

NMU Art & Design  
Computer Studio

# Printing Manual (Photoshop)

(Updated Fall 2018)



## Contents

Monitor Brightness	3
Printing on the Canon PRO-2000 (Matte and Satin)	4 - 7
Printing on the Epson 9900 (Glossy, Luster, and Matte)	8 - 11
Printing on the Xerox Phaser (Plain Paper)	12 - 14

# 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.*

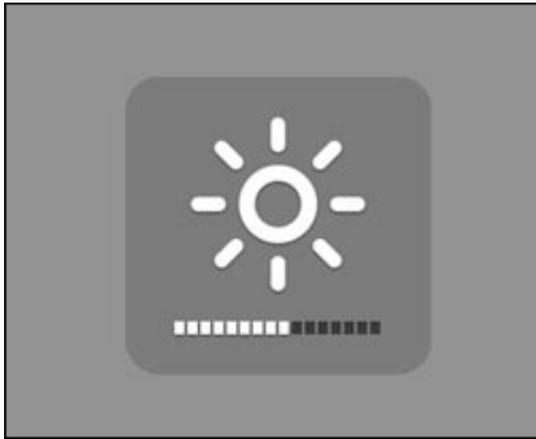
There are two methods to check screen brightness:

## 1. Keyboard Shortcut -

There are two buttons on the keyboard (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).



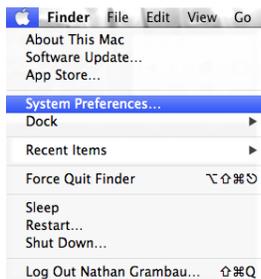
A. "Screen Brightness" Keyboard Buttons



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" icon in the upper left corner of the screen and select "System Preferences" (figure C). Next click on the "Displays" icon (System Preferences) (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

**IMPORTANT NOTE: MAKE SURE SCREEN BRIGHTNESS IS AT 50%. VARIATIONS IN SCREEN BRIGHTNESS WILL LEAD TO A FALSE PERCEPTION ABOUT YOUR IMAGE. (See Page 3 for instructions).**

# Printing on the Canon PRO-2000 (Matte or Satin)

## Step #1:

Select the computer that has the sign for either, “Canon PRO-2000\_Matte” or “Canon PRO-2000\_Satin” (figure A), and open Photoshop. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. The left computer prints to the “Canon PRO-2000\_Matte”  
The right computer prints to the “Canon ROO-2000\_Satin”



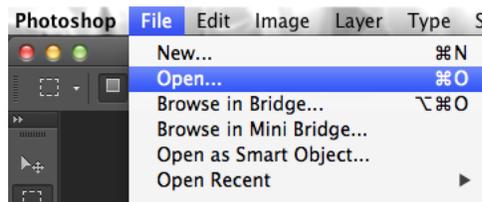
B. Printing Apps Icon in Dock



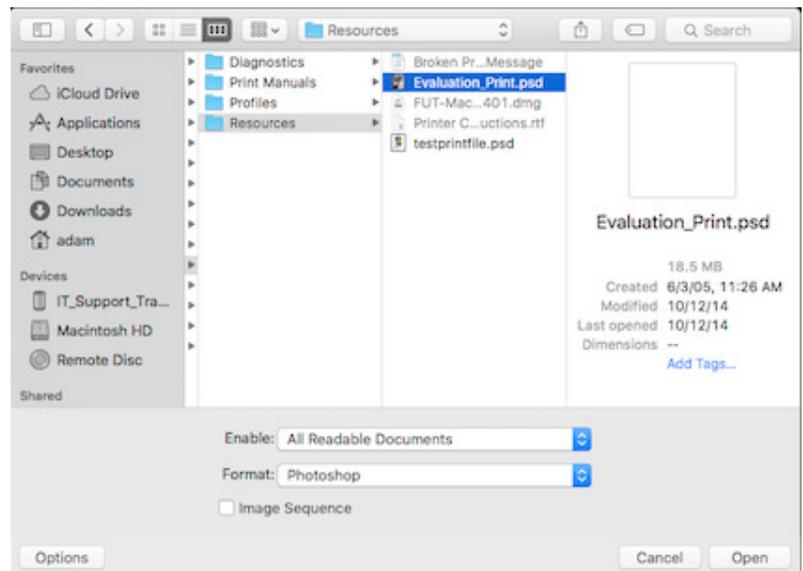
C. Printing Apps Expanded

## Step #2:

Open the image you want to print in Photoshop. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the location of the file (figure D - E), or simply drag and drop the file onto the Photoshop icon in the dock. Additionally, double-clicking any .psd, .jpg, or .tiff files will open automatically in Photoshop.



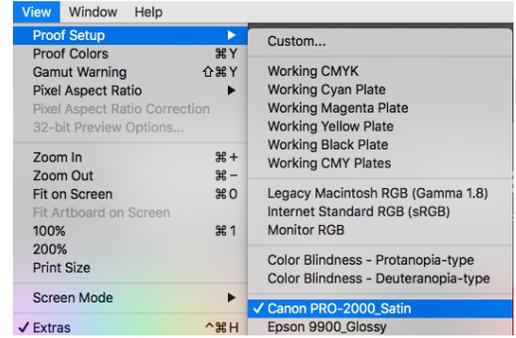
D. “File” Drop Down Menu



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 to view your image is the same title as the printer, “Canon PRO-2000\_Matte” or “Canon PRO-2000\_Satin”. To choose this profile, go to the “View” drop down menu and select the profile from “Proof Setup” (figure F).



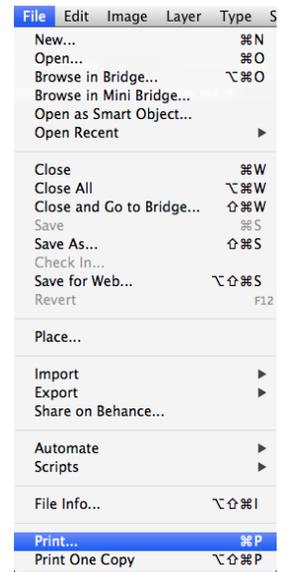
F. Proof Setup Selection

**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.*

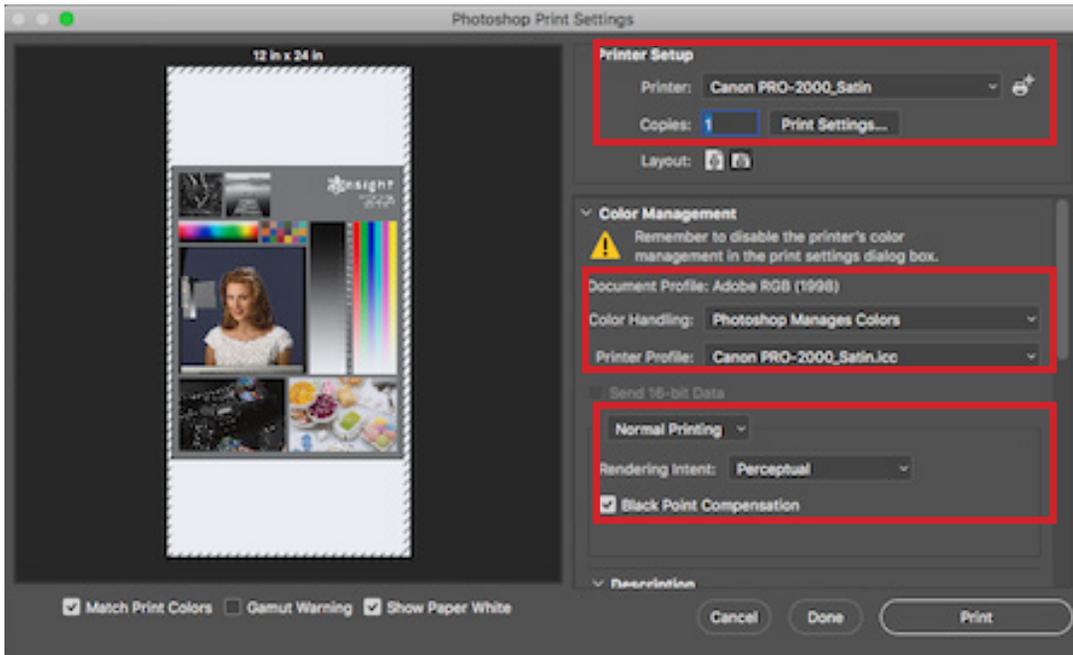
**Step #5:**

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



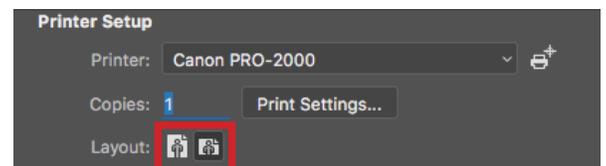
G. “File” Drop Down Menu

A dialog box that looks like the following (figure H) will appear:



H. Proper settings for Print Dialog.

Make sure your settings look like the ones above. You should also make sure your orientation is correct. The preview on the left side should show you whether it is accurate or not. There are two small icons in the “Printer Setup” section that change this setting (figure I).



I. Orientation selection icons.

**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, it will cause an error 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.*

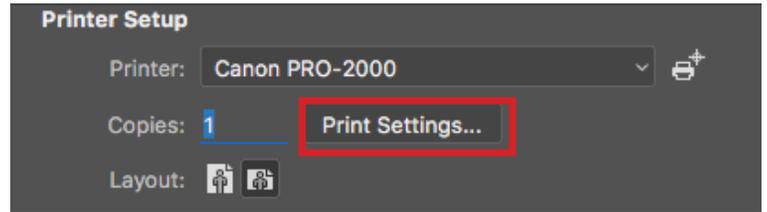
To confirm the print settings, click on the “Print Settings...” button in the Print Dialog (figure J).

**Step #7:**

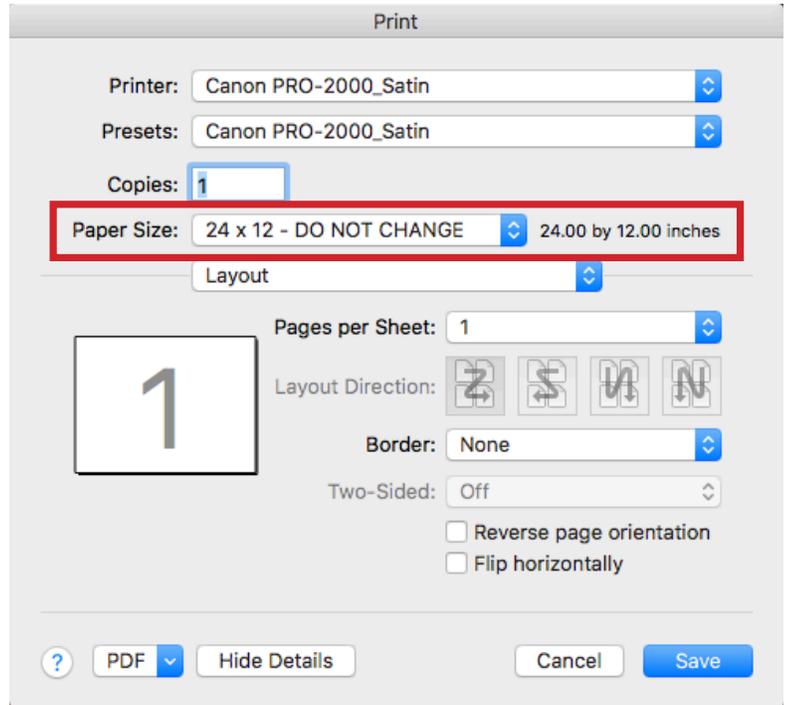
Another dialog box will appear that allows you to adjust certain print settings (figure K). We are only concerned with “Paper Size.” *The default size for this printer is “24 x 12 - DO NOT CHANGE”.*

**If 24 x 12 is the desired size, skip to Step #8.**

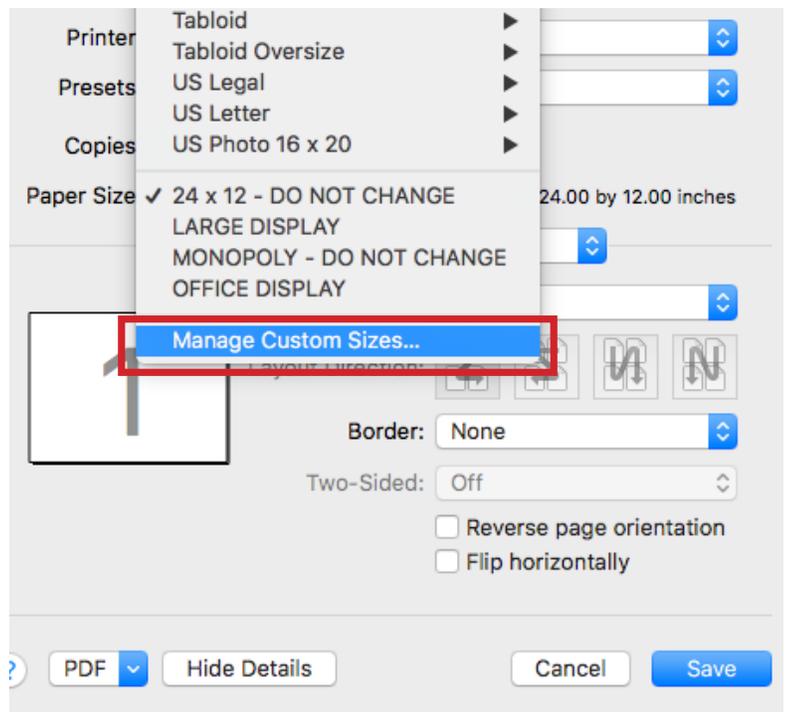
Otherwise, this printer allows you to create a custom size. To create a custom size, select “Manage Custom Sizes...” from the Paper Size: drop down menu (figure L).



J. Print Settings Button



K. Print Settings Dialog



L. Creating Custom Sizes

**Tip: Never trust the sizes created by other people.**

In the “Manage Custom Sizes...” dialog box, select the “+” button. This will automatically create an “Untitled” size.

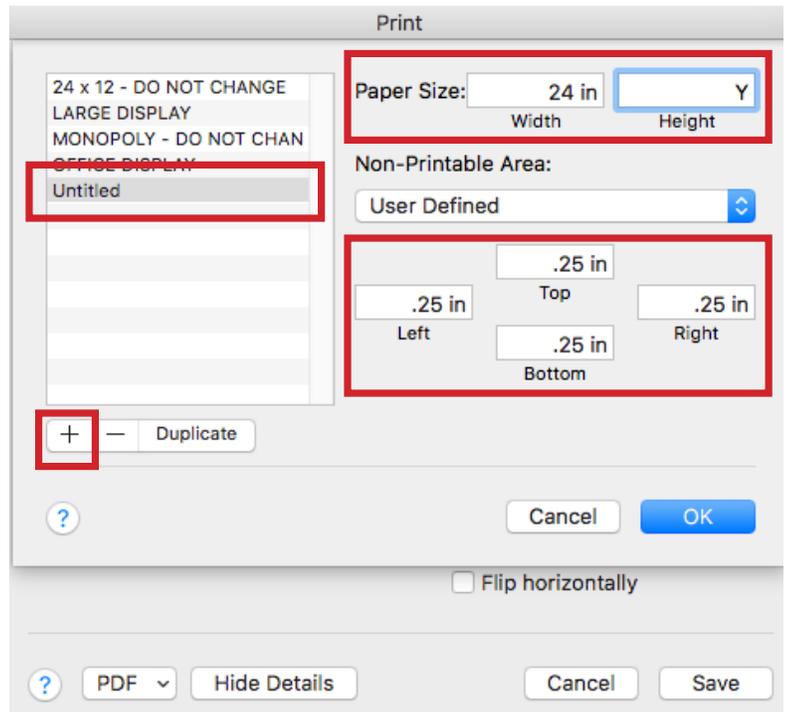
Next to “Paper Size:” there are two boxes, Width and Height. “Width” must always be set to “24 in”, whereas “Height” may be set to any size you need.

Finally, the printer cannot perform borderless printing, therefore, in order to avoid errors which may ruin your print, set all borders to “.25 in”.

When you have confirmed these settings, click “OK.”

### Step #8

In the Print Settings dialog box, click “Save”. This will return you to the Print dialog screen. Reconfirm your settings, then click “Print”. Enjoy your print!



M. Managing Custom Sizes Dialog

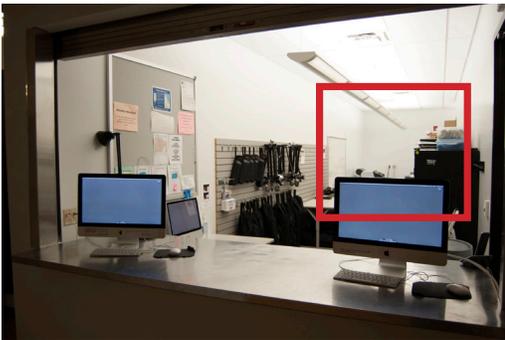
**IMPORTANT NOTE: MAKE SURE SCREEN BRIGHTNESS IS AT 50%. VARIATIONS IN SCREEN BRIGHTNESS WILL LEAD TO A FALSE PERCEPTION ABOUT YOUR IMAGE. (See Page 3 for instructions).**

# Printing on the Epson 9900 (Glossy, Luster, or Matte)

**IMPORTANT: Very large prints run the risk of splotches showing up in the print. Over time ink builds up on the print heads and has the potential to rub off. Humidity may also cause imperfections in the surface of the paper. If this happens you will unfortunately still be charged for the print.**

## Step #1:

On the computer that has the sign “Epson 9900\_Photo” (figure A) open Photoshop. 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”



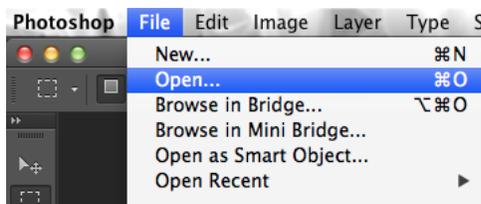
B. Printing Apps Icon in Dock



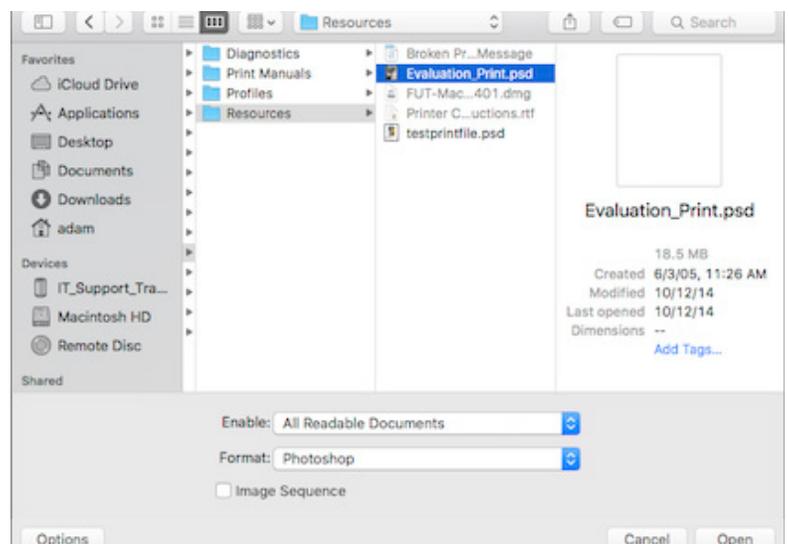
C. Printing Apps Expanded

## Step #2

Open the image you want to print in Photoshop. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the location of the file (figure D - E), or simply drag and drop the file onto the Photoshop icon in the dock. Additionally, double-clicking any .psd, .jpg, or .tiff files will open automatically in Photoshop.



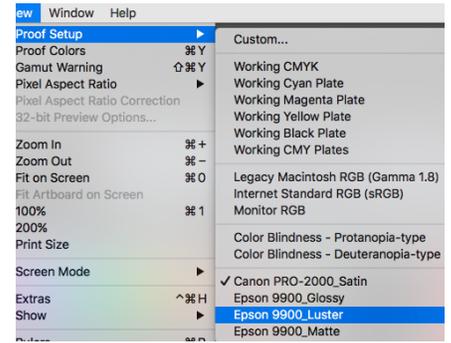
D. “File” Drop Down Menu



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 to view your image is the name of the printer with its format (i.e. “Epson 9900\_Luster”). This computer prints to two different printers so it is a good idea to check which profile you are viewing the image in. Go to the “View” drop down menu and select the appropriate profile from “Proof Setup” (figure F).



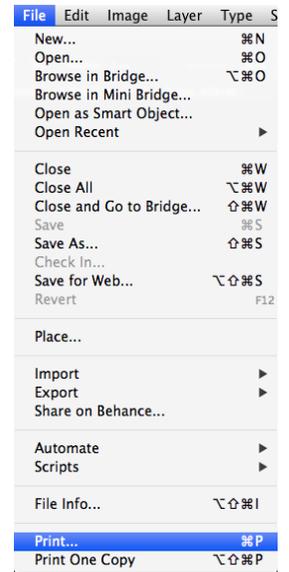
F. Proof Setup Selection

**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.*

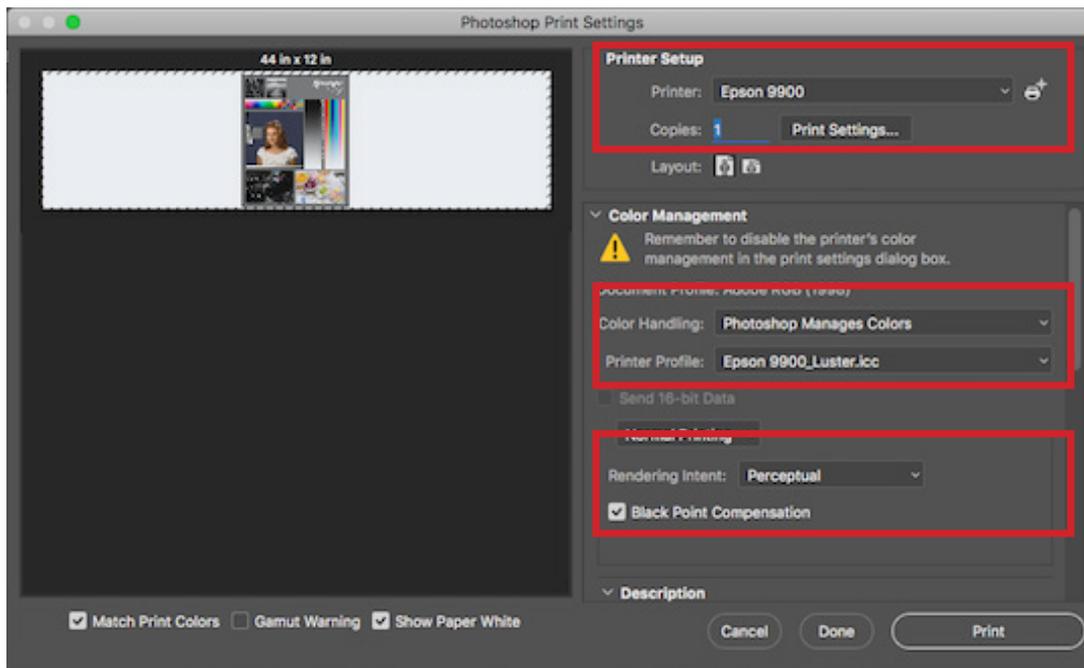
**Step #5:**

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



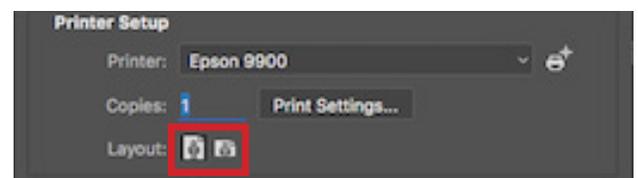
G. “File” Drop Down Menu

A dialog box that looks like the following (figure H) will appear:



H. Proper settings for Print Dialog.

Make sure your settings look like the ones above. The only difference being the paper size (you create your own custom sizes; later in this document). Be sure your orientation is correct. The preview on the left side should show you whether it is accurate or not. There are two small icons in the “Printer Setup” section that change this setting (figure I).



I. Orientation selection icons.

**Step 6:**

**Confirm Print Settings.** *This is an important step because if there is a problem with this settings and the print is sent to the printer, it will cause an error 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.*

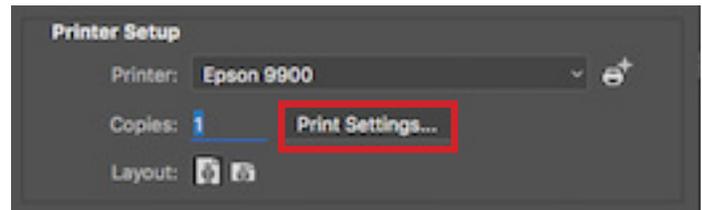
To confirm the print settings, click on the “Print Settings...” button in the Print Dialog (figure J).

**Step #7:**

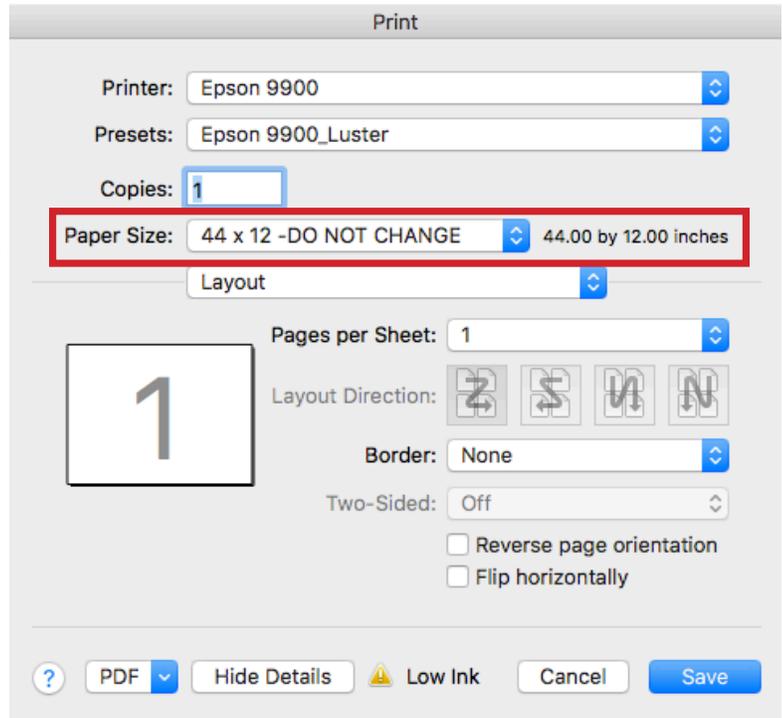
Another dialog box will appear that allows you to adjust certain print settings (figure K). We are only concerned with “Paper Size.” *The default size for this printer is “44 x 12 - DO NOT CHANGE”.*

**If 44 x 12 is the desired size, skip to Step #8.**

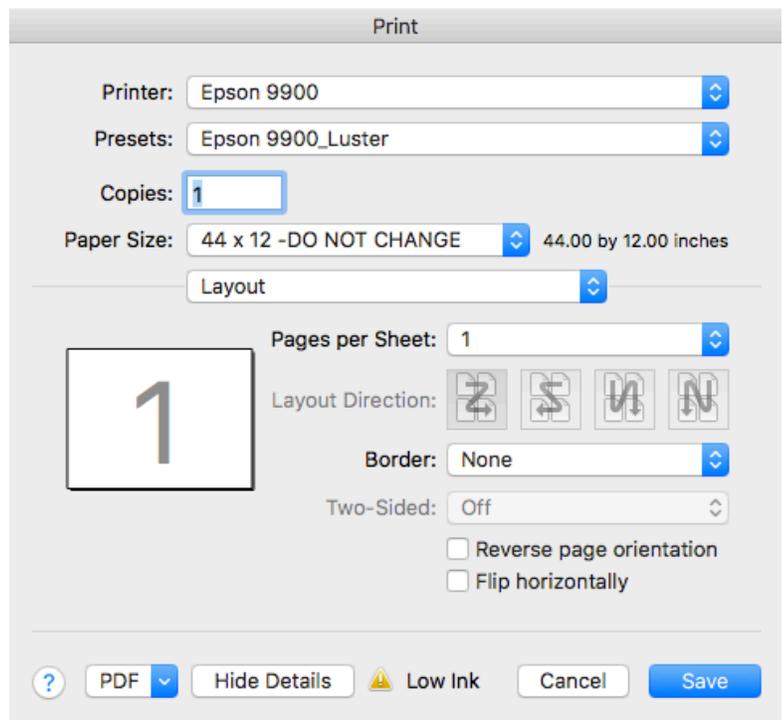
Otherwise, this printer allows you to create a custom size. To create a custom size, select “Manage Custom Sizes...” from the Paper Size: drop down menu (figure L).



J. Print Settings Button



K. Print Settings Dialog



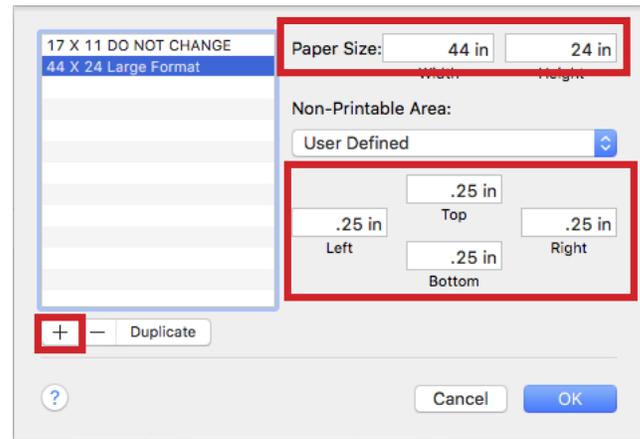
L. Creating Custom Sizes

**Tip: Never trust the sizes created by other people.**

In the “Manage Custom Sizes...” dialog box, select the “+” button. This will automatically create an “Untitled” size.

Next to “Paper Size:” there are two boxes, Width and Height. “Width” must always be set to “24 in”, whereas “Height” may be set to any size you need.

Finally, the printer cannot perform borderless printing, therefore, in order to avoid errors which may ruin your print, set all borders to “.25 in”.



When you have confirmed these settings, click “OK.”

M. Custom Paper Sizes Dialog Menu

## Step #8

In the Print Settings dialog box, click “Save”. This will return you to the Print dialog screen. Reconfirm your settings, then click “Print”. Enjoy your print!

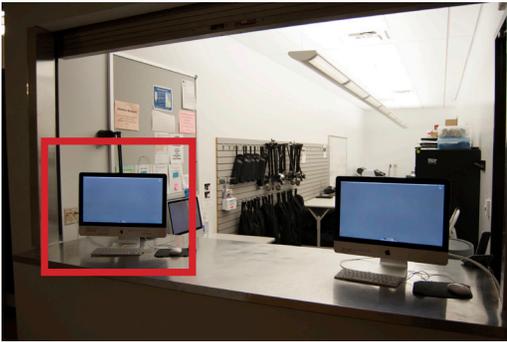
# WARNING!!!

Very large prints run the risk of splotches showing up in the print. This is because ink builds up on the print heads during large prints, and has the potential to rub off. Another factor is humidity causing imperfections in the surface of the paper. If this happens you will unfortunately still be charged for the print. We have taken steps to minimize this problem but it can still occur. If this happens, contact the IT Support Specialist in Room 88 across the hall from the Computer Studio to request a reprint during normal business hours (8am to 5pm). Attempting a reprint on your own will likely lead to the same problem occurring again, and ultimately wasted resources. When using the large format printer, it is best not to attempt a print right before a deadline. The larger the print, the greater the chance you will get an unwanted splotch of ink.

# Printing on the Xerox Phaser (Plain Paper)

## Step #1:

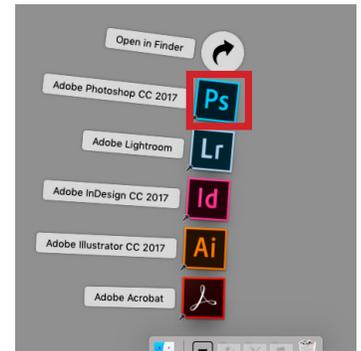
On the computer that has the sign “Xerox Phaser” (figure A) open Photoshop. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



A. Computer that prints to the “Epson 4880\_Transparency”



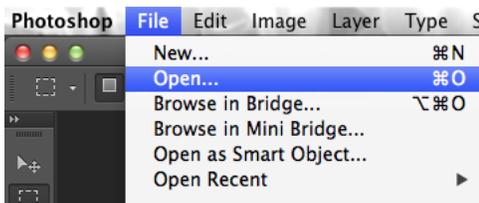
B. Printing Apps Icon in Dock



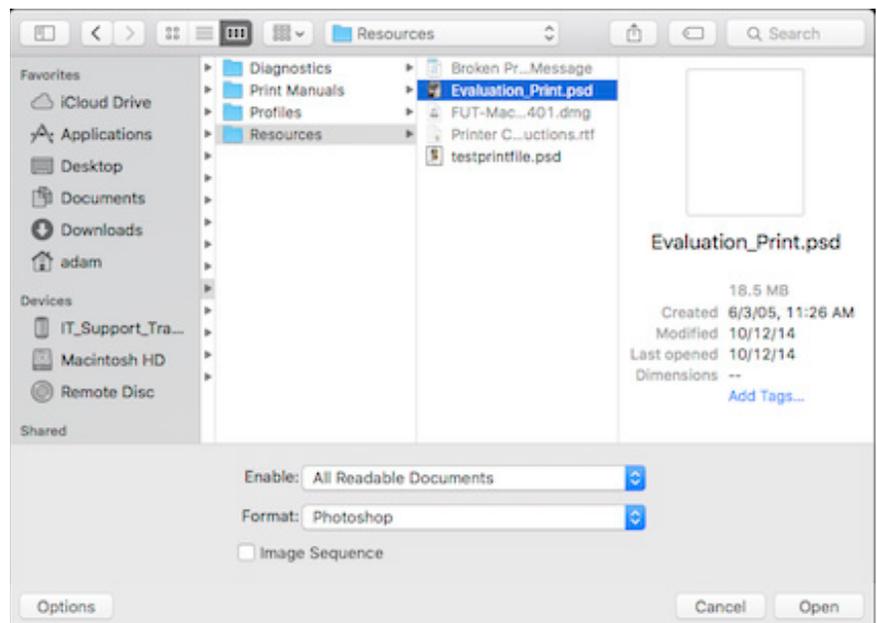
C. Printing Apps Expanded

## Step #2:

Open the image you want to print in Photoshop. You can do this by going to the “File” drop down menu, selecting “Open” and browsing to the location of the file (figure D - E), or simply drag and drop the file onto the Photoshop icon in the dock.



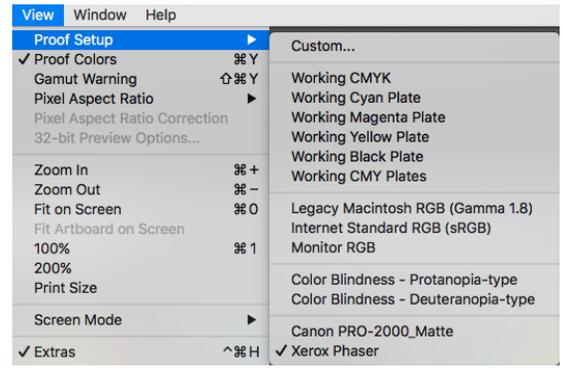
D. “File” Drop Down Menu



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 to view your image is called “Xerox Phaser”. This computer prints to two different printers, so it is a good idea to check which profile you are viewing the image in. Go to the “View” drop down menu and select “Xerox Phaser” from “Proof Setup” (figure F).



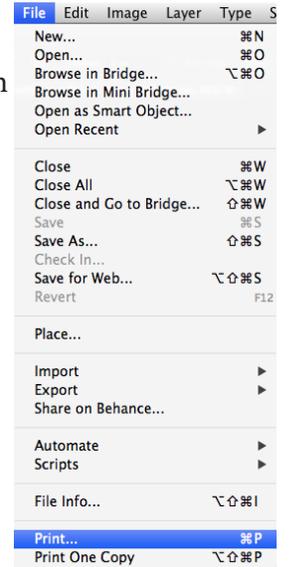
F. Proof Setup Selection

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. Also keep in mind this is a transparency and so a high level of accuracy will be unattainable.*

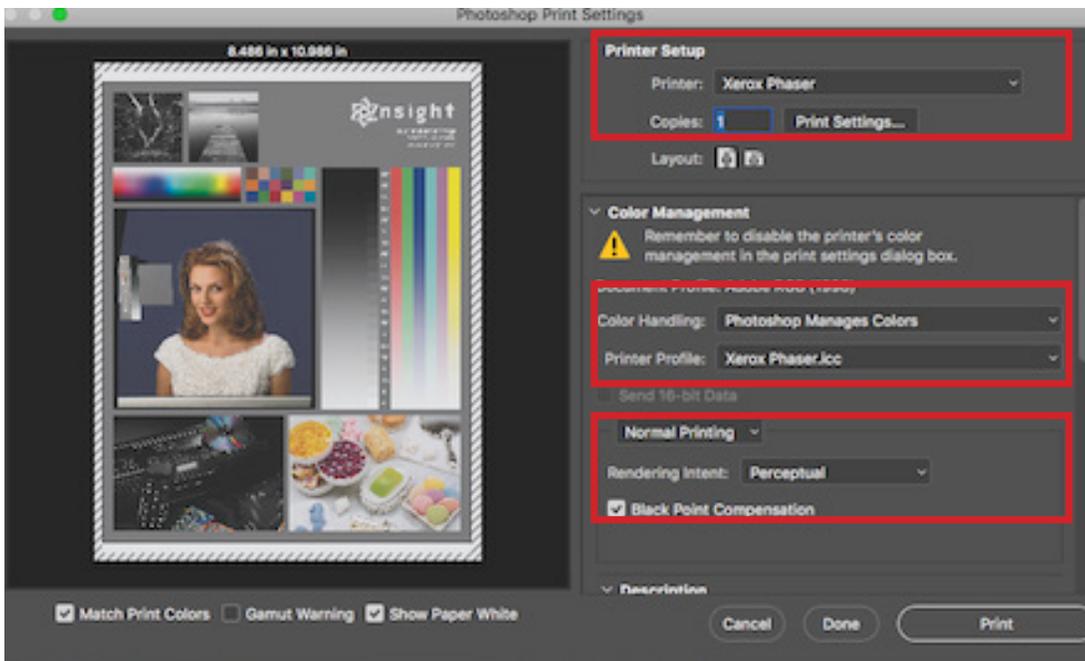
Step #5:

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



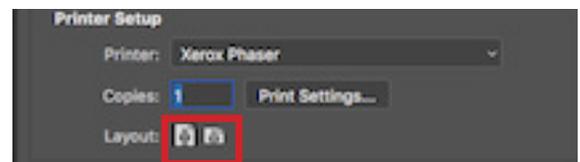
G. "File" Drop Down Menu

A dialog box that looks like the following (figure H) will appear:



H. Proper settings for Print Dialog.

Make sure your settings look like the ones above. Be sure to also make sure your orientation is correct. The preview on the left side should show you whether it is accurate or not. There are two small icons in the “Printer Setup” section that change this setting (figure I).



I. Orientation selection icons.

**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, it will cause an error 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.*

To confirm the print settings, click on the “Print Settings...” button in the Print Dialog (figure J).

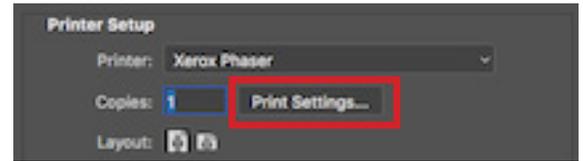
**Step #7:**

Another dialog box will appear that allows you to adjust certain print settings (figure K). We are only concerned with “Paper Size.” *The default size for this printer is “US Letter”.* However, this printer may use two sizes, US Letter (8.5 x 11) or Tabloid (11 x 17). To print Tabloid, select it from the Paper Size drop down menu (figure L).

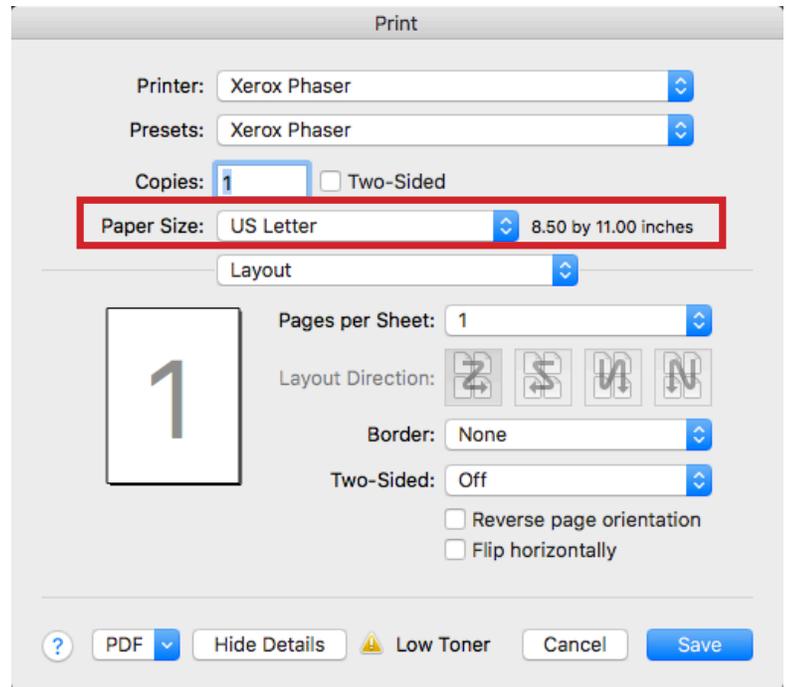
When you have confirmed these settings, click “Save”.

**Step #8**

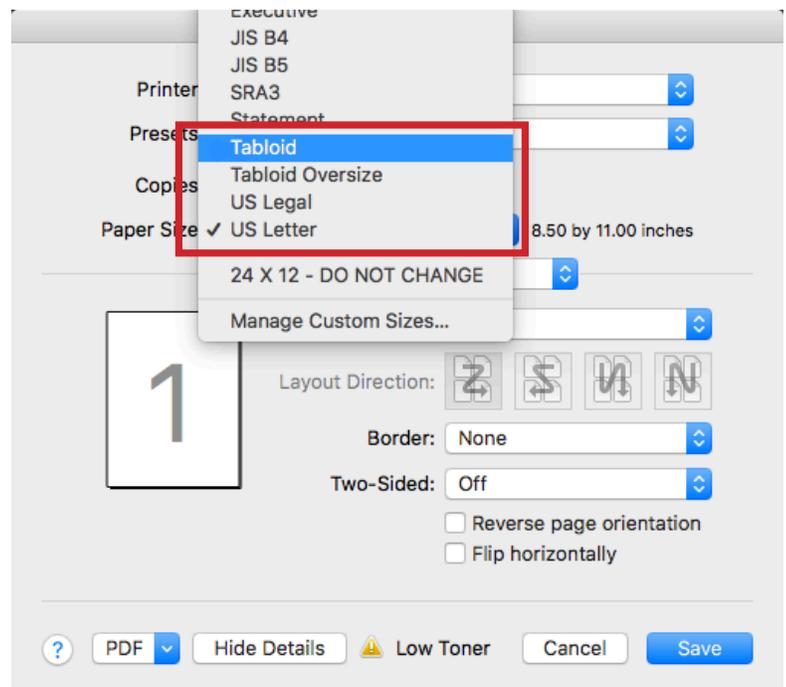
Returning to the Print dialog box, click “Print”. Enjoy your print!



J. Print Settings Button



K. Print Settings Dialog



L. Selecting Tabloid (11 x 17)