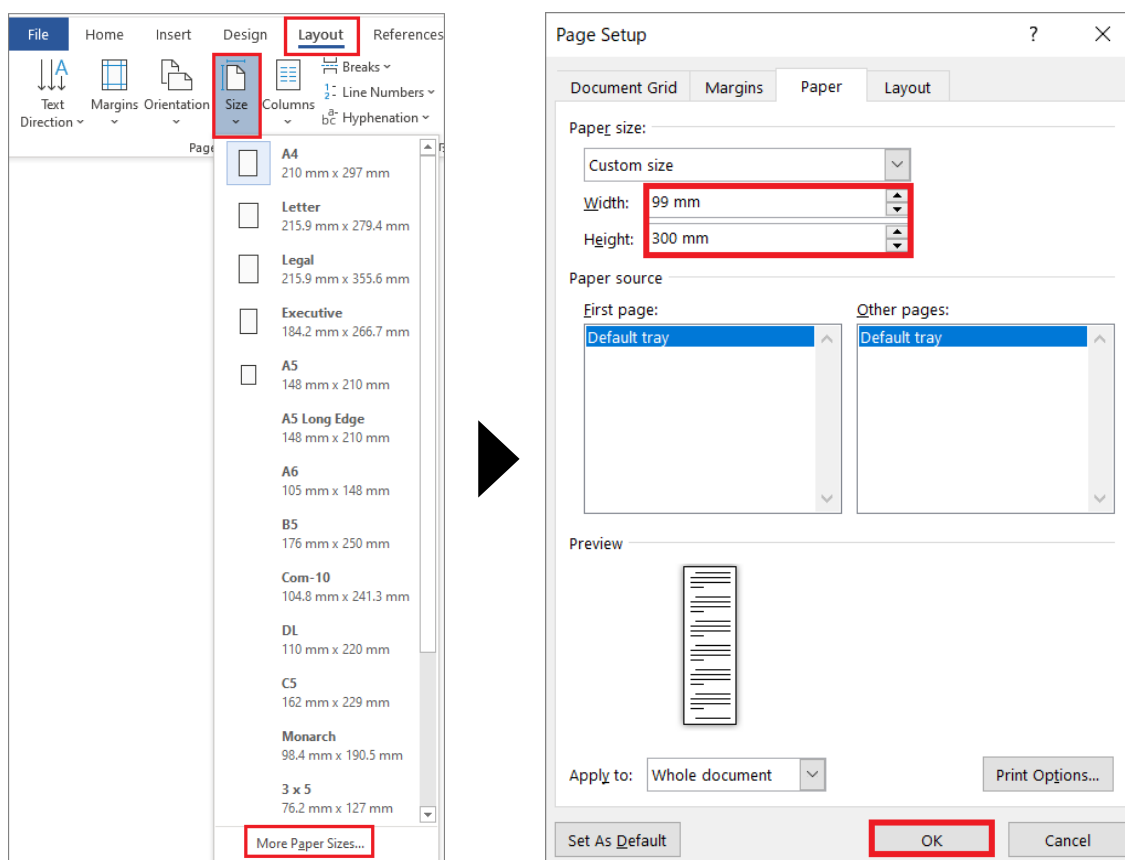

Depending on the application you are using, there may be limitations on the page size you can set in your application. For larger size printouts, such as banners, create a smaller page size in your application and then enlarge it when printing using the **Scaling** option in the printer driver.

Example: for a printout with the width of 297 mm and the height of 900 mm, create a page with the width of 99 mm and the height of 300 mm in the application you are using. The page size specified in your application in this example is three times smaller than the print size, but you can enlarge the page size when printing.

Microsoft Word

1. Click **Layout** > **Size** > **More Paper Sizes…**. The **Page Setup** window appears.
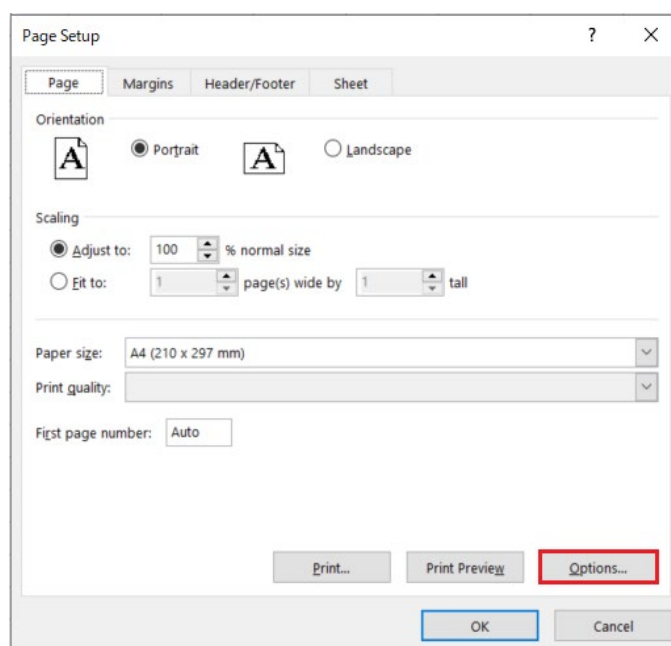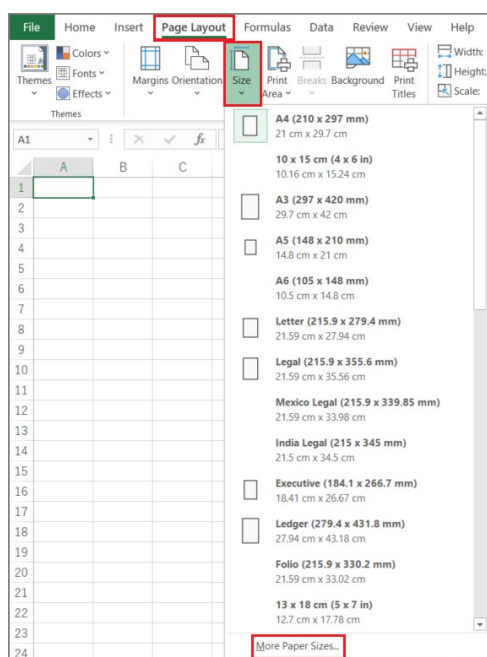

2. Type the width and height of the page to be created in the **Paper size** field and click **OK**.

   The example shows that you need to create a document of a smaller size than required and enlarge it when printing. This is necessary because Microsoft Word does not allow to specify a large page size.
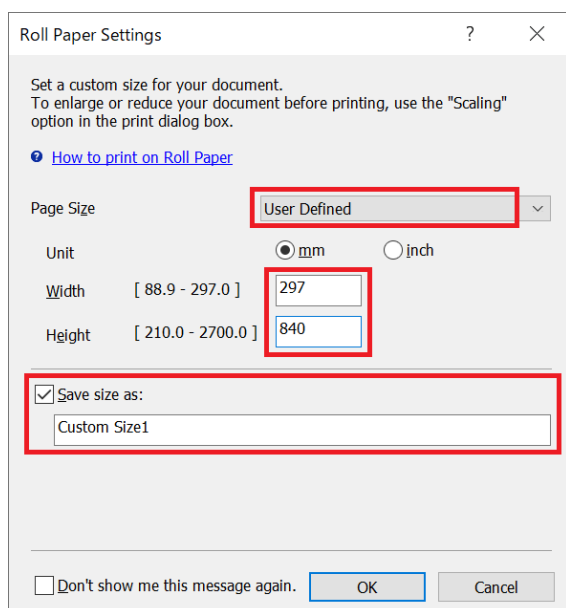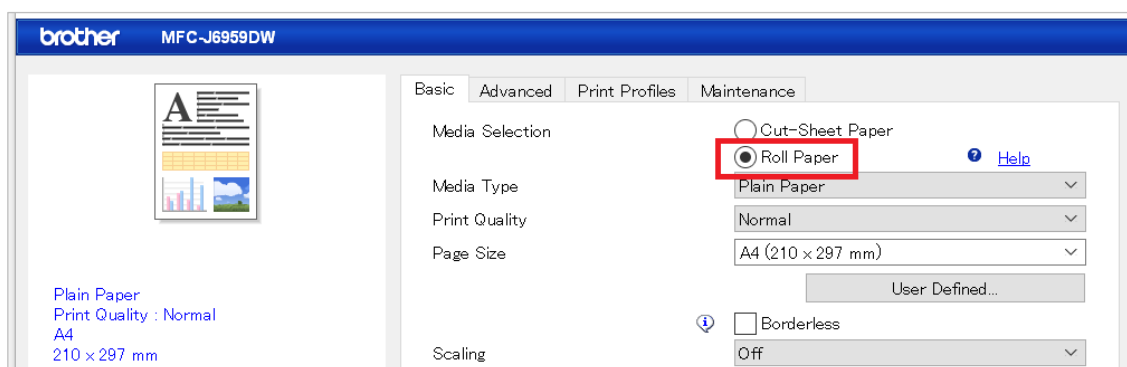
3. Create your document.

4. To print, see *Print on Roll Paper*.

Microsoft Excel

1. Click **Page Layout** > **Size** > **More Paper Sizes…**. The **Page Setup** window appears.

2. Click **Options…**.

3. In the **Media Selection** field, select **Roll Paper**. The **Roll Paper Settings** window appears.
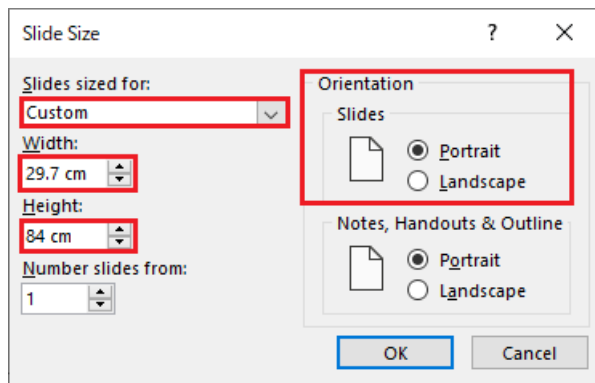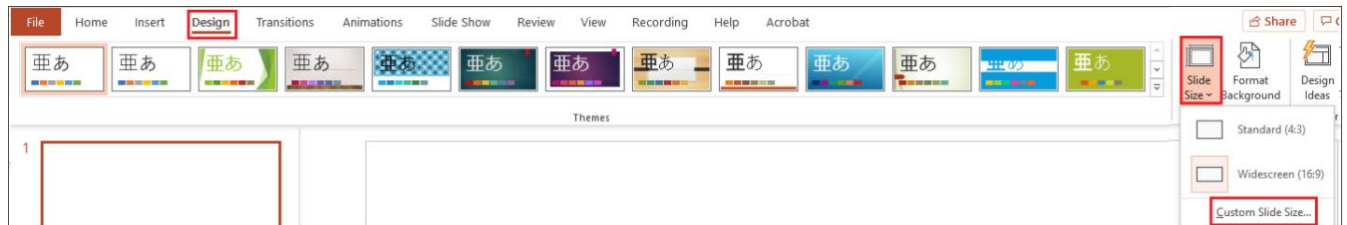

4. Click the **Page Size** drop-down list, and then select **User Defined**.

5. Type the width and height of the page to be created.

6. Select the **Save size as:** checkbox, and then type the size name you want to use.

7. Click **OK** to apply your page size settings and close the window.

8. Create your document.

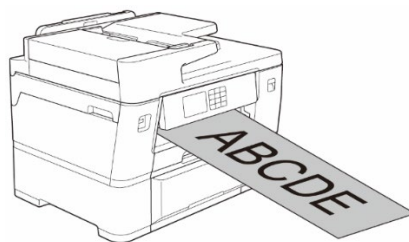9. To print, see *Print on Roll Paper*.

Microsoft PowerPoint

1. Click **Design** > **Slide Size** > **Custom Slide Size…**. The **Slide Size** window appears.

2. Click the **Slides sized for** drop-down list, and then select **Custom**.

3. Type the width and height of the slide to be created.

4. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the orientation of your document.

5. Click **OK** to apply your settings and close the window.

6. Create your document.

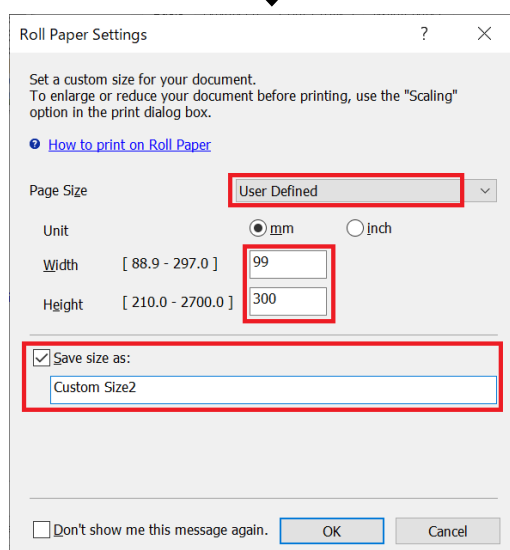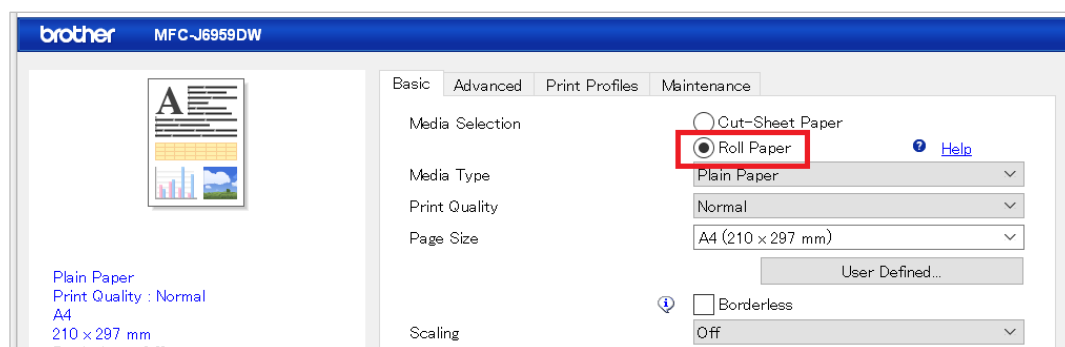7. To print, see *Print on Roll Paper*.

3. Print on Roll Paper

Follow these steps to print your documents on Roll paper.

- Make sure you have loaded Roll paper in Tray #2. For more information, see the Online User's Guide.
- You must install the Brother software if you want to print on Roll paper. To install the driver and software, go to your model's **Downloads** page at support.brother.com.

1. Select the print command in your application.

2. Select your model's name, and then click the printer's properties or preferences button.

   The printer driver window appears.

3. Click the **Basic** tab.

4. In the **Media Selection** field, select **Roll Paper**. The **Roll Paper Settings** window appears.

   a. Click the **Page Size** drop-down list, and then select **User Defined**.

   b. Type the width and height of the page created in your application.

   > If the page size created in your application is not the same as the actual print size, type the page size.

   c. Select the **Save size as:** checkbox, and then type the size name you want to use.

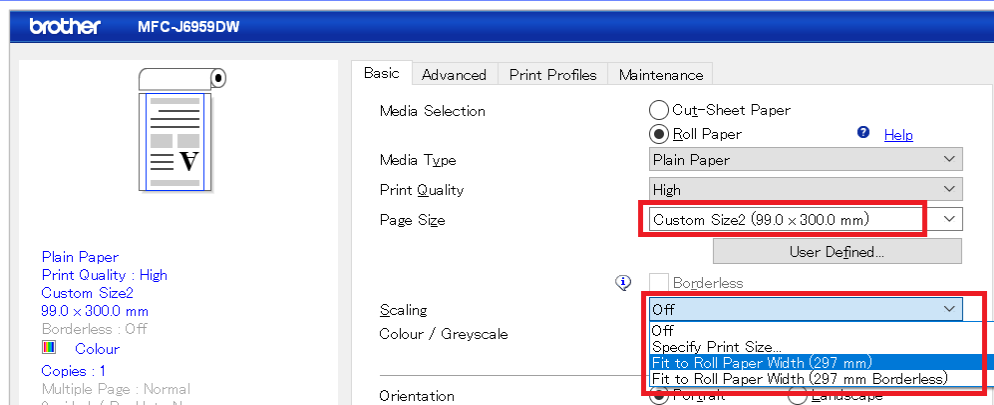   > This step is essential when printing without borders on Roll paper.

   d. Click **OK** to apply your page size settings and close the window.

5. Click the **Media Type** drop-down list, and then select the type of paper you are using.

   IMPORTANT:
   To get the best print quality for the settings you have selected, always set the **Media Type** option to match the type of paper you load.

6. Make sure the correct page size is selected in the **Page Size** field, then click the **Scaling** drop-down list, and then select the option to enlarge or reduce the page size, if needed.

- **Off**: Select this option to print your document without enlarging or reducing its page size.
- **Specify Print Size**: Select this option to enlarge or reduce the page size to fit on the specified print size.
- **Fit to Roll Paper Width (297mm)**: Select this option to enlarge or reduce the page size to fit the width of the Roll paper.
- **Fit to Roll Paper Width (297mm Borderless)**: Select this option to enlarge or reduce the page size to fit the width of the Roll paper and print without borders.

7. In the **Colour / Greyscale** section, select the **Colour** or **Greyscale** option.

8. In the **Orientation** section, select the **Portrait** or **Landscape** option to set the orientation of your printout.

> If your application contains a similar setting, we recommend that you set the orientation using the application.

9. Type the number of copies (1-999) you want in the **Copies** field.

10. Change the other printer settings, if needed.

11. Click **OK**.

12. If the instruction window for loading paper appears, read it, and then click **OK**.

13. Complete your print operation.

> **IMPORTANT:**
> - If the ink cartridges have reached the end of their lives when you are printing on Roll paper, you can replace them with new ink cartridges of the same colour and continue printing.
>
>   The colour tone may be different after the ink cartridge replacement.
>
> - Check the remaining amount of Roll paper before printing. If there is not enough Roll paper for the page length you want to print, the machine may stop printing in the middle of the print job. Even if the remaining amount of Roll paper is enough to fit your print job, the machine may leave a blank space at the bottom of the printout.

> You can watch a video for guidance on how to print using Roll paper at support.brother.com/g/d/crfu/.

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