PennDesign IT Services

# Mac Printing Instructions

Printing & Plotting

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# PennDesign T Services Mac Printing Instructions

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### **Preparing Your Document**

### **Using an Illustrator AI**

1. From the *File* menu, select **Export** 



2. For Save as type, select TIFF, then click on Export

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- 3. Set the resolution to 300ppi, then click OK
  - a. For plotters, set Color Model to RGB, Resolution to 300ppi and check Embed ICC Profile



b. For laser printers, set *Color Model* to CMYK, *Resolution* to **300ppi** and *check* Embed ICC Profile



4. Open the TIFF file you just saved in Photoshop, then go to **Using a Photoshop PSD** under **Preparing Your Document**.



### **Using an InDesign INDD**

1. From the *File* menu, select **Export** 



2. For Save as type, select PNG, then click on Save



3. Set Quality to Maximum, and Resolution to 300, then click Export



4. Open the new PNG in Photoshop, then go to Using a Photoshop PSD under Preparing Your Document.



### **Using a Photoshop PSD**

1. From the *File* menu, select **Save As** 



2. Append " - **Print**" to the end of your filename (this helps differentiate the print file from the working file)

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Format: (Word Document (.docx) Description The XML-based format that Word documents are saved in by default. Cannot store VBA macro code.					
Learn more about file formats Options Compatibility Report					
Hide extension New	Folder		Cancel Save		

3. From the Layer menu, select Flatten Image





4. From the Image menu, select Image Size (Alternately, press Ctrl+Alt+i)



5. Note: Only do this step if your resolution is greater than 300! For InDesign and Illustator documents the resolution should already be 300.

Uncheck Resample, then set Resolution to 300



- 6. Set the *Mode* settings according to the printer you will be using:
  - a. For Plotters, select RGB Color, and 16 Bits/Channel



b. For Printers, select CMYK Color, and 8 Bits/Channel





# PennDesign IT Services Mac Printing Instructions

7. From the *Edit* menu, select **Color Settings** 



8. Under Working Spaces, set RGB to Adobe RGB (1998) CMYK to U.S. Web Coated (SWOP) v2 Click OK

Working Spaces		Conversion Options	
RGB:	sRGB IEC61966-2.1 *	Engine: Adobe (ACE) +	
CMYK:	U.S. Web Coated (SWOP) v2	Intent: Relative Colorimetric	Lo
Gray:	Dot Gain 20% *	Use Black Point Compensation	Sa
Spot:	Dot Gain 20% ÷	Use Dither (8-bit/channel images)	⊻ Pr
Color Management	Policies		
RGB:	Preserve Embedded Profiles +	Advanced Controls	
CMYK: Gray:	Preserve Embedded Profiles + Preserve Embedded Profiles +	Blend RGB Colors Using Gamma: 1.00	
Profile Mismatches:	Ask When Opening Ask When Pasting	Blend Text Colors Using Gamma: 1.45	
Missing Profiles:	Ask When Opening	Synchronized: Your Creative Cloud applications are synchronized using the same color settings for consistent color management.	
Description			
rth America Genera abled.	I Purpose 2: General-purpose color settings for s	creen and print in North America. Profile warnings are	



# PennDesign IT Services Mac Printing Instructions

## **Converting Your Document to a PDF**

1. From the File menu, select Save As

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2. Set Save as type to Photoshop PDF



3. On the General panel, under Options, uncheck everything

		Save Adobe PDF	
Adobe PDF Preset:	[High Quality F	Print] (Modified)	•
Standard:	None	Compatibility: Acrobat 5 (PDF 1.4)	٥
General	General		
Compression Output Security Summary	Description:	Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.	
	Options		
	Preserve	Photoshop Editing Capabilities	
	Embed F	Page Thumbnails	
	Optimize	a for Fast Web Preview	
	View PD	F After Saving	
Save Preset		Cancel Save PDI	=



4. Select the Compression panel, then set Compression to Zip and click on Save PDF



## **Test Prints/Color Management**

1. Create a new Photoshop document





2. Copy a portion of your document that represents the full range of colors therein.



3. Paste that select into the new document



- 4. Prepare the document using the instructions from Using a Photoshop PSD under Preparing Your Document
- 5. Follow the instructions under **Printing/Plotting Your PDF Document** to print the test document



### **Printing/Plotting Your PDF Document**

#### **Plotters**

1. Open your PDF in Adobe Acrobat Pro



2. From the File menu, select Print



3. Select the printer you want to send the job to



4. Click on the **Page Setup** button





5. Next to Format For, select the same printer as you did in step 2



6. Click on the dropdown for Paper Size, and select Manage Custom Sizes



7. Click on the + to add a new custom paper size, then give it a name



8. Set the dimensions



9. Under Non-Printable Area, select the same printer as you did in step 2, then click OK



10. Make sure the new size you created is select, and the orientation of the print is correct





## Mac Printing Instructions

11. Click on the Printer button



12. Select Color Matching



13. Select In printer



14. Select Paper/Quality





15. Set Quality to Best, then click on Print (this will return you to the Adobe print window)



#### 16. Click on Print

Print	
Printer: ADDM-25100-PS  Advanced Copies: 1 C	Help ①
Pages to Print All Current page Pages Page	Comments & Forms Document and Markups Summarize Comments
More Options	Scale: 100%
Page Starting & Handling () Size Poster Multiple Bookiet Pitt Actual size Contontin Goaley (10) 16 Cutoting Goaley (10) 16 Cothoase paper source by PDF page size	25 x 25 inches
Orientation: • Auto portrat/Landscape • Portrat • Landscape	< >
Page Setup Printer	Cancel Print

#### **Laser Printers**

1. Open your PDF in Adobe Acrobat Pro



2. From the File menu, select Print





## Mac Printing Instructions

3. Select the printer you want to use



4. Click on Page Setup



5. Select the same print as you did in step 3

Settings	: Page Attributes 📀
Format For	Any Printer
-	ADDM-MACLAB-PS
Paper Size	ADDM-PHASER
- apor oico	ADDM-PUBLIC-PS
_	ADDM-Z6100-PS
Orientation	ADDM-Z6200-PS
onemation	MEYS-Z6200-B
Casta	MEYS-Z6200-C
ocale	MEYS-Z6200-D
_	Printers & Scanners Preferences

6. For the paper size, select either US Letter, or Tabloid, then click on OK

Page Setup
Settings: Page Attributes
Format For: ADDM-PHASER
Xerox Phaser 7800GX, 3.33.1
Paper Size: US Letter
8.50 by 11.00 inches
Orientation:
Scale: 100 %
? Cancel OK

7. If you are printing to the ADDM-PHASER printer, and want to print on Card Stock paper



# PennDesign IT Services Mac Printing Instructions

a. Click on Printer

Print	
Printer: ADDM-PHASER G Advanced Copies: 1 0 Print in grayscale (bits	Hein (
Pages to Print All Current page Pages 1	Comments & Forms Document and Markups Summarize Comments
<ul> <li>More Options</li> </ul>	Scale: 100%
Base         Poster         Multiple         Booklet           Fit         Actual see         Actual see         Gene Actual see	11 x 8.5 Inches
Print on both sides of paper Orientation: Auto portrablandscape Pertrait Landscape	
Page Setup Printer	Page 1 of 1 Cancel Print

b. Select Xerox Features

	Print	
Printer:	ADDM-PHASER	•
Presets: Copies:	1	
Pages:	All From: 1 to: ' ' Layout Color Matching Paper Handling Paper Feed Cover Page Xerox Features	
? PDF ▼ Hide De	tails	Reverse page orientation Flip horizontally Cancel Print

c. Select Paper > Other Type > Heavyweight Cardstock





## Mac Printing Instructions

d. You can print 2-sided on Heavyweight Cardstock paper

Printer:       ADDM-PHASER       •         Preset:       Urfault Satting:       •         Copie:       •       •         Page:       •       •         Print:       1       to:       1         Verox:       Features:       •       •         Page:       •       •       •         Job Type:       •       •       •         Job Type:       •       •       •         Pager/Output       •       •       •         Job Type:       •       •       •       •         Staded Print:       •       •       •       •       •         Output Destination       •       •       •       •       •       •         Output Destination       •	Print	
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e. Click on Print to return to the Adobe Print dialog



8. Click on Print to send your job to the printer

