PennDesign IT Services

PC Printing Instructions

Printing & Plotting

Nate Cosgrove 6/12/2015

PennDesign IT Services PC Printing Instructions

Contents

Preparing Your Document	2
Using an Illustrator AI	2
Using an InDesign INDD	3
Using a Photoshop PSD	4
Converting Your Document to a PDF	7
Test Prints/Color Management	8
Printing/Plotting Your PDF Document	9
Plotters	9
Laser Printers	14



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

Export Export							X
😋 🔵 = 🕌 « Con	munications + Tu	utorials + Printing +	PC + Example Documents		- 49	Search Example Documents	Q
Organize - New	folder					8= •	0
Box Sync	* Name	^	Date modified	Туре	Size		
Google Drive SpiderOak Hive OneDrive			No item	s match your search.			
Cibraries							
Pictures	E						
Computer	d						
installs\$ (\\jove.	c						
COMP (\\jove\F	hr de						
😪 enat (\\jove.des	× -						
File name: 1	llustrator - Earth fro	im Space - Print.tif					-
Save as type:	TFF (*.TTF)						-
	🔝 Use Artboard	s					
	All Reserve						
	1						
Hide Folders						Export Cancel	

- 3. Set the appropriate options, then click on 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

	File Edit Image Layer	Type Select Fil
	New	Ctrl+N
	Open	Ctrl+O
	Browse in Bridge	Alt+Ctrl+O
	Open As	Alt+Shift+Ctrl+O
	Open as Smart Object	
	Open Recent	,
	Close	Ctrl+W
×.	Close All	Alt+Ctrl+W
	Close and Go to Bridge	Shift+Ctrl+W
	Save	Ctrl+S
	Save As	Shift+Ctrl+S
10	Check In	
	Revert	F12
	Extract Assets	Alt+Shift+Ctrl+W
±.,	Generate	,
	Save for Web	Alt+Shift+Ctrl+S
₽.	Place Embedded	
	Place Linked	
<u> </u>	Package	
	Import	•
•••	Export	,
0.	Share on Behance	
	Automate	,
	Scripts	•
	File Info	Alt+Shift+Ctrl+I
-	Print	Ctrl+P
	Print One Copy	Alt+Shift+Ctrl+P
	Exit	Ctrl+Q

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

Contraction	reauens + reconais + Printi	ng , rc , ean	ipre bocuments		Sedicit Ex	umpre pocuments	
Organize • New folde	II.					88 •	
Box Sync *	Name		Date modified	Туре	Size		
Google Drive SpiderOak Hive OneDrive	Photoshop - Earth from	Space.psd	6/11/2015 11:24 AM	Adobe Photoshop	. 15,092 KB		
Cibraries Cocuments Cocuments Cibraries Cibra							
Computer Computer System Reserved Cocal Disk (D:) Cocal Disk (D:) Cocal Colore (C) Comp (V) Sove(Pr Comp (V) Sove(Pr Comp (V) Sove(Pr							
😪 enat (\\jove.desir +							
File name: Photo	shop - Earth from Space - Prin	t.psd					_
Save as type: Photo	shop (*.PSD;*.PDD)						
Save O	ptions	Save: A	i <mark>s a Copy</mark> lotes Jpha Channels pot Colors	Color:	Use Proof Setup: Working CMVK ICC Profile: U.S. Web Coated (SWOP) v2		



3. From the Layer menu, select Flatten Image



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

			Image	Layer	Туре	Select	Filter 3
			Mode				
	Phot	oshoo	Adjus	tments			•
			Auto	Tone		Shift+	Ctrl+L
			Auto	Contrast	A	It+Shift+	Ctrl+L
			Auto	Color		Shift+	Ctrl+B
			Image	e Size		Alt	Ctrl+1
			Canva	as Size		Alt+	Ctrl+C
			Image	e Rotation	1		· •
			Crop				
			Trim.				
1			Revea	I All			
			Dupli	cate			
			Apply	Image			
÷.			Calcu	lations			
			Varial	oles			> .
			Apply	Data Set			
			Trap.				
			Analy	sis			•

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

	Mode		•	B	itmap irmacale	
Photoshop	Adjustments Auto Tone Auto Contrast Auto Color	Shift+C Alt+Shift+C Shift+C	trl+L trl+L trl+B		Inotone Indexed C IGB Color IMYK Col ab Color	olor I Ior
т. М. Н. М. А.	Carwas Size Image Rotation Crop Trim Reveal All	Alt+Ct	rl+C	1 3	Aultichan Bits/Cha 6 Bits/Ch 2 Bits/Ch	inel innel iannel iannel
ク. ノ. 上.	Duplicate Apply Image Calculations				olor Tab	t
7. 9.	Variables Apply Data Set		,			
Π.	Trap					
۵.	Analysis					



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



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





Converting Your Document to a PDF

1. From the File menu, select Save As



2. Set Save as type to Photoshop PDF

Save As		-	the little top				×
🕞 🕘 - 🕌 « Comm	unications + Tut	torials + Printing + PC	Example Documents		 49 Search Exan 	ple Documents	Q
Organize 👻 New fol	lder					30 ·	
Box Sync Google Drive SpiderOak Hive OneDrive	Name	\$	Date modified No items r	Type natch your search.	Size		
Computer System Reserved Computer Computer							
File name: Pho	otoshop - Earth fro	em Space - Print.pdf					
Save as type: Pho	toshop PDF (*.PD	F;*.PDP)					•
Save	Options	5	ave: As a Copy Notes Alpha Channels Spot Colors Layers	Cole	on: Use Proof Setup: Working CMYK V ICC Profile: U.S. Web Coated (SWOP) v2 en: Thumbnail		
Hide Folders					Save	Cance	

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



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 Properties





5. Under Paper/Quality, click on Custom

Factory defaults	 Save 	Delete
aper Options	-	
Document size: 8.50 x 11.00 inches	۲	1
Letter		
	×	
Margins/Layout Custom		
Currently loaded paper:	Printed	on: 8.50 x 11.00 inch
Printer information not available		
Printer information not available		
Printer information not available	Print Quality	
Printer information not available	Print Quality Standard options	
Printer information not available	Print Quality Standard options	
Printer information not available Paper source:	Print Quality Standard options	Quality
Printer information not available Paper source: Use printer settings	Print Quality Standard options Speed	Quality
Printer information not available Paper source: Use printer settings	Print Quality Standard options Speed Custom options	Quality Settings
Printer information not available Paper source: Use printer settings Paper type: Libe information	Print Quality Standard options D Speed Custom options Rendering resolution (pp):	Quality Settings
Printer information not available Paper source: Use printer estings Paper type: Use printer settings •	Print Quality Standard options Speed Cutation options Rendering resolution (pp):	Quality Settings 600 Automatic
Printer information not available Paper source: Use printer settings Paper type: Use printer settings	Print Quality Standard options Speed Custom options Rendering resolution (gp): Printing resolution (gp):	Quality Settings 600 Automatic

Set the Width and Length to the size of your document + 1in (for a document that is 13in x 19in, set the size to 14in x 20in); For the name, use the name of your document to make it easier to find. Click Save then OK

Units		
Incres		
Milmete	rs	
Size	_	_
Width:	14.00	(3.00 - 60.00)
		_ 1 1.
Length:	20.00	(5.51 - 3582.68)
Name		
Earth from	Space	
_		

7. Make sure that the *Document size* is the **new size you just created**.





8. Under the *Layout/Output* tab, select **Landscape**

Quick sets:	
Factory defaults	Save Delete
Resizing Options Actual size	
 ○ Rt to: Letter v ○ % of actual size:	Printed on: 8.50 x 11.00 index
Orientation	Rotation Rotation: Avoid Clipping -
Output Options	Roll Options
Copies 1 Collate	Disable automatic cutter Remove blank areas
	Account ID:
(IP)	Help

9. Under the Advanced tab, set TrueType Font to Download as Soft Font, then click on OK

me \\vulcan\MEYS-Z6200-C Properties	×
Paner/Duality Lawy & Duty & Color, Advanced	
Advanced Features	
Document Options	
PostScript Options	
PostScript output options: Optimize for speed	
TrueType Font download option: Automatic	
TrueType Font: Download as Soft Font	
PostScript language level: 2	
Send PostScript error handler: Yes	
Printer Features	
Max. Application resolution: Auto	
Mirror image: Off	
[e]	
L	
	OK Cancel

- 10. If you are printing a document, and did not use the instructions for creating a PDF from Photoshop, do the following
 - a. Click on the Advanced button

Copyers Pages (C) Mail Pages (C) Mail Some table (Comments) Pages (C) Mail<	Ingles, (Notaminer's Ease c	Advanced
Pages to Pold Comments 4 forms Ourser to gas: Documents of Mundage Pages [] Sommatics Comments State 200% Sometale ages: Concert pages resurce by PSF page sign Sometale ages: State 200% Sometale ages: Sometale 200% Sometale ages: Sometale 200% Sometale ages: Sometale 200% Sometale ages: Sometale 200% Sometale ages:	opies: 1	e (black and white)
All Connert tags Decomert tags Decomert tags Decomert tags Decomert tags Decomert tags Decomert tags Summatice Comments Summatice Comments Summatice Comments Decomert tags Decomer	ages to Print	Comments & Forms
Contra tage Contra tage Summarize Comments Sealer 100% Sealer 100% Sealer 100% Sealer 100% Solution Sealer 100% Solution Sealer 100% Solution Sealer 100% Solution Sealer 100% Solution Sealer 100% Solution Sol) All	Document and Markups 🔹
Partice II Scale 100% Set Colorisons Scale 100% Parts State Atunding Image: Scale 100% Image: State Scale 100% Image: Scale 100% Image: Scale 100% Image: Scal	Current page	Summarize Comments
hage Skalag & Handling & Skalag & Handling & Et & Svink overside pages © honko once pager source by POF page sige Svinkations & Anda spice Anankouce O honkation	More Options	Scale: 100%
	see Staing A Hundling () () () () () () () () () ()	20 x 14 loches



b. Check the box next to Print as Image, and set the resolution to 300dpi, then click on OK

vinter: \\vulcan\MEYS-Z6200-C	Print to File Print As Image v doi
	Color Management
	Color Handling: +
	Color Profile
Outnut	Output Color:
Marks and Bleeds	7 Treat gravs as K-only gravs
Color Management	Preserve Black
	Preserve CMYK Primaries
	Apply output preview settings
Stree -	

11. Set the Orientation to Landscape

Prigter: \\vulcan\MEYS-Z6200-C Properties Adv Copies: 1 Print in grayscale (b	anced Help 😧
Page Shint All Comment page Page Page	Cognent & Forms Decarer and Markups Summarize Conventio 3 Cell: 100% 20 x 14 biches
Page Situp	Page1 of 1 Print Cancel

12. Click Print

Print	
Prigter: (\\vulcan\MEYS-Z6200-C Properties Adv Copies: 1 Print in grayscale (bi	anced Help 😯
Pages to Print @ All Current page Pages [1	Comments & Forms Document and Markups Summarize Comments
More Options Prog Station & Handling @	Scale 100%
Page Şetop	< Page 1 of 1 Print Cancel



Laser Printers

1. Open your PDF in Adobe Acrobat Pro

👃 Adobe Acrobat Pro	
File Edit View Window Help	
2 Open	
Open From Acrobat.com	
🔁 Create	,
🖹 Save	Ctrl+S
Save As	Shift+Ctrl+S
Save As Other	•
Save To Acrobat.com	
Send File	
😥 Get Documents Signed	
Revert	
Close	Ctrl+W
Propgeties	Ctrl+D
💮 Print	Ctrl+P
View All Recent Files	
1 S:\\Action Language Reference.pdf	
2 S:\Printing\Equitrac\Administration_G	iuide.pdf
3 S:\\Relevance Language Guide.pdf	
4 S:\\Mac Inspectors 81_110706.pdf	
5 \\\15874072779-427402849-registrat	ion.pdf
Egit	Ctrl+Q

2. From the File menu, select Print

🟃 Photoshop - Earth from Space - Print.pd	f - Adobe Acrobat Pro
File Edit View Window Help	
🖄 Open	Ctrl+O
Open From Acrobat.com	E Contraction of the second seco
ち Create	•
🖹 Şave	Ctrl+S
Save As	Shift+Ctrl+S
Save As Other	•
Save To Acrobat.com	
Send File	
🔐 Get Documents Signed	
Revert	
Close	Ctrl+W
Propgrties	Ctrl+D
🗟 <u>P</u> rint	Ctrl+P
View All Recent Files	
1 S \Photoshop - Earth Space - Print.	pdf
2 S:\\Action Language Reference.pdf	
3 S:\Printing\Equitrac\Administration_G	uide.pdf
4 S:\\Relevance Language Guide.pdf	
5 S:\\Mac Inspectors 81_110706.pdf	
Exit	Ctrl+Q

3. Select the printer you want to use





4. Click on Properties



5. On the *Paper/Quality* tab, select the appropriate paper size. Note that we only stock Letter (8.5x11) and Tabloid (11x17) sizes.

Paper Options Paper State: 8.5 × 11 inches Lottor Custon	
Peersonce: Adomatcaly Select Repertpe: Pan Special page: Cores Print pages offerent pager	Pet Quality
Settings	Default
hp .	About Help

- 6. If you are printing on Card stock paper on the ADDM-PHASER PRINTER
 - a. Under Paper type, select More

Advanced	Printing Shortcuts	Paper/Quality Effects R	inishing Job Storage	Color Services	
Paper C Paper	options sizes:	8.5 × 11 inches		E	
-	Louis	Custom			
Paper	source:				
	Automatically Select	•			
Papert	ype: Plain	-			
	Plain				
	More		Print Quality		
0	overa		1200 x 600		•
1	int pages on differen	paper	Gloss Level:		
			Default		•
		Settings			
D				About	Help

b. Select Presentation 96-130g -> Heavy 111-130g, then click OK





7. To print double-sided, select Finishing, then check Print on both sides

Print on both sides Rip pages up Booklet lavout:	*
Off	
Pages per sheet:	
Page per aneer Print page borders Page order: Date theo Down	
right, then bown	Orientation
	Portrait
	C Landscape
	Rotate by 180 degrees
	I Meror Image

8. Select the Color tab, and set RGB color to Photo (Adobe RGB 1998), then click OK

IN \\vulcan\MEY3-6015-PS Document Properties	
Advanced Petring Shotcas Paper/Quality Effects Finals Color Options @ Astendid C ManualSettings Petr in Grayscale	ng Job Storage Color Services
Color Themes	
RGB color: [Phote (Iddee RGB 1999)	
	Aboxt Help

- 9. If you are printing a document, and did not use the instructions for creating a PDF from Photoshop, do the following
 - a. Click on the **Advanced** button





b. Check the box for Print as Image

			-		_	
rinter: \\vulcan\MEV3-6015-PS		Print to Fil	e V	Print As Ima	ge 300	• dpi
	Output					
		Composite	~			
	Flip:	None	-	Negative		
Jutput		Silei 300 dei				
Aarks and Bleeds		[sederational.				
Color Management	Trapping:	Off	*	Trap Presets		
	Transparen	cy Flatterier Preset: TH	ligh Resi	ution] -		
	Simulate	Overprinting				
	Tille May	imum Available IPEG200	10 Imane	Resolution		
	Link Iviana	yer				
	0	Name Brocess Cupp	Fre	quency 7.424	Angle 71 S65	
Contraction of the local diversion	10	Process Magenta		7,434	18.435	
	4	Process Yellow	5	0.000	0.000	
	66	Process Black	5	3.033	45.000	
	Frequen	cyr 47.43 Ipi Angle	71.5	7 ⁴ Ink Ma	nager	Reset
	Frequen	cy: 47.43 lpi Angle	71.5	7 ⁴ Ink Ma	nager	Reset
	Frequen	cy 47.43 Ipi Angli	71.5	7 ⁴ Ink Ma	nager	Reset
	Frequen	cy (47.43 lp Angli	71.5	7 ⁴ Ink Ma	nager	Reset

10. Click on Print

