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).



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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App Store	- 📰 🔜 🔜 🔯 🍳		
System Preferences	General Desktop & Dock Mission Language Security Spotligh Screen Saver Control & Text & Privacy	1t Notifications	Resolution: • Best for display
Dock ►	Hardware		Brightness:
Recent Items	CDs & DVDs Displays Energy Keyboard Mouse Trackpad Print & S	can Sound	Rotation: Standard v
Force Quit Finder	Saver		
Sleep Restart Shut Down	ICloud Mali Contacts & Calendars Ketwork Bluetooth Sharing		
Las Out Nathan Crambau AMO	System		
Log Out Nathan Grambau Trad	Users & Parental Date & Time Software Dictation Time Machine Accessibility	lity Startup Disk	
C. "Apple" Drop Down Menu	Other	Show mirroring options in the menu	bar when available Gather Windows ?
	Apple Qmaster	E. "Dis	plays" 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 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"





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C. Printing Apps Expanded
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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.



D. "File" Drop Down Menu



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 representa-tion 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

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Open..

Close

Close All

Save As...

Revert

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File Info...

Print One Copy

G. "File" Drop Down Menu

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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, go to the "File" drop down menu and select "Print..." (figure G).

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





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 set-

tings, then click "Print". Enjoy your print!



K. Print Settings Dialog

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? PDF -	Hide Details		Cancel	Save

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"

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.

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44	Browse in Mini Bridge					
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D. "File" Drop Down Menu



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

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).

Step	#4:
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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, therefore, a high level of accuracy will not be possible.

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:





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.

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F. Proof Setup Selection

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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 "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!

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PDF



K. Print Settings Dialog

Hide Details



L. Selecting alternate sizes

J.	Print	Setting	s Button

Cancel

Save

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Print Se