

NMU Art & Design
Computer Lab

Printing Manual (Illustrator)

(Updated Fall 2013)



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NMU A&D Computer Lab

Printing Instructions F2013 (Illustrator)

IMPORTANT NOTE: MAKE SURE SCREEN BRIGHTNESS IS AT 50%. VARIATIONS IN SCREEN BRIGHTNESS WILL LEAD TO A FALSE PERCEPTION ABOUT YOUR IMAGE (See the final page of this manual for instructions.)

Printing 13 X 19 Luster (Epson 4900 Luster)

Step #1:

On the computer that has the sign “Epson 4900 Luster” (figure A) open the program Illustrator. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. Computer that prints to the “Epson 4900 Luster”



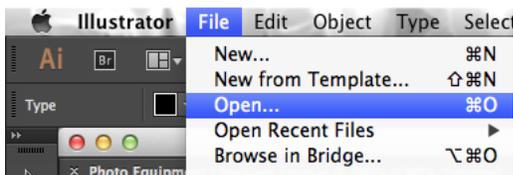
B. Printing Apps Icon in Dock



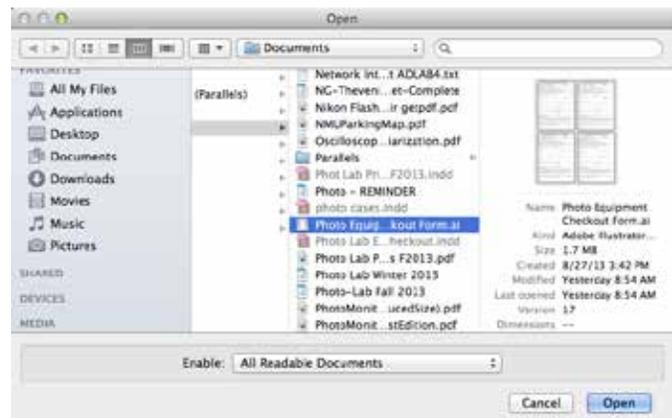
C. Printing Apps Expanded

Step #2:

Open the image you want to print in Illustrator. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the image files location (figure D - E). Or simply drag and drop the file onto the Illustrator icon in the dock after opening the program. Additionally, any file with a “.ai” extension can be double-clicked to open in Illustrator.



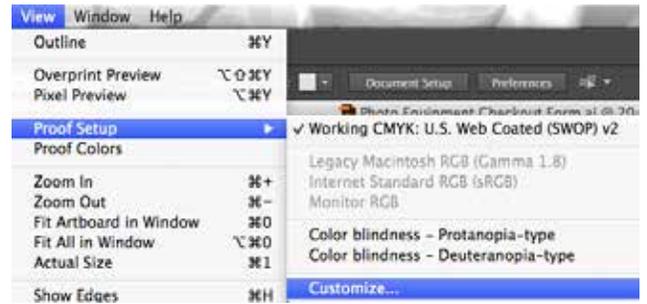
D. “File” Drop Down Menu



E. File Browser

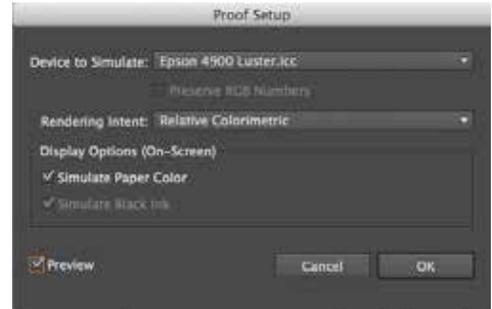
Step #3:

View the image in the correct Proof Setup. This is an important step in the process because it allows you to see a more accurate representation of what your image will look like when printed. The correct profile (Proof Setup) to view your image in is the same title as the printer “Epson 4900 Luster”. To select the correct profile go to the “View” drop down menu and select “Proof Setup/Customize...” (figure F).



F. “View” Drop Down Menu

You will then be presented with a dialog box where you will select the correct profile and check boxes that enable it to be viewed properly (figure G). All boxes should be checked (except “Preserve RGB Numbers”), “Device to Simulate:” set to *Epson 4900 Luster.icc*, and “Rendering Intent:” set to *Relative Colorimetric*.



G. Proper Proof Setup Selection

Step #4:

Adjust your image. At this point it is a good idea to take a final look at your image to see if it is acceptable to you. Viewing your image in the “Proof Setup” for a specific printer can sometimes create drastic color shifts that you may not have intended for the image. Take the time now to make any final adjustments so you get something closer to what you originally intended for the image.

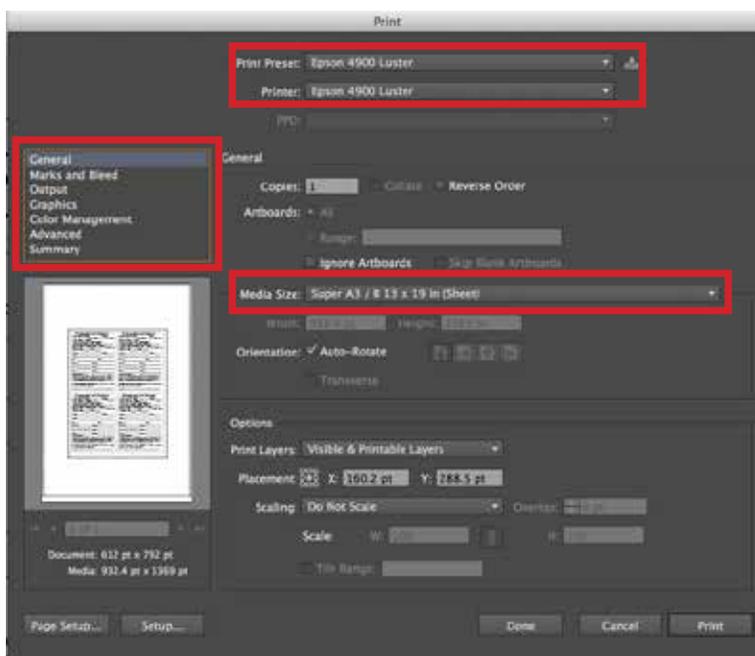
Step #5:

Begin the printing process by confirming print settings. To begin the print process simply go the “File” drop down menu and select “Print...” (figure H).



H. “File” Drop Down Menu

You should then see a dialog box that looks like the following (figure I):



I. Proper “General” settings for Print Dialog.

Step #6:

Confirm Print Settings. This is an important step because if there is a problem with this setting and the print is sent to the printer there will be an error caused that not many of the monitors know how to fix. For your sake and that of other students please check to make sure these settings are correct before sending the print.

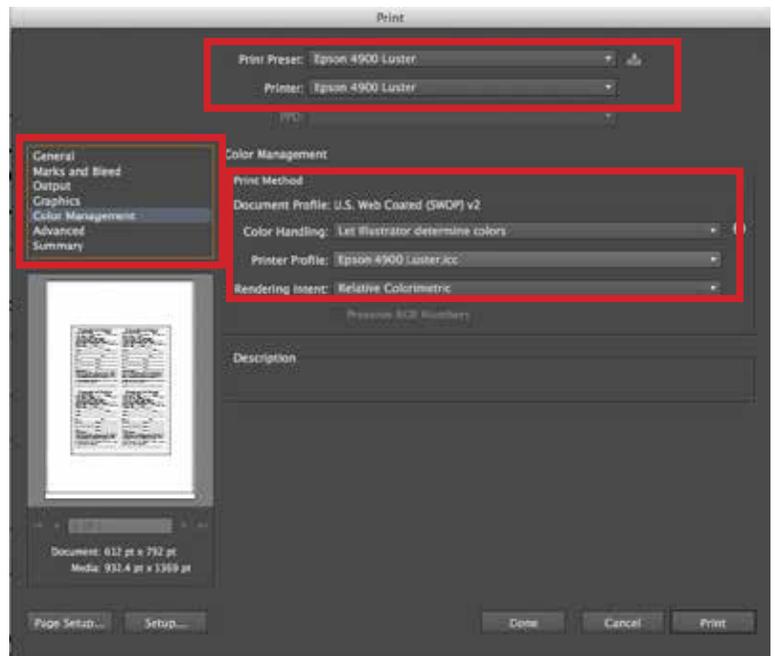
Begin in the “General” section (this is the default section when opening the “Print Dialog”) (figure I, pg. 4). A box on the left side of the “Print Dialog” allows you to select different sections to edit. In the “General” section we are mainly concerned with the *Printer* and *Media Size* drop down menus. The correct *Printer* is obviously “Epson 4900 Luster”. The correct *Media Size* for this printer is “Super A3/B 13x19 in (Sheet) (figure I, pg. 4). Selecting any other paper size will cause an error when it is sent to the printer. Specifically, the printer will error out and keep asking for roll paper to be loaded. If this error comes up you or someone before you have sent a print with an incorrect size. Generally, if you have selected the “Epson 4900 Luster” preset in the *Printer Preset* drop down menu it should already be set to this paper size. However, someone may have changed it or deleted the preset, so it is always a good idea to check.

Next, you will need to select the correct color profile to print with. This is done by selecting the “Color Management” section in the box on the left hand side of the “Print Dialog”(figure J). “Color Handling:” should be set to *Let Illustrator determine colors*, “Printer Profile:” should be set to *Epson 4900 Luster.icc*, and “Rendering Intent:” set to *Relative Colorimetric*.

Finally, if your image orientation does not look correct in the Preview on the left hand side of the “Print Dialog” you may need to try adjusting the “Orientation:” (figure K) and deselect *Auto-Rotate*. Generally, this setting works quite well and usually does not create an issue.



K. Orientation Settings



J. Proper “Color Management” Settings

Step #7:

In the Print Dialog click “Print”. Enjoy your print!

Printing Large Format (Epson 9900_Luster, Glossy or Matte)

Step #1:

On the computer that has the sign “Epson 9900” (figure A) open the program Illustrator. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. Computer that prints to the “Epson 9900”



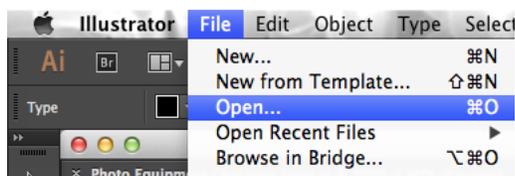
B. Printing Apps Icon in Dock



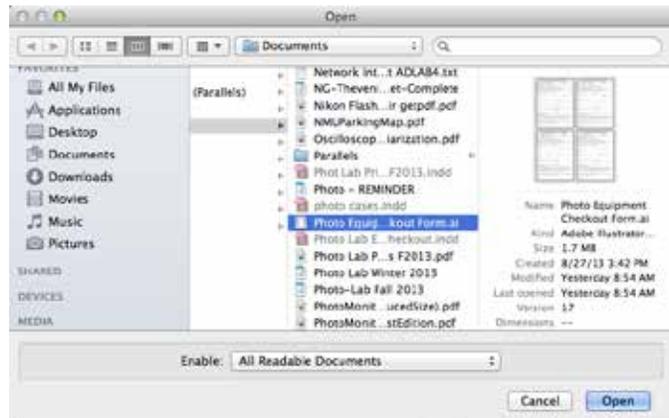
C. Printing Apps Expanded

Step #2:

Open the image you want to print in Illustrator. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the image files location (figure D - E). Or simply drag and drop the file onto the Illustrator icon in the dock after opening the program. Additionally, any file with a “.ai” extension can be double-clicked to open in Illustrator.



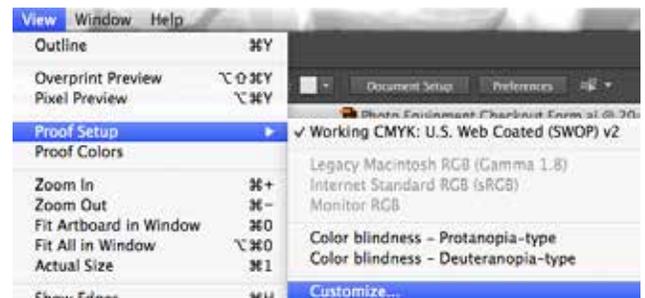
D. “File” Drop Down Menu



E. File Browser

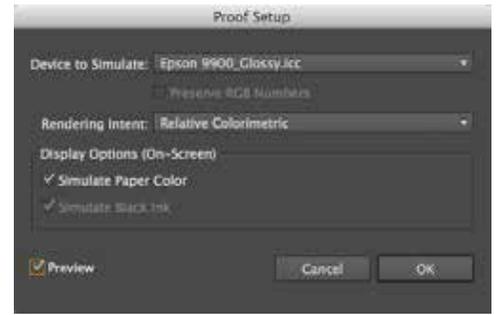
Step #3:

View the image in the correct Proof Setup. This is an important step in the process because it allows you to see a more accurate representation of what your image will look like when printed. The correct profile (Proof Setup) to view your image in is the same title as the printer “Epson 9900” with the paper type after it (i.e. Epson 9900_Luster. To select the correct profile go to the “View” drop down menu and select “Proof Setup/Customize...” (figure F).



F. “View” Drop Down Menu

You will then be presented with a dialog box where you will select the correct profile and check boxes that enable it to be viewed properly (figure G). All boxes should be checked (except “Preserve RGB Numbers”), “Device to Simulate:” set to *Epson 9900_Luster.icc; Epson 9900_Glossy; or Epson 9900_Matte* (depending on what surface you need to print on), and “Rendering Intent:” set to *Relative Colorimetric*.



G. Proper Proof Setup Selection

IMPORTANT NOTE: Before you send the print to the printer please ask the monitor on duty to load the correct paper you need. However, not all monitors know how to change the paper since we require they be guided through the process the first time they attempt it. If they do not know how then you should either use the surface type that is already loaded or come back at a later date. Normal weekday business hours are best.

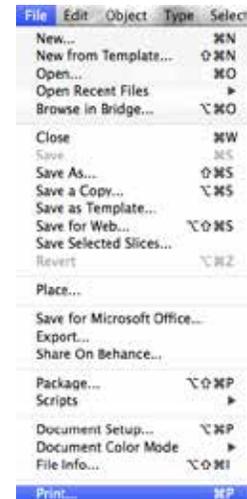
Step #4:

Adjust your image. At this point it is a good idea to take a final look at your image to see if it is acceptable to you. Viewing your image in the “Proof Setup” for a specific printer can sometimes create drastic color shifts that you may not have intended for the image. Take the time now to make any final adjustments so you get something closer to what you originally intended for the image.

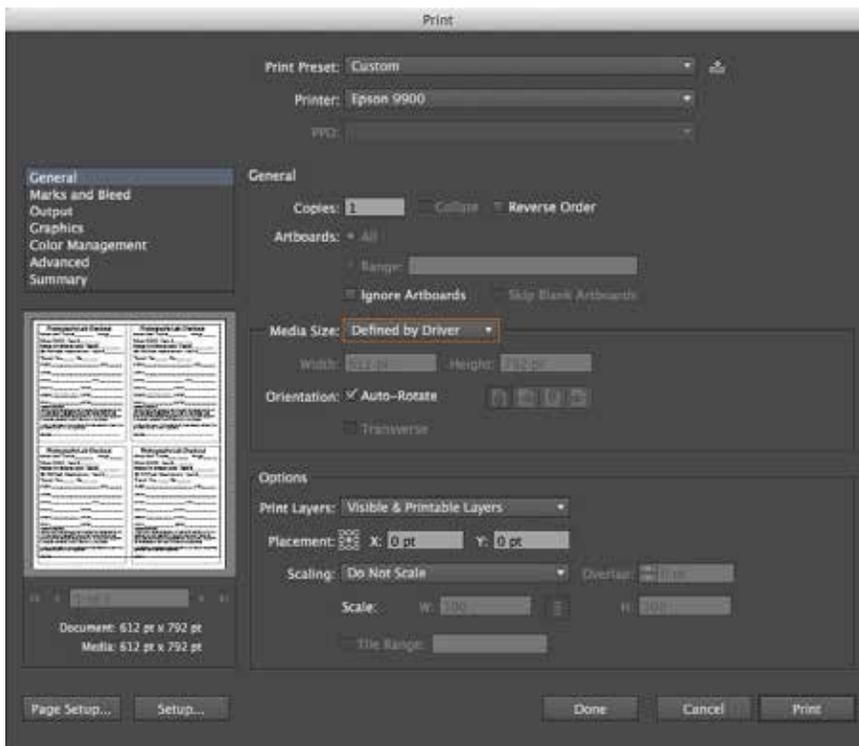
Step #5:

Begin the printing process by confirming print settings. To begin the print process simply go the “File” drop down menu and select “Print...” (figure H).

You should then see a dialog box that looks like the following (figure I):



H. “File” Drop Down Menu

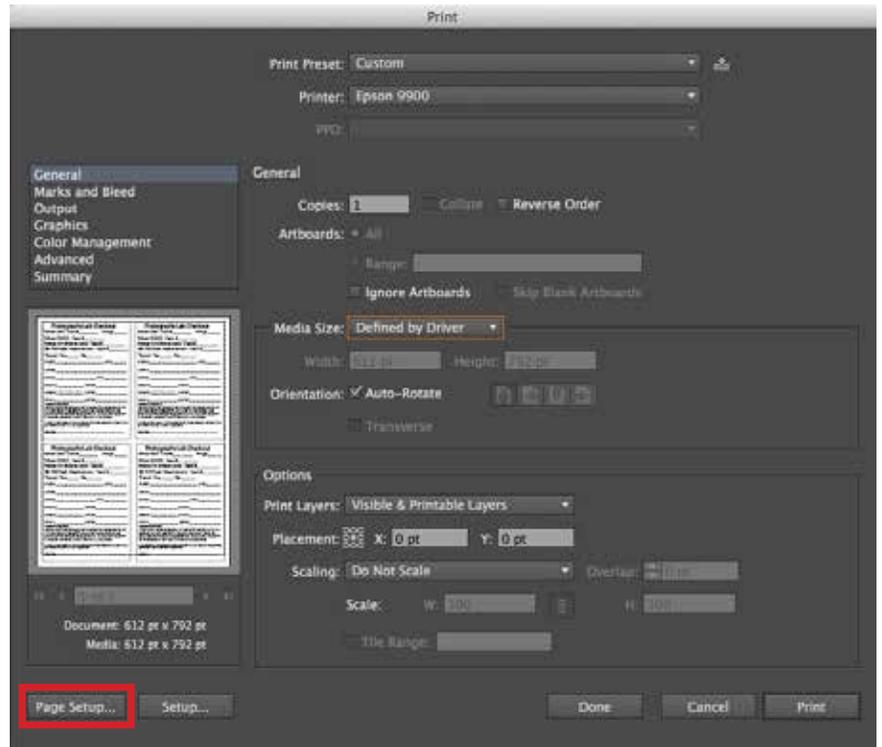


I. Initial “General” settings for Print Dialog.

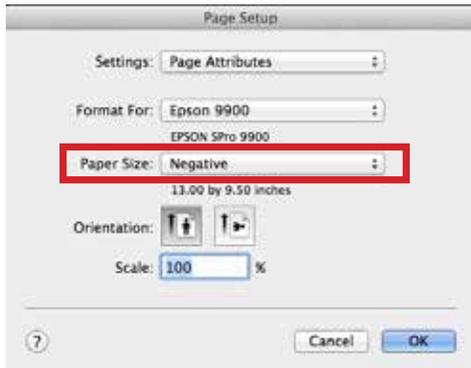
Step 6:

Custom Print Settings. This is an important step in printing large format. Since the printer is set up for roll paper 44" wide you will need to create a custom size for the printer. As of this writing all printing labs charge by the "vertical" foot so be careful in your orientation. You should always try to make your longest side your width if possible to save yourself money (not to mention the demand on trees) since we charge based on the vertical foot.

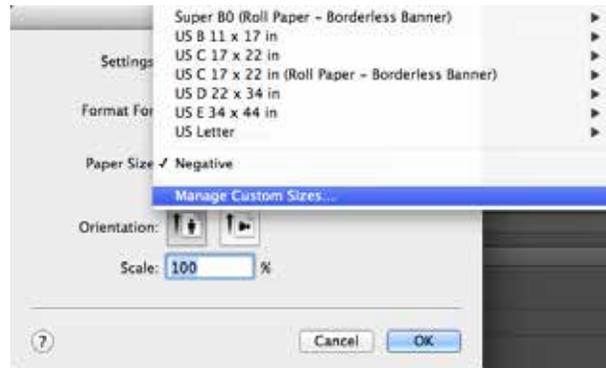
To create a custom size, click on the "Page Setup..." button in the Print Dialog (figure J). You should then see another dialog box appear that allows adjustment of print settings like paper size (figure K). Next, click on the drop down menu titled "Paper Size:" (figure L). From this menu select the "Manage Custom Sizes..." option (Tip - never trust the sizes created by other people based on their title) (figure L).



J. Print Dialog

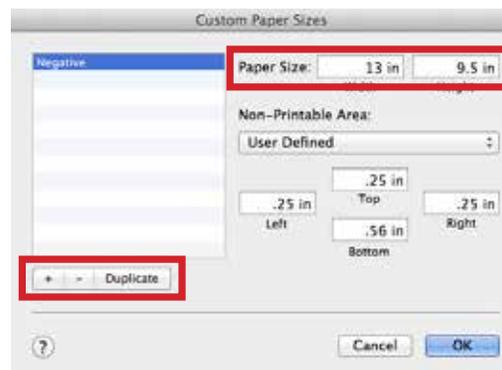


K. Page Setup Dialog



L. Manage Custom Sizes Option

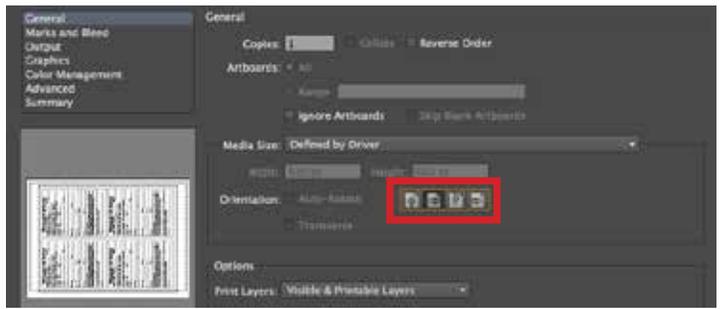
After selecting the "Manage Custom Sizes..." option you should be presented with yet another dialog box that allows you to create or edit a custom size. To create a new size click on the "+" button and enter the size you need in the "Paper Size:" section (figure M). Sizes can be no larger than 44" wide due to the physical limitations of the printer. Remember that you are charged per vertical foot (height) from edge to edge, so keep that in mind when you are sizing and orienting your image for final printing. When you have confirmed the settings are correct click "OK" to leave the "Custom Paper Sizes" dialog and then click "OK" in the "Page Setup" dialog .



M. Custom Paper Sizes Dialog Menu

Step #7:

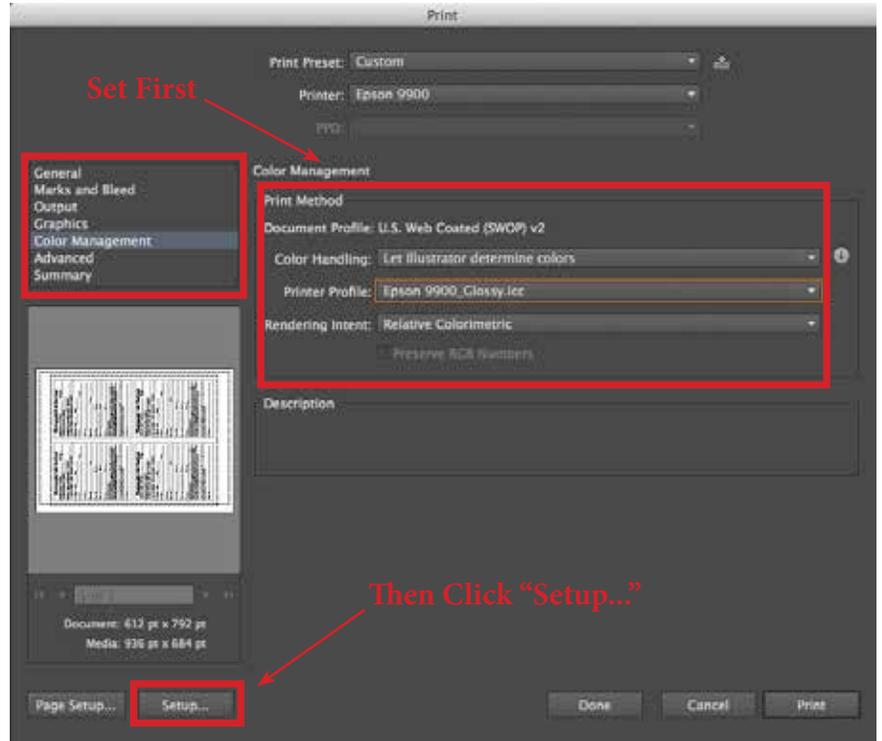
Orientation. It is likely that you will have to adjust your orientation after you create/select your custom size. The preview on the left hand side of the Print Dialog should indicate whether it is correct or not. For standard sheets of paper Illustrator usually will perform an accurate “auto-rotate”. With custom sizes this option is disabled. To change your orientation there are four small buttons in the “General” section of the Print Dialog (figure N).



O. Orientation Buttons

Step #8:

Color Management. Just like any other printer you need to make sure the print is being sent to the printer using the correct profile. Or else you may end up with colors that are not even close to what you expected. However, unlike printing to pre-determined cut sheet sizes like 13x19 there are several more steps you need to take to achieve an accurate final outcome. Begin in the Print Dialog by selecting “Color Management” in the box on the left hand side (figure O). “Color Handling:” should be set to *Let Illustrator determine colors*, “Printer Profile:” should be set to *Epson 9900_Luster.icc; Epson 9900_Glossy; or Epson 9900_Matte*, and “Rendering Intent:” set to *Relative Colorimetric*.

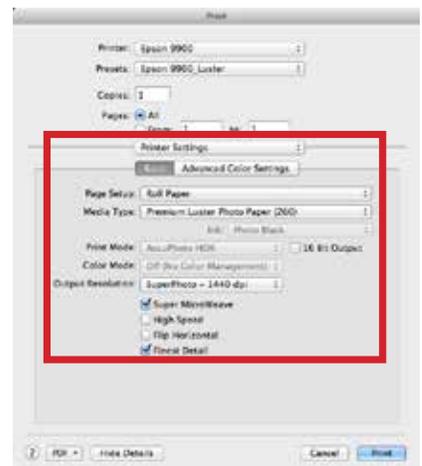


O. Print Dialog

In the next part of this process we are stepping outside of Illustrator's print setup and using OS X's built in print settings because Illustrator lacks the ability to do precisely what we need. Click on “Setup...” (figure O) you should be presented with another dialog box that is very similar to Photoshop’s “Print Settings” dialog. The dialog generally defaults to “Layout” when initially opened but we are mainly concerned with two other sections. Color Matching and Printer Settings. Generally, if you select the proper preset for your paper type (i.e. Epson 9900_Luster for Luster paper) these settings should come up automatically. However, there is no guarantee they will be accurate so you should always double check.



P. Correct Luster Color Matching Settings



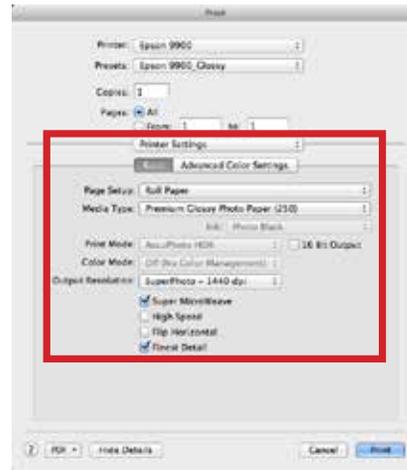
Q. Correct Luster Printer Settings

For Luster paper use figures P & Q for reference.

For Glossy paper use figures R & S for reference.

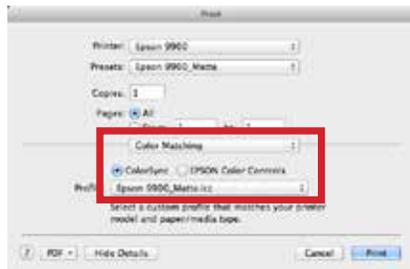


R. Correct Glossy Color Matching Settings

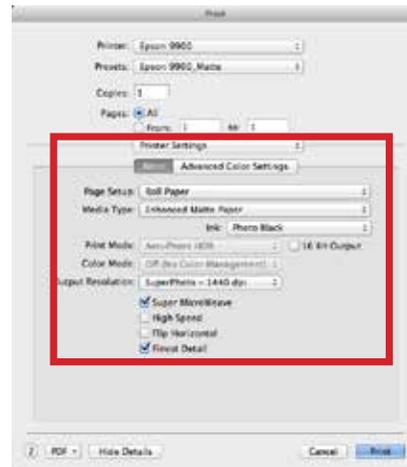


S. Correct Glossy Printer Settings

For Matte paper use figures T & U for reference.



T. Correct Matte Color Matching Settings



U. Correct Matte Printer Settings

Note: We calibrate our printers to use “Photo Black” not “Matte Black”. Selecting “Matte Black” for your ink will cause the printer to error out. Always use “Photo Black”.

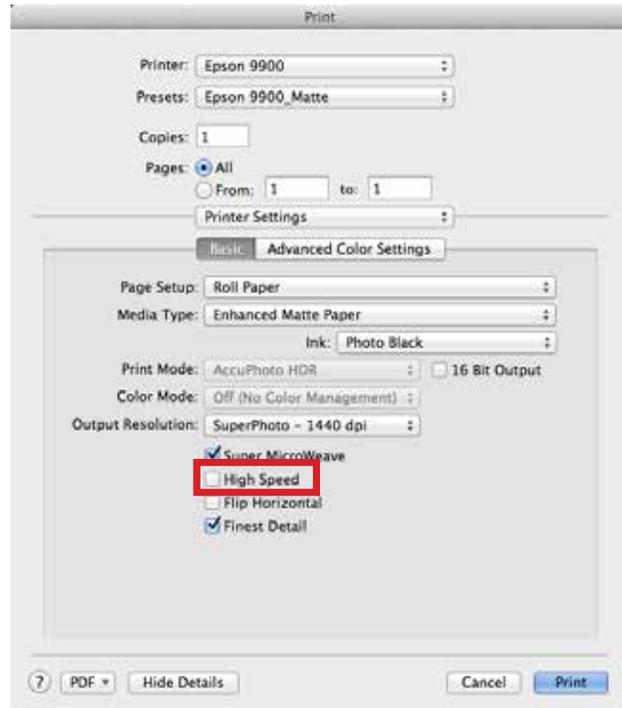
IMPORTANT NOTE: Before you send the print to the printer please ask the monitor on duty to load the correct paper you need. However, be aware, not all monitors know how to change the paper since we require they be guided through the process the first time they attempt it. If they do not know how then you should either use the surface type that is already loaded or come back at a later date. Normal weekday business hours are best.

Step #8:

Click “Print” (do not click “Cancel” and return to the normal Print Dialog). Enjoy your print! **PAY ATTENTION TO THE WARNING ON THE FOLLOWING PAGE!!!**

WARNING!!!

Very large prints run the risk of splotches showing up in the print. This is because over time ink builds up on the print heads and during large prints has the potential to rub off. If this happens you will unfortunately still be charged for the print. If this happens you can try turning OFF the “High Speed” option in the “Setup...” dialog (figure V). However, if the presets have not been altered this option should not be set to begin with. Remember, you will be charged for each print you send to the printer and there is no guarantee turning off “High Speed” will fix the appearance of splotches. It helps but splotches can still form. The larger the print the more likely it is you will get an unwanted splotch of ink.



V. Uncheck “High Speed” in Printer Settings

Printing 13 X 19 Matte (Epson 4880 Matte)

Step #1:

On the computer that has the sign “Epson 4880 Matte” (figure A) open the program Illustrator. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. Computer that prints to the “Epson 4880 Matte”



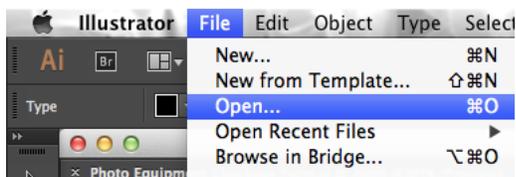
B. Printing Apps Icon in Dock



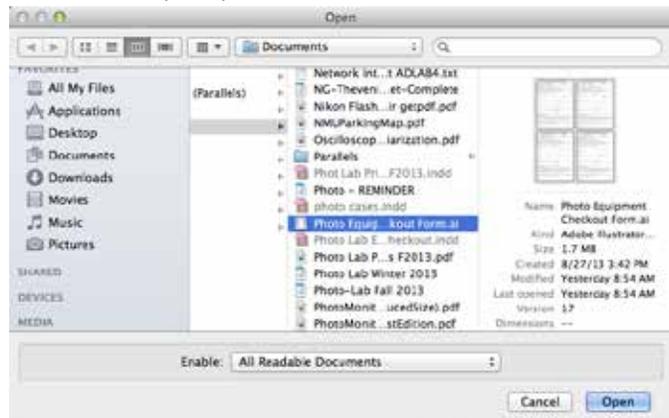
C. Printing Apps Expanded

Step #2:

Open the image you want to print in Illustrator. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the image files location (figure D - E). Or simply drag and drop the file onto the Illustrator icon in the dock after opening the program. Additionally, any file with a “.ai” extension can be double-clicked to open in Illustrator.



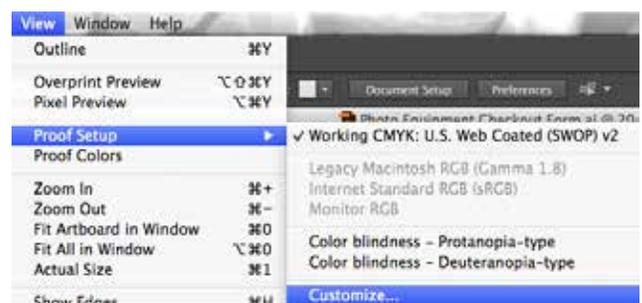
D. “File” Drop Down Menu



E. File Browser

Step #3:

View the image in the correct Proof Setup. This is an important step in the process because it allows you to see a more accurate representation of what your image will look like when printed. The correct profile (Proof Setup) to view your image in is the same title as the printer “Epson 4880 Matte”. To select the correct profile go to the “View” drop down menu and select “Proof Setup/Customize...” (figure F).

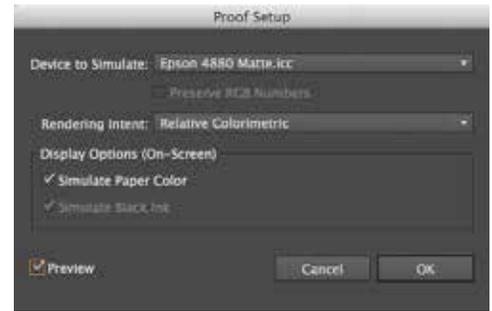


F. “View” Drop Down Menu

You will then be presented with a dialog box where you will select the correct profile and check boxes that enable it to be viewed properly (figure G). All boxes should be checked (except “Preserve RGB Numbers”), “Device to Simulate:” set to *Epson 4880 Matte.icc*, and “Rendering Intent:” set to *Relative Colorimetric*.

Step #4:

Adjust your image. At this point it is a good idea to take a final look at your image to see if it is acceptable to you. Viewing your image in the “Proof Setup” for a specific printer can sometimes create drastic color shifts that you may not have intended for the image. Take the time now to make any final adjustments so you get something closer to what you originally intended for the image.

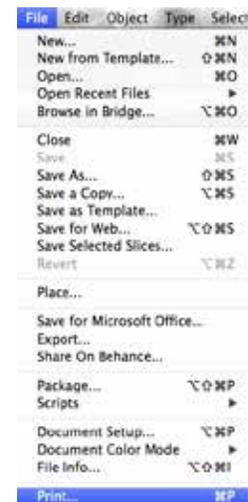


G. Proper Proof Setup Selection

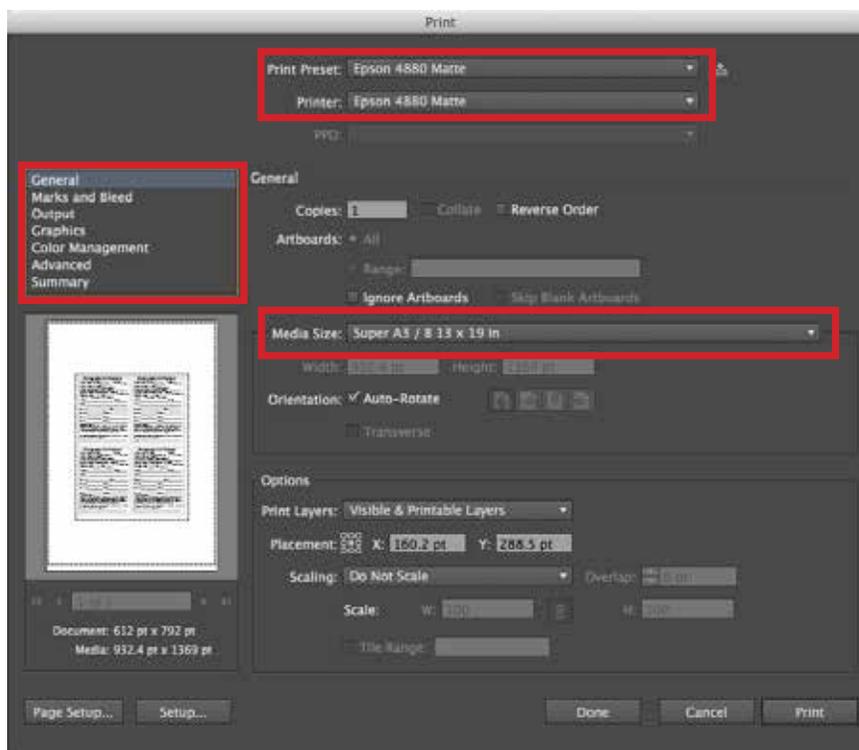
Step #5:

Begin the printing process by confirming print settings. To begin the print process simply go the “File” drop down menu and select “Print...” (figure H).

You should then see a dialog box that looks like the following (figure I):



H. “File” Drop Down Menu



I. Proper settings for Print Dialog.

Step #6:

Confirm Print Settings. This is an important step because if there is a problem with this setting and the print is sent to the printer there will be an error caused that not many of the monitors know how to fix. For your sake and that of other students please check to make sure these settings are correct before sending the print.

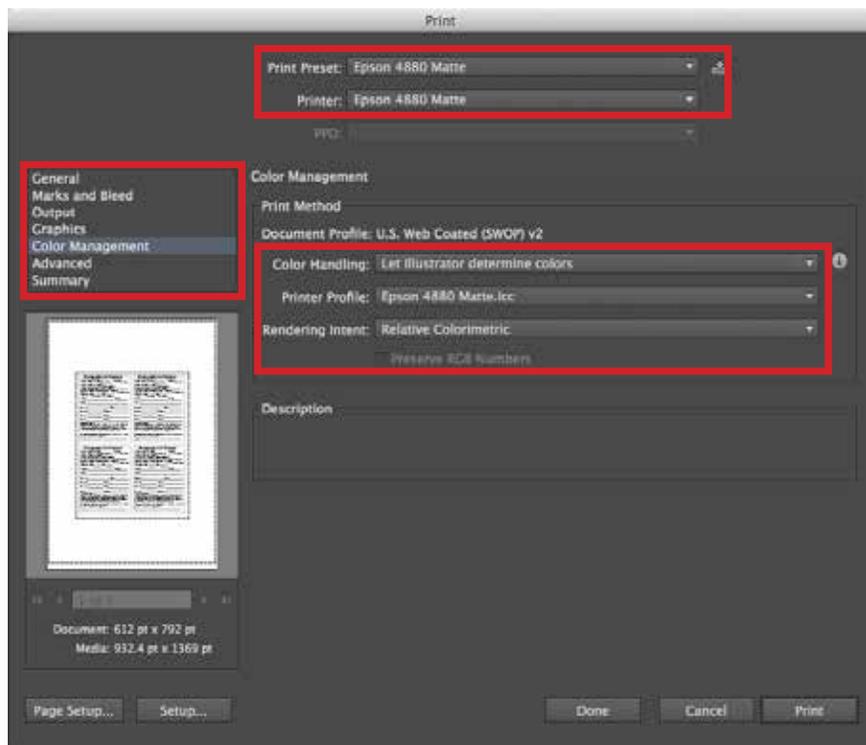
Begin in the “General” section (this is the default section when opening the “Print Dialog”) (figure I, pg. 4). A box on the left side of the “Print Dialog” allows you to select different sections to edit. In the “General” section we are mainly concerned with the *Printer* and *Media Size* drop down menus. The correct *Printer* is obviously “Epson 4880 Matte”. **The correct *Media Size* for this printer is “Super A3/B 13x19 in” (figure I, pg. 13). Selecting any other paper size will cause an error when it is sent to the printer. Specifically, the printer will error out and act like there is a paper jam or ask for the correct size to be loaded. If this error comes up you or someone before you have sent a print with an incorrect size.** Generally, if you have selected the “Epson 4880 Matte” preset in the *Printer Preset* drop down menu it should already be set to this paper size. However, someone may have changed it or deleted the preset, so it is always a good idea to check.

Next, you will need to select the correct color profile to print with. This is done by selecting the “Color Management” section in the box on the left hand side of the “Print Dialog”(figure J). “Color Handling:” should be set to ***Let Illustrator determine colors***, “Printer Profile:” should be set to ***Epson 4880 Matte.icc***, and “Rendering Intent:” set to ***Relative Colorimetric***.

Finally, if your image orientation does not look correct in the Preview on the left hand side of the “Print Dialog” you may need to try adjusting the “Orientation:” (figure K) and deselect *Auto-Rotate*. Generally, this setting works quite well, is usually the default and does not create an issue.



K. Orientation Settings



J. Proper “Color Management” Settings

Step #7

In the Print Dialog click “Print”. Enjoy your print!

Printing 13 X 19 Glossy (Epson 4800 Glossy)

Step #1:

On the computer that has the sign “Epson 4800 Glossy” (figure A) open the program Illustrator. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. Computer that prints to the “Epson 4880 Glossy”



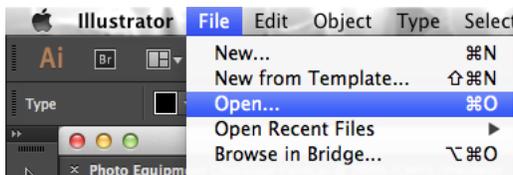
B. Printing Apps Icon in Dock



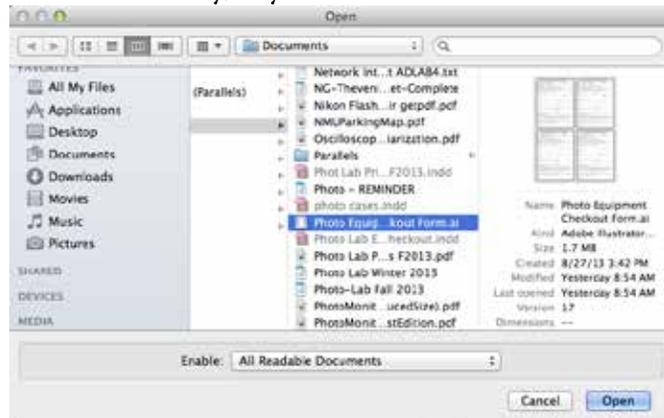
C. Printing Apps Expanded

Step #2:

Open the image you want to print in Illustrator. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the image files location (figure D - E). Or simply drag and drop the file onto the Illustrator icon in the dock after opening the program. Additionally, any file with a “.ai” extension can be double-clicked to open in Illustrator.



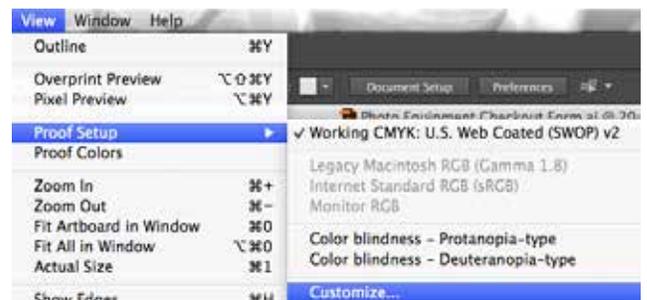
D. “File” Drop Down Menu



E. File Browser

Step #3:

View the image in the correct Proof Setup. This is an important step in the process because it allows you to see a more accurate representation of what your image will look like when printed. The correct profile (Proof Setup) to view your image in is the same title as the printer “Epson 4800 Glossy”. To select the correct profile go to the “View” drop down menu and select “Proof Setup/Customize...” (figure F).

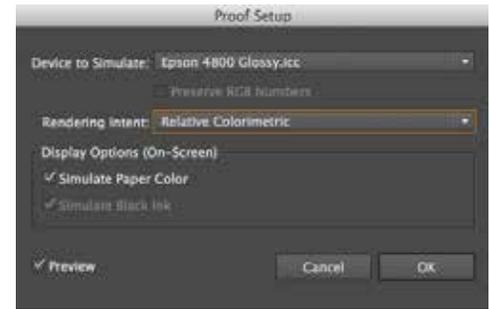


F. “View” Drop Down Menu

You will then be presented with a dialog box where you will select the correct profile and check boxes that enable it to be viewed properly (figure G). All boxes should be checked (except “Preserve RGB Numbers”), “Device to Simulate:” set to *Epson 4880 Matte.icc*, and “Rendering Intent:” set to *Relative Colorimetric*.

Step #4:

Adjust your image. At this point it is a good idea to take a final look at your image to see if it is acceptable to you. Viewing your image in the “Proof Setup” for a specific printer can sometimes create drastic color shifts that you may not have intended for the image. Take the time now to make any final adjustments so you get something closer to what you originally intended for the image.

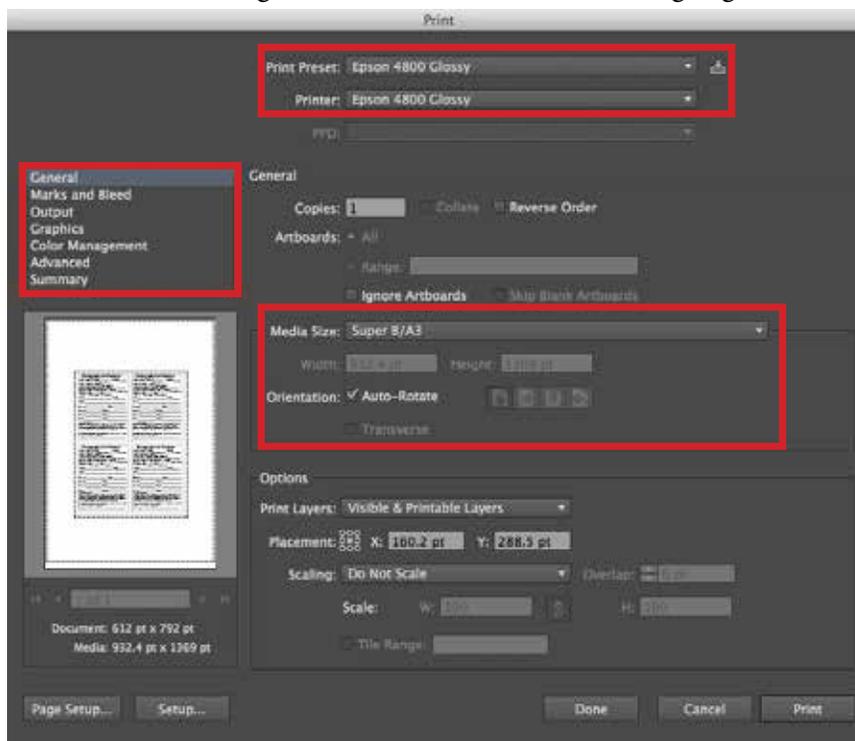


G. Proof Setup Selection

Step #5:

Begin the printing process by confirming print settings. To begin the print process simply go the “File” drop down menu and select “Print...” (figure H).

You should then see a dialog box that looks like the following (figure I):



I. Proper settings for Print Dialog.



H. “File” Drop Down Menu

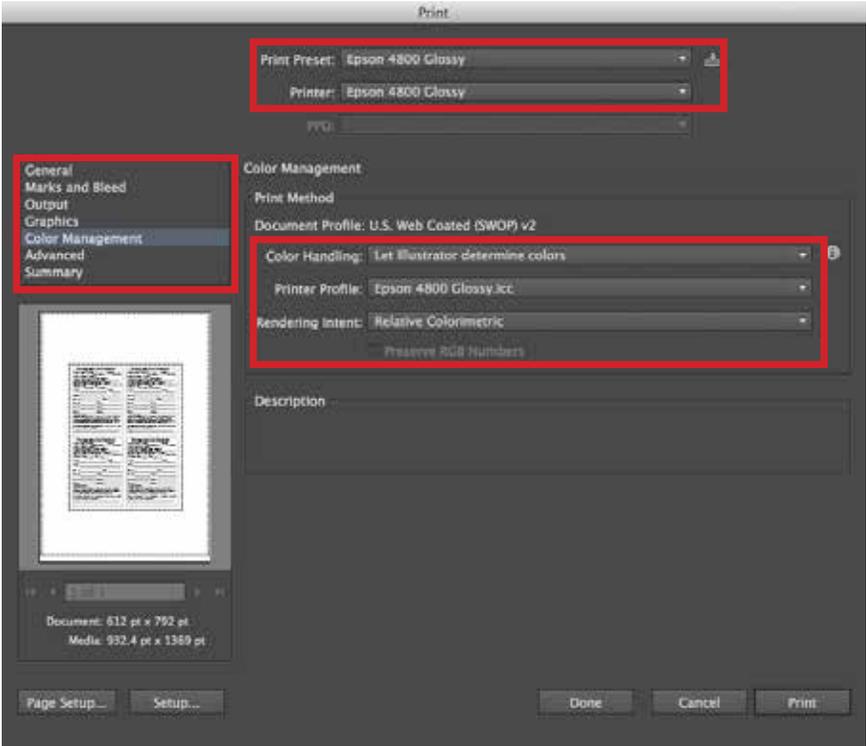
Step 6:

Confirm Print Settings. This is an important step because if there is a problem with this setting and the print is sent to the printer there will be an error caused that not many of the monitors know how to fix. For your sake and that of other students please check to make sure these settings are correct before sending the print.

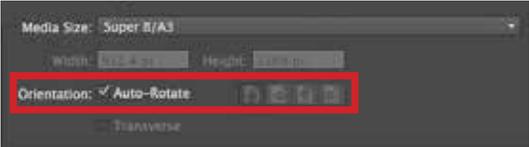
Begin in the “General” section (this is the default section when opening the “Print Dialog”) (figure I, pg. 4). A box on the left side of the “Print Dialog” allows you to select different sections to edit. In the “General” section we are mainly concerned with the *Printer* and *Media Size* drope down menus. The correct *Printer* is obviously “Epson 4800 Glossy”. **The correct *Media Size* for this printer is “Super B/A3” (figure I, pg. 16). Selecting any other paper size will cause an error when it is sent to the printer. Specifically, the printer will error out and act like there is a paper jam. If this error comes up you or someone before you have sent a print with an incorrect size.** Generally, if you have selected the “Epson 4800 Glossy” preset in the *Printer Preset* drop down menu it should already be set to this paper size. However, someone may have changed it or deleted the preset, so it is always a good idea to check.

Next, you will need to select the correct color profile to print with. This is done by selecting the “Color Management” section in the box on the left hand side of the “Print Dialog”(figure J). “Color Handling:” should be set to ***Let Illustrator determine colors***, “Printer Profile:” should be set to ***Epson 4800 Glossy.icc***, and “Rendering Intent:” set to ***Relative Colorimetric***.

Finally, if your image orientation does not look correct in the Preview on the left hand side of the “Print Dialog” you may need to try adjusting the “Orientation:” (figure K) and deselect *Auto-Rotate*. Generally, this setting works quite well, is usually the default and does not create an issue.



J. Proper “Color Management” Settings



K. Orientation Settings

Step #7

In the Print Dialog click “Print”. Enjoy your print!

Printing 8.5 X 11 & 11 X 17 (Xerox Phaser)

Step #1:

On the computer that has the sign “Xerox Phaser” (figure A) open the program Illustrator. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. Computer that prints to the “Epson 4880 Glossy”



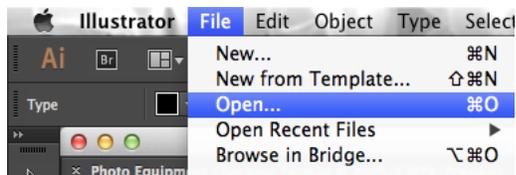
B. Printing Apps Icon in Dock



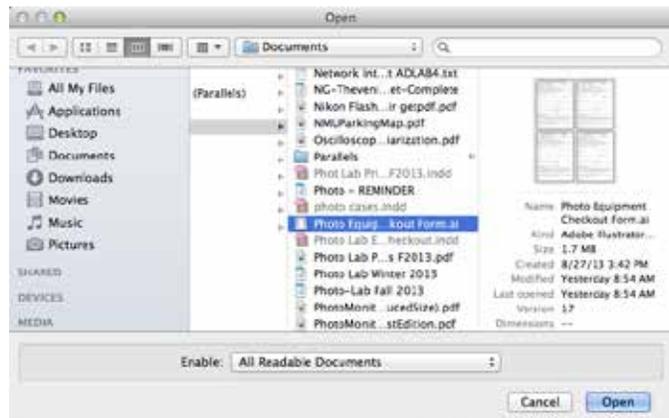
C. Printing Apps Expanded

Step #2:

Open the image you want to print in Illustrator. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the image files location (figure D - E). Or simply drag and drop the file onto the Illustrator icon in the dock after opening the program. Additionally, any file with a “.ai” extension can be double-clicked to open in Illustrator.



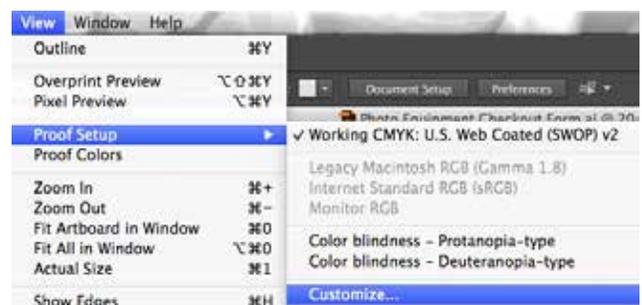
D. “File” Drop Down Menu



E. File Browser

Step #3:

View the image in the correct Proof Setup. This is an important step in the process because it allows you to see a more accurate representation of what your image will look like when printed. The correct profile (Proof Setup) to view your image in is the same title as the printer “Xerox Phaser”. To select the correct profile go to the “View” drop down menu and select “Proof Setup/Customize...” (figure F).

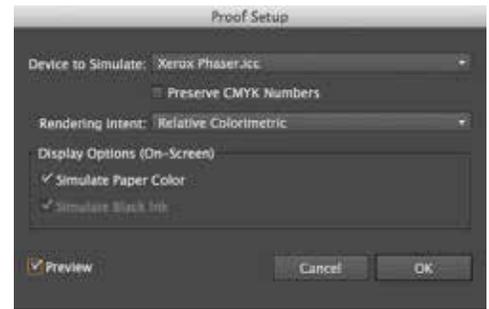


F. “View” Drop Down Menu

You will then be presented with a dialog box where you will select the correct profile and check boxes that enable it to be viewed properly (figure G). All boxes should be checked (except “Preserve CMYK Numbers”), “Device to Simulate:” set to *Xerox Phaser.icc*, and “Rendering Intent:” set to *Relative Colorimetric*.

Step #4:

Adjust your image. At this point it is a good idea to take a final look at your image to see if it is acceptable to you. Viewing your image in the “Proof Setup” for a specific printer can sometimes create drastic color shifts that you may not have intended for the image. Take the time now to make any final adjustments so you get something closer to what you originally intended for the image.

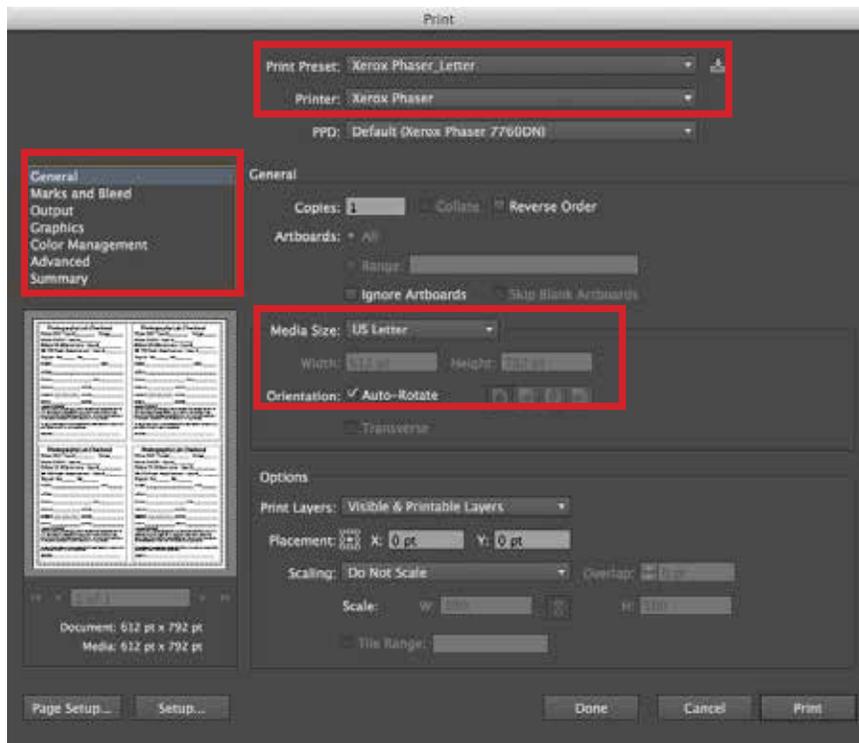


G. Proof Setup Selection

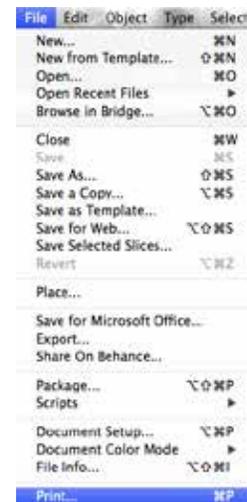
Step #5:

Begin the printing process by confirming print settings. To begin the print process simply go the “File” drop down menu and select “Print...” (figure H).

You should then see a dialog box that looks like the following (figure I):



I. Print Settings Dialog w/US Letter

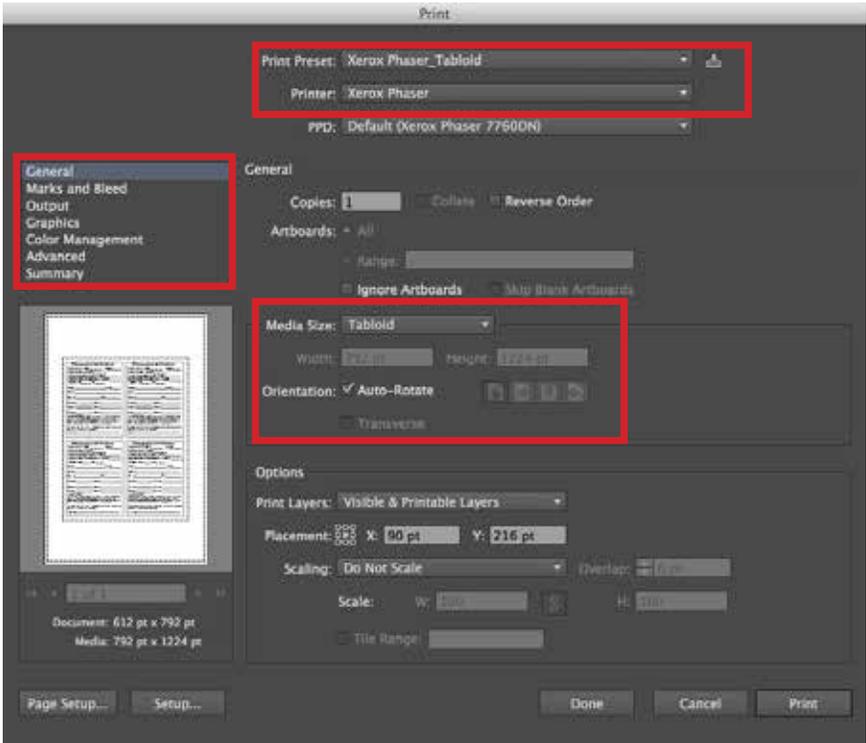


H. “File” Drop Down Menu

Step 6:

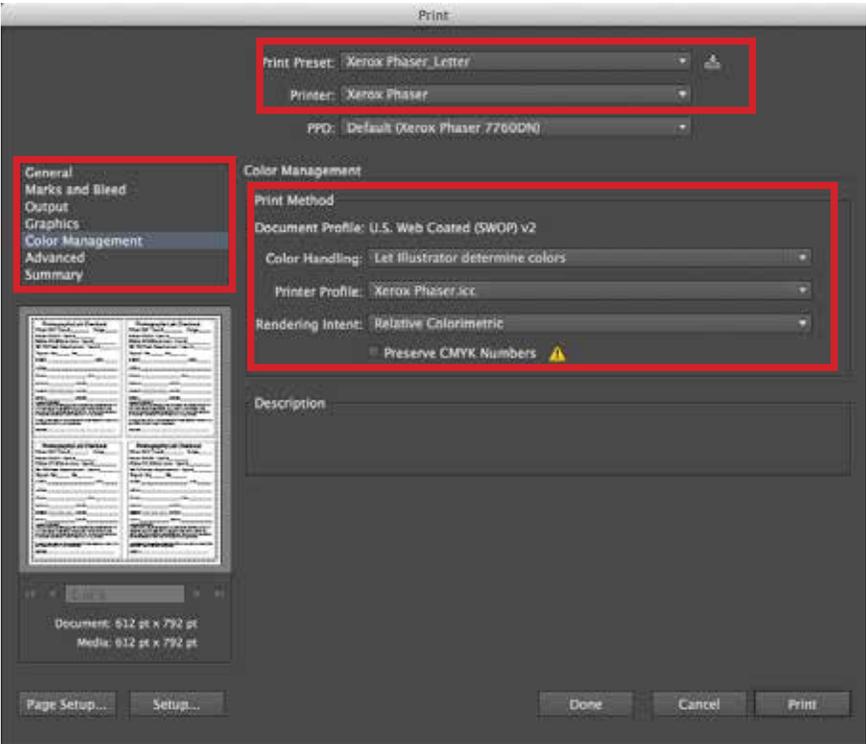
Confirm Print Settings. This is an important step because if there is a problem with this setting and the print is sent to the printer there will be an error caused that not many of the monitors know how to fix. For your sake and that of other students please check to make sure these settings are correct before sending the print.

Begin in the “General” section (this is the default section when opening the “Print Dialog”) (figure I, pg. 19). A box on the left side of the “Print Dialog” allows you to select different sections to edit. In the “General” section we are mainly concerned with the *Printer* and *Media Size* drop down menus. The correct *Printer* is obviously “Xerox Phaser”. **The correct *Media Size* for this printer is either “US Letter” (figure I, pg. 19) or “Tabloid” (figure J).** Selecting any other paper size will cause an error when it is sent to the printer. Generally, if you have selected the “Xerox Phaser_Letter” or “Xerox Phaser_Tabloid” preset in the *Printer Preset* drop down menu it should already be set to the appropriate paper size. However, someone may have changed it or deleted the preset, so it is always a good idea to check.

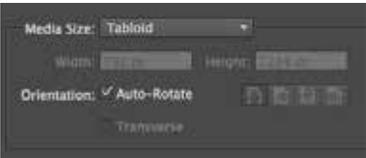


J. Print Settings Dialog w/Tabloid

Next, you will need to select the correct color profile to print with. This is done by selecting the “Color Management” section in the box on the left hand side of the “Print Dialog” (figure J). “Color Handling:” should be set to **Let Illustrator determine colors**, “Printer Profile:” should be set to **Xerox Phaser.icc**, and “Rendering Intent:” set to **Relative Colorimetric**. Uncheck “Preserve CMYK Numbers”.



K. Print Settings Dialog w/US Letter



K. Orientation Settings

Step #7

In the Print Dialog click “Print”. Enjoy your print!

Adjusting Screen Brightness

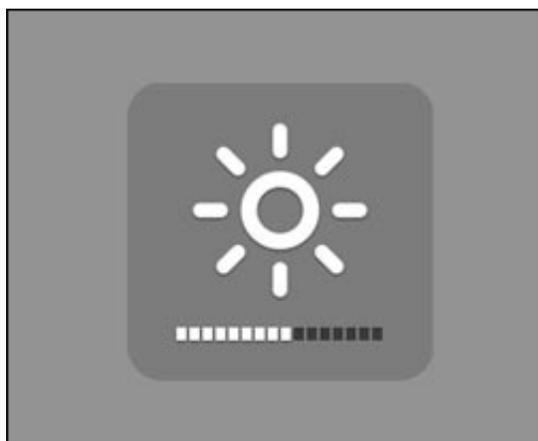
Screen brightness is a very important part of the printing process. In our labs we calibrate monitors at 50% brightness. This is the point at which colors are represented the most accurately. Please do not adjust screen brightness up or down from 50%. If the brightness is adjusted your print will not be as accurate as you would like. There are two methods to check screen brightness:

1. Keyboard Shortcut -

On the keyboard there are two buttons (F1 & F2) that adjust the screen brightness up or down (figure A). F1 adjusts the brightness down while F2 adjusts the brightness up. Pressing either of these buttons will display a brightness meter on the screen. It should be set to half way (figure B).



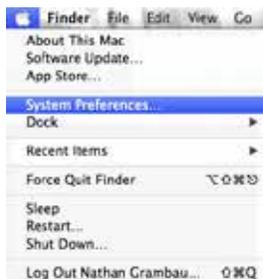
A. "Screen Brightness" Keyboard Buttons



B. "Screen Brightness" Meter

2. Displays Preference Pane -

Another way is to use System Preferences to adjust the screen brightness. To do this go to the "Apple" in the upper left hand corner of the screen and select "System Preferences" (figure C). Next click on the "Displays" icon (Preference Pane) (figure D). The slider bar should be approximately in the middle (figure E).



C. "Apple" Drop Down Menu



D. System Preferences



E. "Displays" Pref-Pane