# NMU Art & Design Computer Studio Printing Manual (Photoshop)

(Updated Fall 2018)



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## 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).



B. "Screen Brightness" Meter



A. "Screen Brightness" Keyboard Buttons

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).

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Software Update	Personal		Display Arrangement Color Options
App Store	- 📰 🔛 🔜 🔯	i 🔹 🖸	
System Preferences	General Desktop & Dock Mission Language Screen Saver Control & Text	Security Spotlight Notifications & Privacy	Resolution:  Best for display
Dock 🕨	Hardware		Brightness:
Recent Items	CDs & DVDs Displays Energy Keyboard Mouse	Trackpad Print & Scan Sound	Kotation: Standard
Force Quit Finder	Internet & Wireless		
Sleep Restart Shut Down	Kloud Mail, Contacts Kloud Adult, Contacts & Calendars Network Bluetooth Sharing		-
	System		
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C "Apple" Drop Down Monu	Other		Show mirroring options in the menu bar when available Gather Windows ?
	Apple Qmaster		E. "Displays" Pref-Pane

D. System Preferences

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. Additionaly, double-clicking any .psd, .jpg, or .tiff files will open automatically in Photoshop.

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otoshop	File Edit Image Layer New Open Browse in Bridge Browse in Mini Bridge Open as Smart Object Open Recent	Type S ₩N ₩O ℃₩O	Favorites Cloud Drive A: Applications Desktop Documents Downloads A: adam Devices IT_Support_Tra Macintosh HD © Remote Disc	Diagnot     Drotiles     Profiles     Resourc     P	tics ► nuals ► es ►	Broken PrMessage Evolution.Print.psd FUT-Mac401.dmg Printer Cuctions.rtf testprintfile.psd	Evaluation_Print.psd 18.5 MB Created 6/3/05, 11:26 AM Modified 10/12/14 Last opened 10/12/14 Dimensions Add Tags
D	). "File" Drop Down Menu		Shared	Enable:	All Readable [	Documents	
				Format:	Photoshop		
				🗌 Image	Sequence		
			Options				Cancel Open

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).



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 orignally 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).

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



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Open	жo
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Browse in Mini Bridge	
Open as Smart Object	
Open Recent	•
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G. "File" Drop	)
Down Menu	
Down Menu	

File Edit Image Layer Type S

H. Proper setttings 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).

Printer Setup			
Printer:	Canon Pl	RO-2000	× ⊖⁺
Copies:	1	Print Settings	
Layout:	<b>ค้</b> 🕅		

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).

Printer Setup
Printer: Canon PRO-2000 ~ 😅
Copies: 1 Print Settings
J. Print Settings Button
Print
Printer: Canon PRO-2000 Satin
Presets: Canon PRO-2000_Satin
Copies: 1
Paper Size: 24 x 12 - DO NOT CHANGE 24.00 by 12.00 inches
Layout
Pages per Sheet: 1
Layout Direction: 🔁 😽 🙀
Border: None
Two-Sided: Off
Reverse page orientation
Flip horizontally
PDF Hide Details Cancel Save
K. Print Settings Dialog
Tabloid
Printer Tabloid Oversize
Presets US Legal
Copies US Photo 16 x 20
Paper Size ✓ 24 x 12 - DO NOT CHANGE 24.00 by 12.00 inches
MONOPOLY - DO NOT CHANGE
OFFICE DISPLAY
Manage Custom Sizes
Border: None
Reverse page orientation
☐ Flip horizontally
PDF V Hide Details Cancel Save
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!

	Print		
24 x 12 - DO NOT CHANGE LARGE DISPLAY MONOPOLY - DO NOT CHAN OFFICE DISPLAY Untitled	Paper Size: Non-Printable User Defined	24 in Width Area:	Y Height
	.25 in Left	.25 in Top .25 in Bottom	.25 in Right
+ - Duplicate		Cancel	ОК
	_ F	lip horizontally	
? PDF   Hide Details		Cancel	Save

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"

#### Step #2

Open the image you want to print in Photoshop. ing "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. Additionaly, double-clicking any .psd, .jpg, or .tiff files will open automatically in Photoshop.



D. "File" Drop Down Menu

Open the image you want to print in Photoshop. You can do this by going to the "File" drop down menu, select-

Applications  Concentration  Applications  Desktop  Downloads  adam  Devices  IT_Support_Tra  Macintosh HD  Remote Disc	Profiles     Resourc	nuais ▶ 05 ▶	EVILLation Print page     FUT-Mac401.dmg     Printer Cuctions.ntf     testprintfile.psd	Evaluati Created Modified Last opened Dimensions	ion_Print.psd 18.5 MB 6/3/05, 11:26 AM 10/12/14 10/12/14  Add Tags
Shared					
	Enable:	All Readable L	ocuments		
	Image	Sequence			

#### 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).

#### 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 orignally 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).

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

#### H. Proper setttings 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).

Printer Setup		
Printer:	Epson 9900	e⁺
Copies:	Print Settings	
Layout:	ព្រ	

I. Orientation selection icons.



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F. Proof Setup Selection

New...

Open.. Browse in Bridge..

File Edit Image Layer Type S

Browse in Mini Bridge...

Open as Smart Object... Open Recent

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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).

Printer Se	etup	
Prir	inter: Epson 9900 - O	
Cop	pies: 1 Print Settings	
Lay	yout: 🛐 🗃	
	J. Print Settings Button	
	Print	
Printer:	Epson 9900	
Presets:	Epson 9900_Luster	
Copies:	1	
Paper Size:	44 x 12 -DO NOT CHANGE  \$\$ 44.00 by 12.00 inches	
	Layout	
	Pages per Sheet: 1	
1	Lavout Direction:	
	Border: None	
	Reverse page orientation	
	<ul> <li>Flip horizontally</li> </ul>	
? PDF 🗸	Hide Details 🔺 Low Ink Cancel Save	
	K. Print Settings Dialog	
	Print	
		_
Printer:	Epson 9900	
Presets:	Epson 9900_Luster	
Copies:	1	
Paper Size:	44 x 12 -DO NOT CHANGE 244.00 by 12.00 inches	
	Layout	
	Pages per Sheet: 1	
1	Layout Direction: 🔀 🕏 🙀 脉	
	Border: None	
	Two-Sided: Off	
	Reverse page orientation	
	Flip horizontally	
? PDF 🗸	Hide Details 🔺 Low Ink Cancel Save	

#### 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."

#### 17 X 11 DO NOT CHANGE Paper Size: 44 in 24 in 44 X 24 Large Forn Non-Printable Area: User Defined .25 in Тор .25 in .25 in Left Right .25 in Bottom Duplicate + ? Cancel 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 ocuring 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 theXerox 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"

#### 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

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Favorites	Diagnost Mar	uale b	Evaluat	ion Drint and		
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Applications	Resource	s •	Printer	C_uctions.rtf		
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	-					10 5 10
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	P				Dimensions	
Remote Disc						Add Tags
Shared						
	Enable:	All Readable (	Documents			
	Format:	Photoshop				
	Image 1	Sequence				
Onlines					-	

#### 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).

View Window Help		
Proof Setup	► ₩ V	Custom
Gamut Warning Pixel Aspect Ratio Pixel Aspect Ratio Correct 32-bit Preview Options	ିପ ¥ Y ▶ stion	Working CMYK Working Cyan Plate Working Magenta Plate Working Yellow Plate
Zoom In Zoom Out	₩+ ₩_	Working Black Plate Working CMY Plates
Zoom Out Fit on Screen Fit Artboard on Screen 100%	#∷0 ₩1	Legacy Macintosh RGB (Gamma 1.8) Internet Standard RGB (sRGB) Monitor RGB
200% Print Size		Color Blindness - Protanopia-type Color Blindness - Deuteranopia-type
Screen Mode	►	Canon PRO-2000 Matte
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F. Proof Setup Selection

File Edit Image Layer Type S

Browse in Bridge... Browse in Mini Bridge...

Open as Smart Object...

Close and Go to Bridge ..

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New...

Open.

Close

Close All

Open Recent

#### 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 orignally 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 the "File" drop down menu and select "Print..." (figure G).

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



H. Proper setttings 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 ( $8.5 \times 11$ ) or Tabloid ( $11 \times 17$ ). 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!

