

NMU Art & Design
Photo Lab

Printing Manual (Photoshop)

(Updated Fall 2018)



Contents

Monitor Brightness	3
Printing on the Canon PRO-2000 (Matte and Satin)	4 - 6
Printing on the Epson 4880 (Transparency)	7 - 9

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.

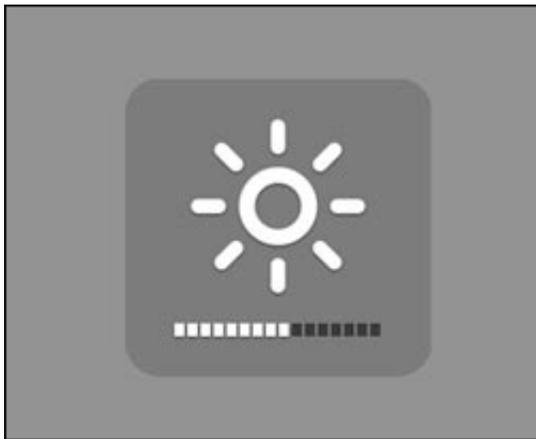
There are two methods to check screen brightness:

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).



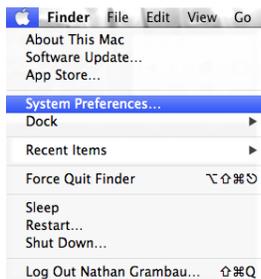
A. "Screen Brightness" Keyboard Buttons



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 previous page for instructions)

Printing on the Canon PRO-2000 (Matte and Satin)

Step #1:

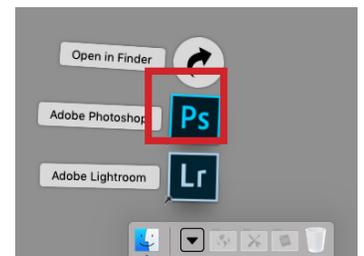
Select the computer that has the sign for either, “Canon PRO-2000_Matte” or “Canon PRO-2000_Satin” (figure A), and open Photoshop. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



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



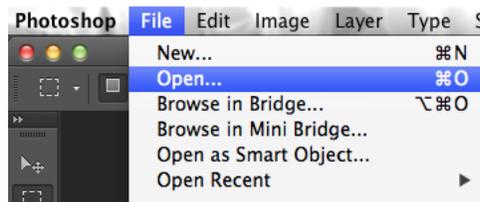
B. Printing Apps Icon in Dock



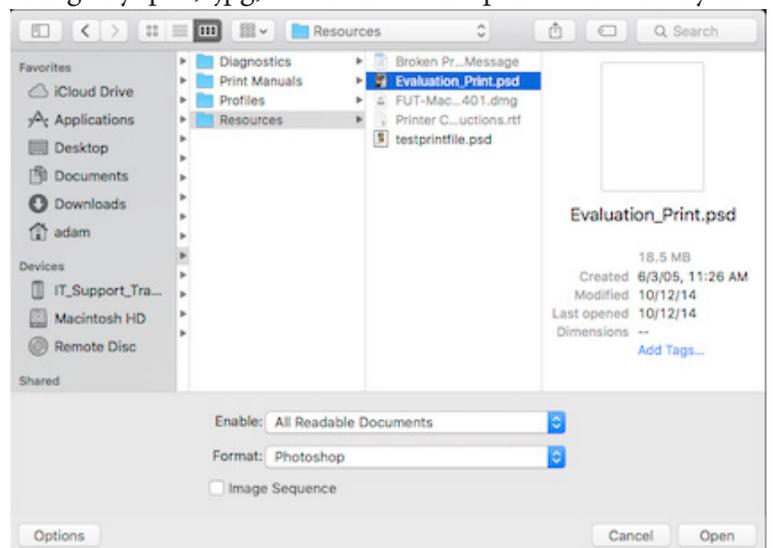
C. Printing Apps Expanded

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.



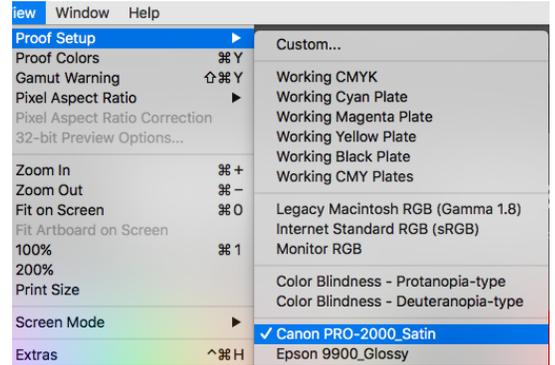
D. “File” Drop Down Menu



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-200_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).



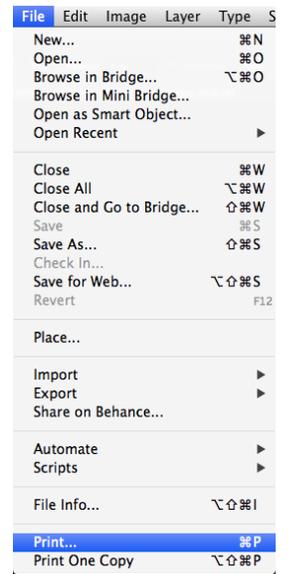
F. Proof Setup Selection

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.*

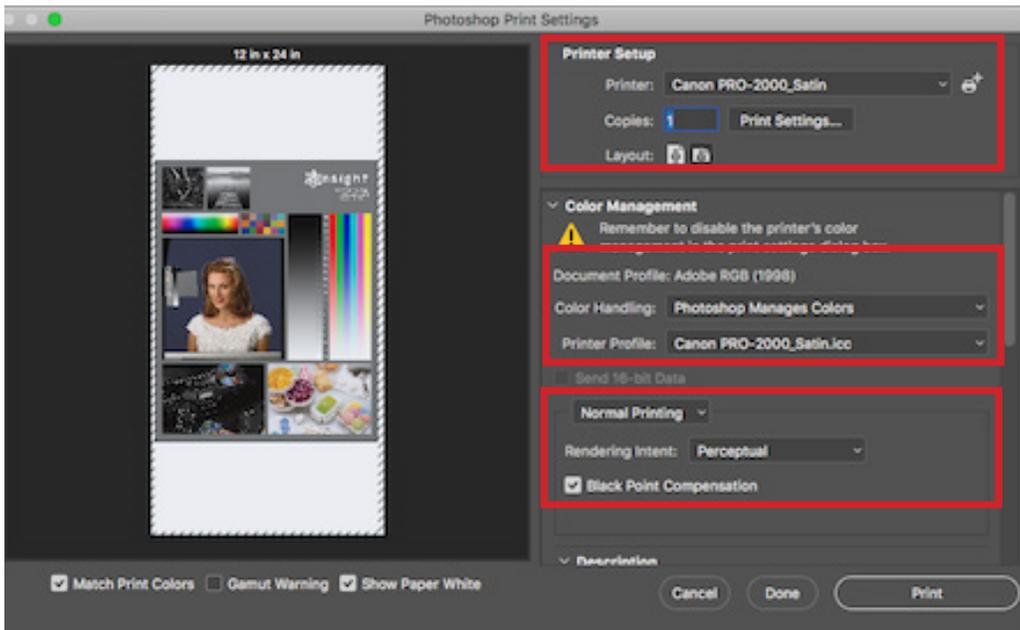
Step #5:

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



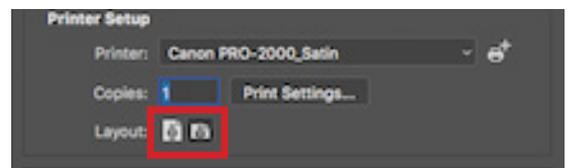
G. “File” Drop Down Menu

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



H. Proper settings for Print Dialog.

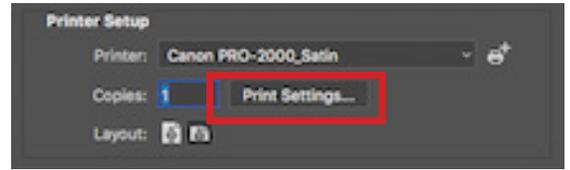
Make sure your settings look like the ones above. You should also make sure your orientation is correct. The preview on the left side should show you whether it is accurate or not. There are two small icons in the “Printer Setup” section that change this setting (figure I).



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.*



J. Print Settings Button

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

Step #7:

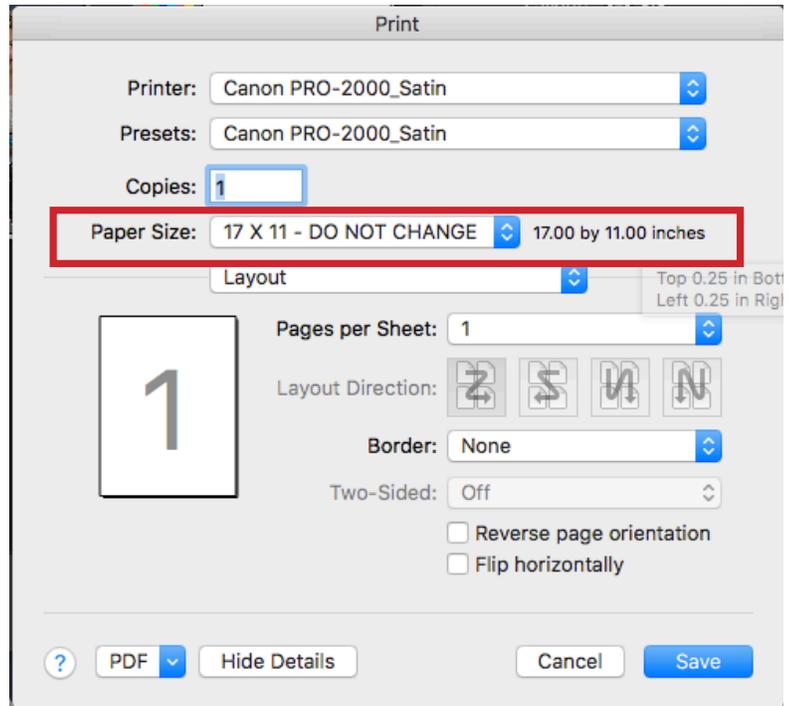
Another dialog box will appear that allows you to adjust certain print settings (figure K). We are only concerned with “Paper Size.” The default size for this printer is “17 X 11 - DO NOT CHANGE”.

If 17 x 11 is the desired size, skip to step 8.

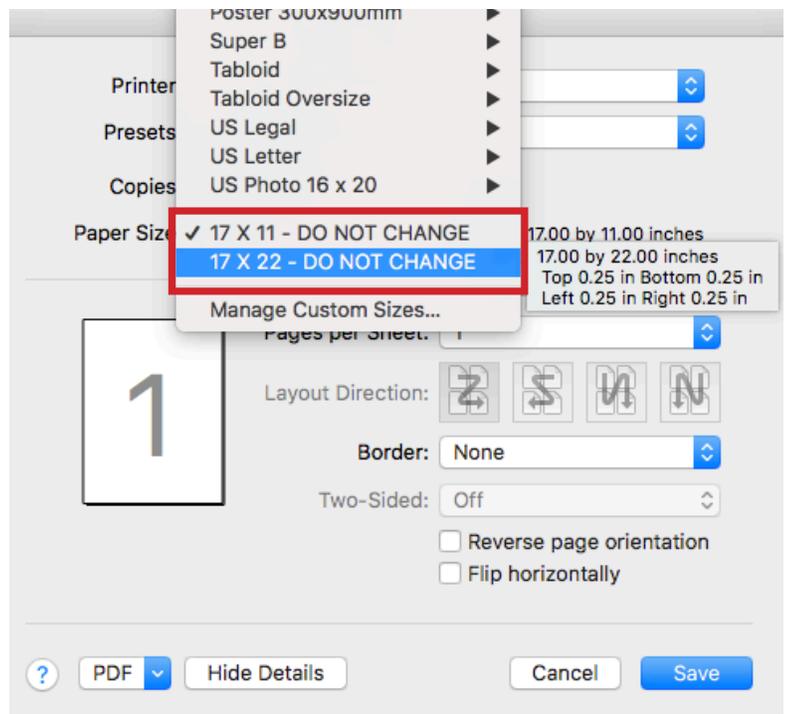
Otherwise, this printer may use one other size, “17 X 22 - DO NOT CHANGE”. To print 17 x 22, select it from the Paper Size drop down menu (figure L).

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!



K. Print Settings Dialog



L. Selecting alternate sizes

Printing 17 X 11 Transparencies (Epson 4880_Transparency)

Step #1:

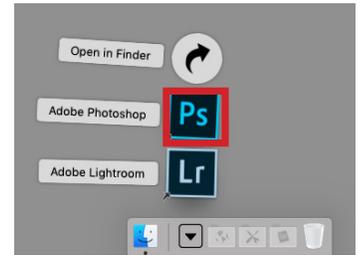
On the computer that has the sign “Epson 4880_Transparency” (figure A) open Photoshop. A link can be found in the “Printing Apps” icon (figure B - C) on the Dock at the bottom of the screen.



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



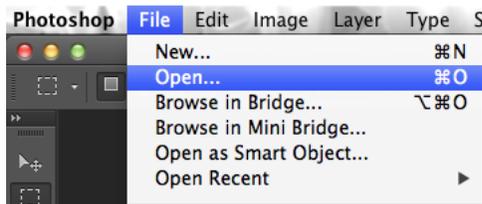
B. Printing Apps Icon in Dock



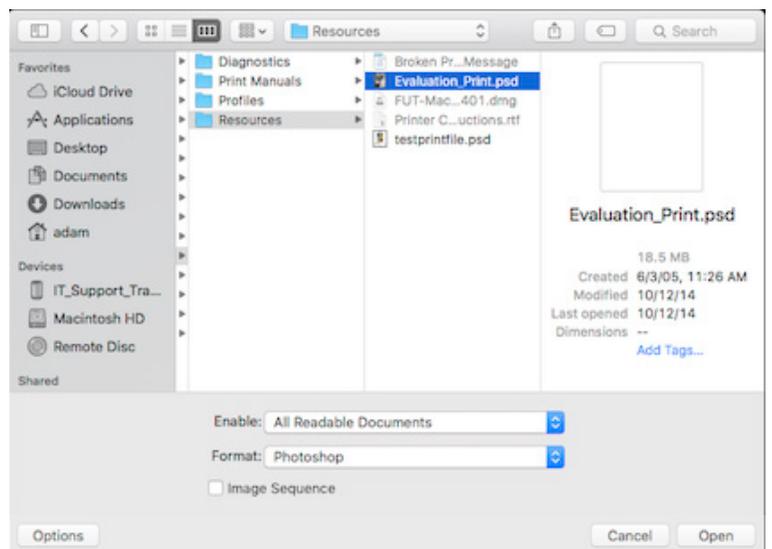
C. Printing Apps Expanded

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.



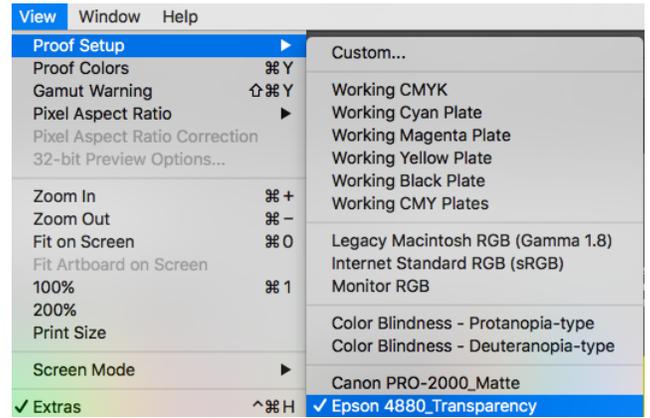
D. “File” Drop Down Menu



E. File Browser

Step #3:

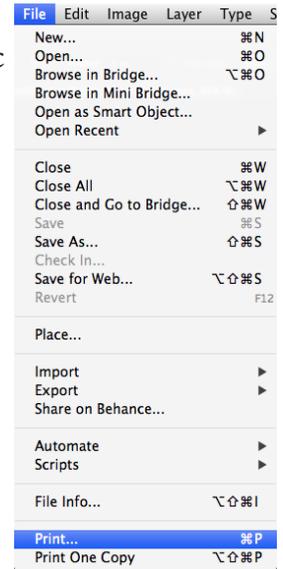
View the image in the correct Proof Setup. *This is an important step in the process because it allows you to see a more accurate representation of what your image will look like when printed.* The correct profile to view your image is called “Epson 4880_Transparency”. This computer prints to two different printers, so it is a good idea to check which profile you are viewing the image in. To choose this profile, go to the “View” drop down menu and select “Epson 4880_Transparency” 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, therefore, a high level of accuracy will not be possible.*

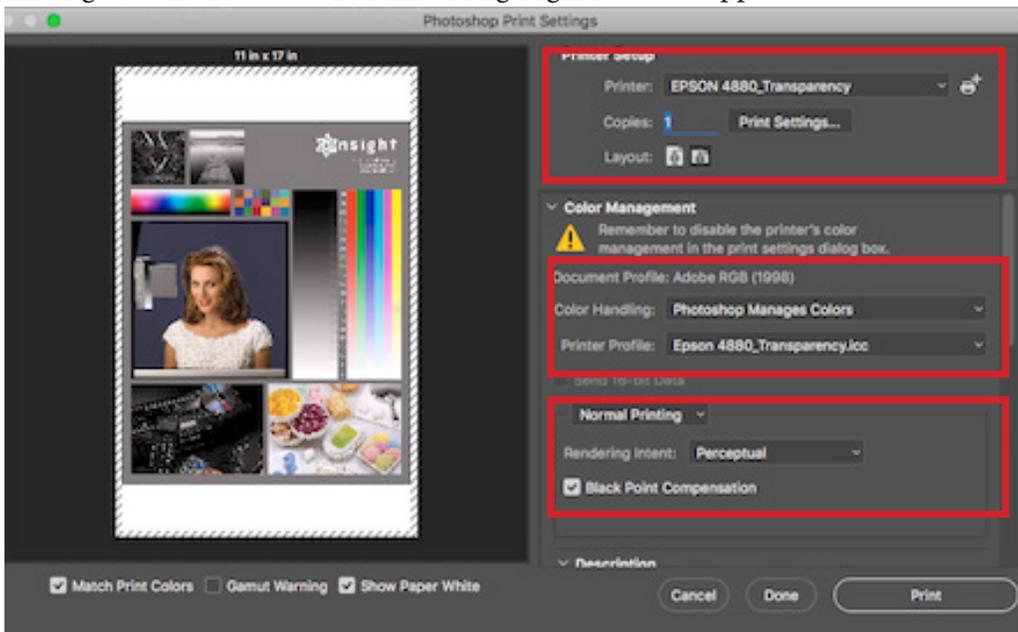


G. “File” Drop Down Menu

Step #5:

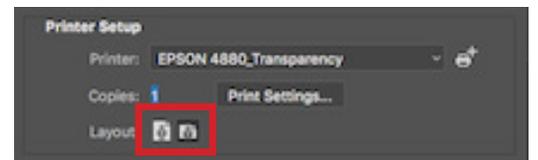
To begin the printing process, go to the “File” drop down menu and select “Print...” (figure G).

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



H. Proper settings for Print Dialog.

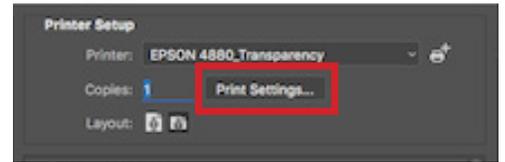
Make sure your settings look like the ones above. Be sure to also make sure your orientation is correct. The preview on the left side should show you whether it is accurate or not. There are two small icons in the “Printer Setup” section that change this setting (figure I).



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.*



J. Print Settings Button

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

Step #7:

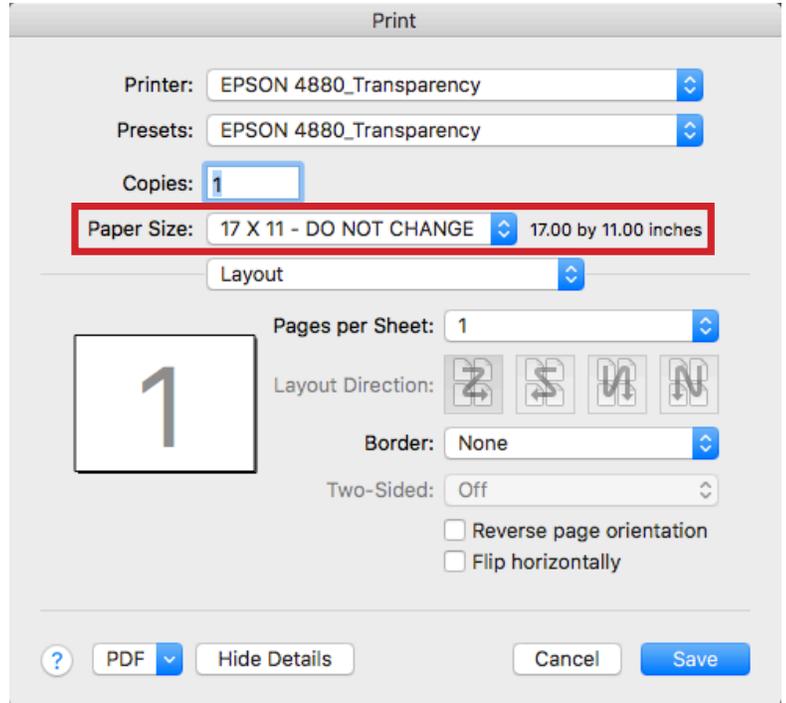
Another dialog box will appear that allows you to adjust certain print settings (figure K). We are only concerned with “Paper Size.” The default size for this printer is “17 X 11 - DO NOT CHANGE”.

If 17 x 11 is the desired size, skip to step 8.

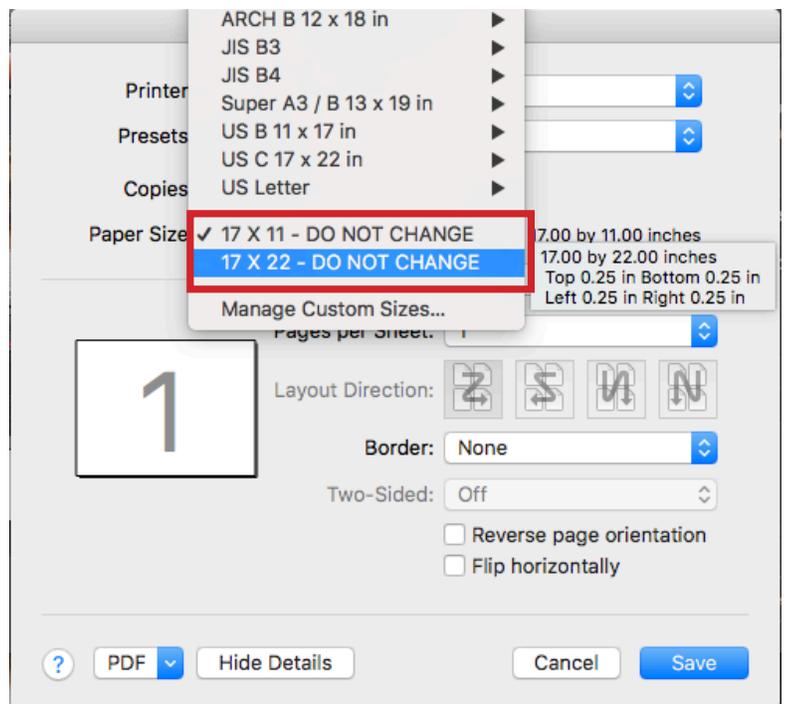
Otherwise, this printer may use one other size, “17 X 22 - DO NOT CHANGE”. To print 17 x 22, select it from the Paper Size drop down menu (figure L).

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!



K. Print Settings Dialog



L. Selecting alternate sizes