

PennDesign IT Services

PC Printing Instructions

Printing & Plotting

Nate Cosgrove
6/12/2015

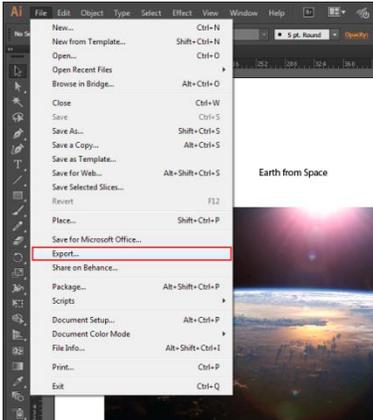
Contents

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

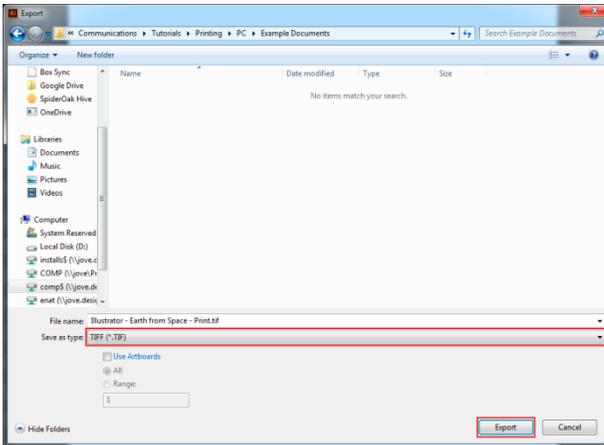
Preparing Your Document

Using an Illustrator AI

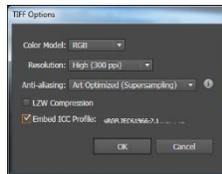
1. From the *File* menu, select **Export**



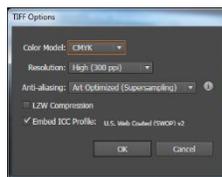
2. For *Save as type*, select **TIFF**, then click on **Export**



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*

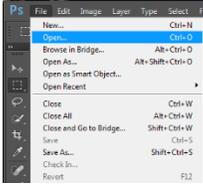


- b. For laser printers, set *Color Model* to **CMYK**, *Resolution* to **300ppi** and *check Embed ICC Profile*



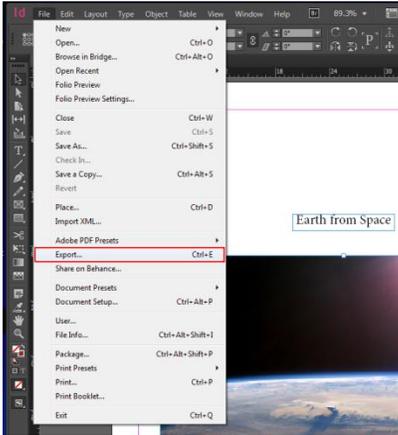
PC Printing Instructions

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

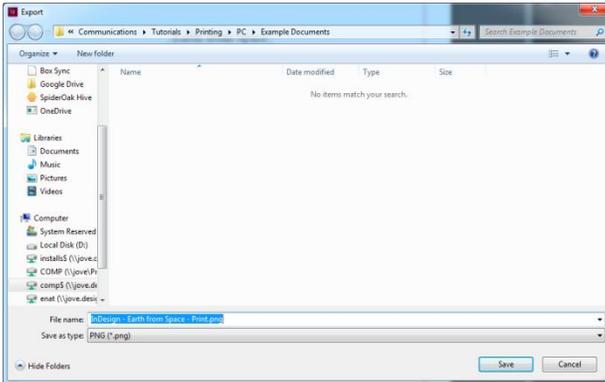


Using an InDesign INDD

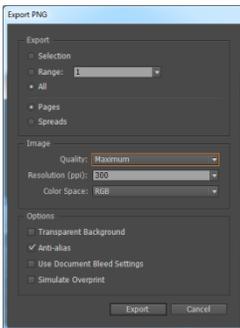
1. From the *File* menu, select **Export**



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

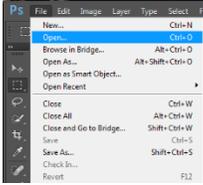


3. Set *Quality* to **Maximum**, and *Resolution* to **300**, then click **Export**



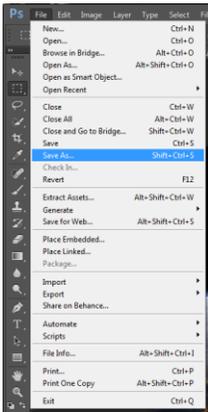
PC Printing Instructions

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

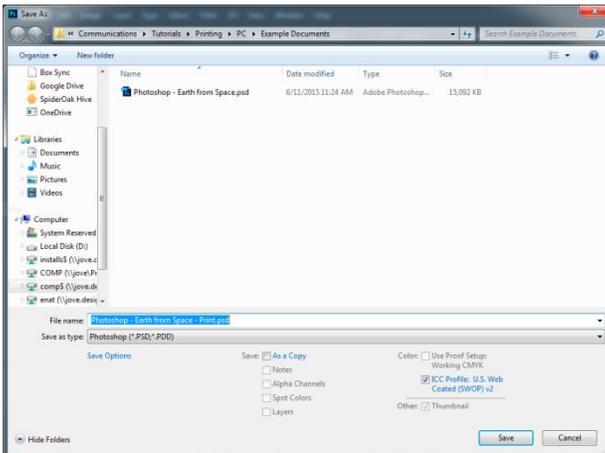


Using a Photoshop PSD

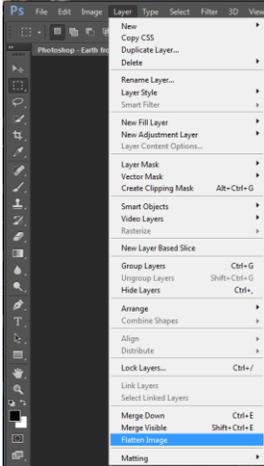
1. From the *File* menu, select **Save As**



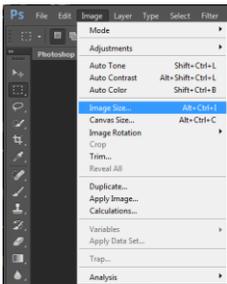
2. Append “ - **Print**” to the end of your filename (this helps differentiate the print file from the working file)



- From the *Layer* menu, select **Flatten Image**

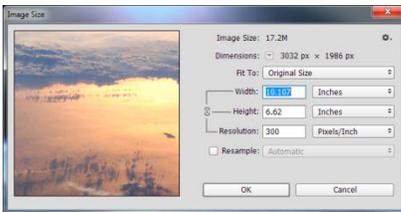


- From the *Image* menu, select **Image Size** (Alternately, press **Ctrl+Alt+i**)

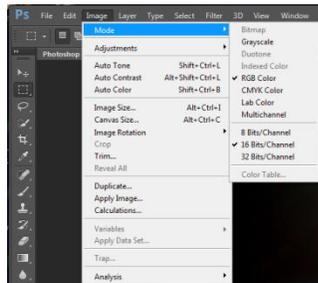


- Note: Only do this step if your resolution is greater than 300! For InDesign and Illustrator documents the resolution should already be 300.**

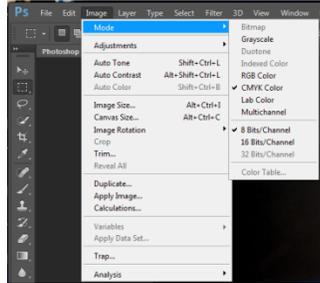
Uncheck Resample, then set *Resolution* to **300**



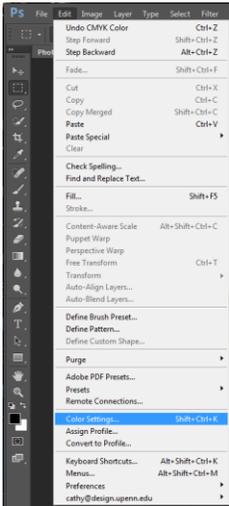
- Set the *Mode* settings according to the printer you will be using:
 - For **Plotters**, select **RGB Color**, and **16 Bits/Channel**



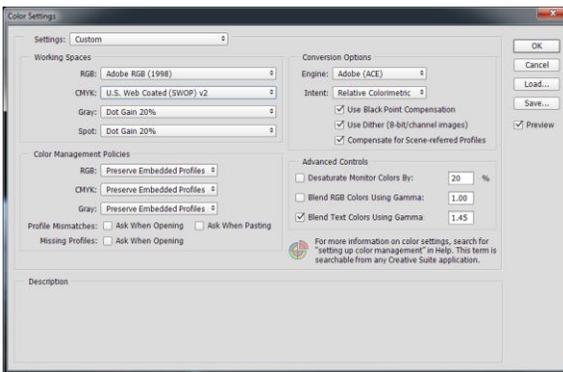
b. For Printers, select **CMYK Color**, and **8 Bits/Channel**



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

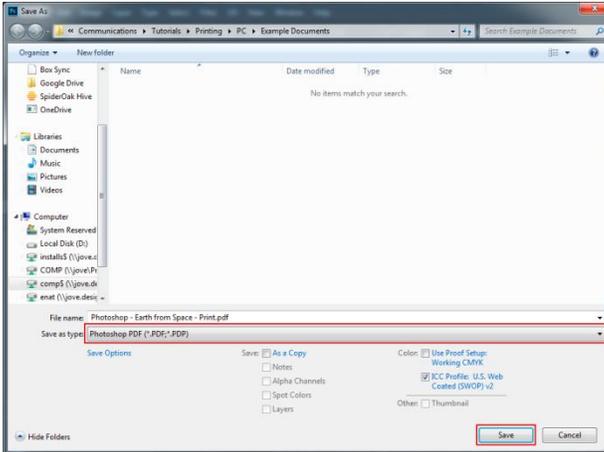


Converting Your Document to a PDF

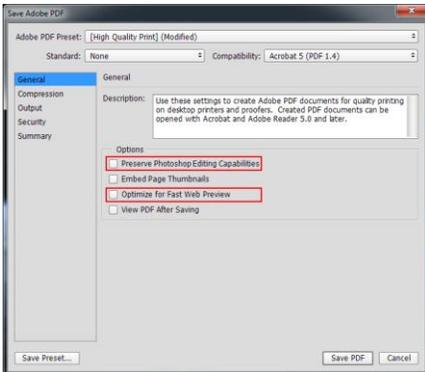
1. From the *File* menu, select **Save As**



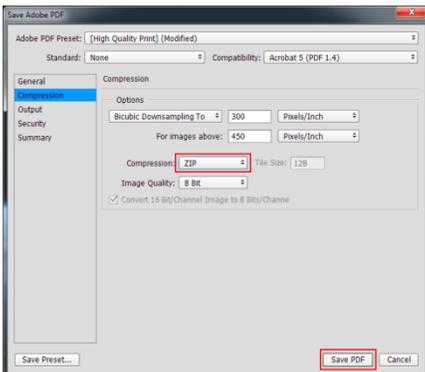
2. Set *Save as type* to **Photoshop PDF**



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

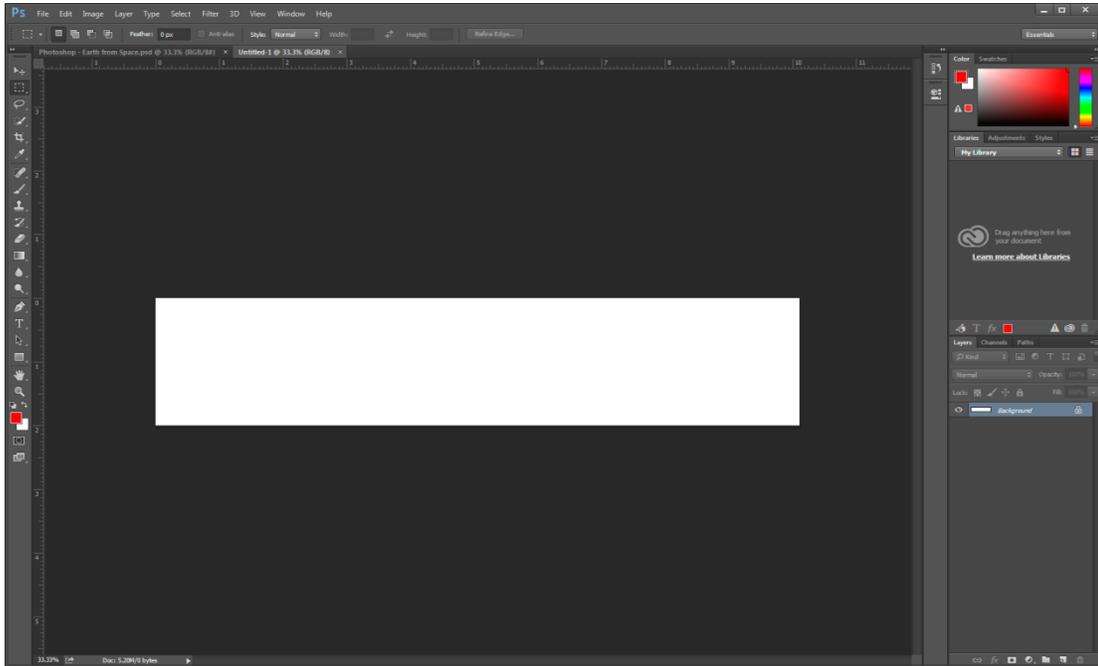


4. Select the *Compression* panel, then set *Compression* to **Zip** and click on **Save PDF**

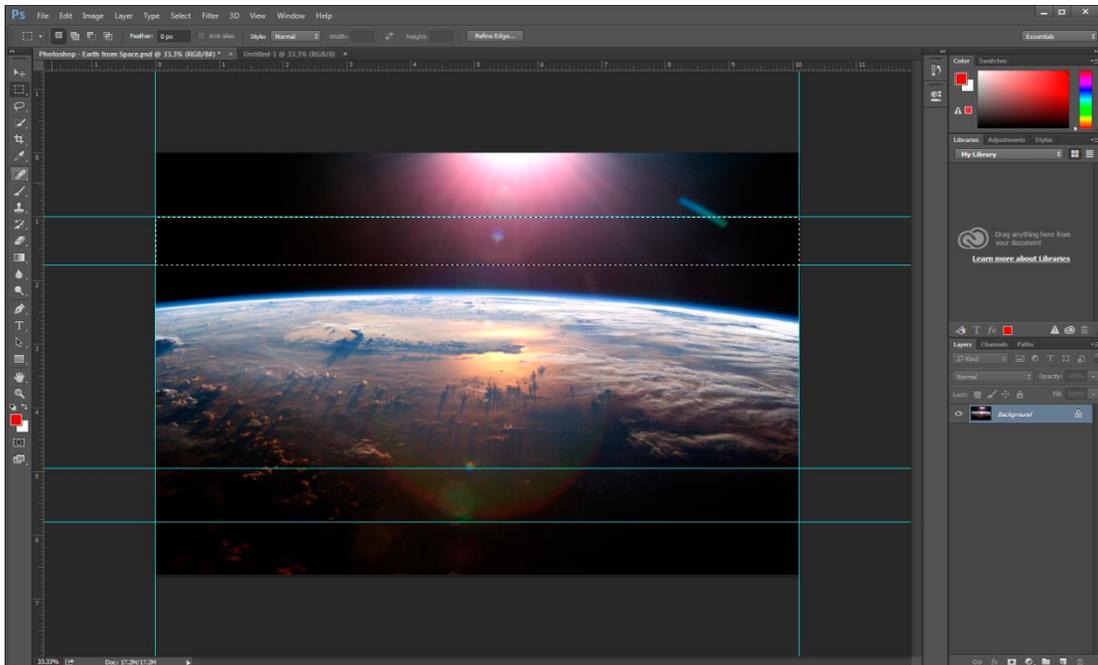


Test Prints/Color Management

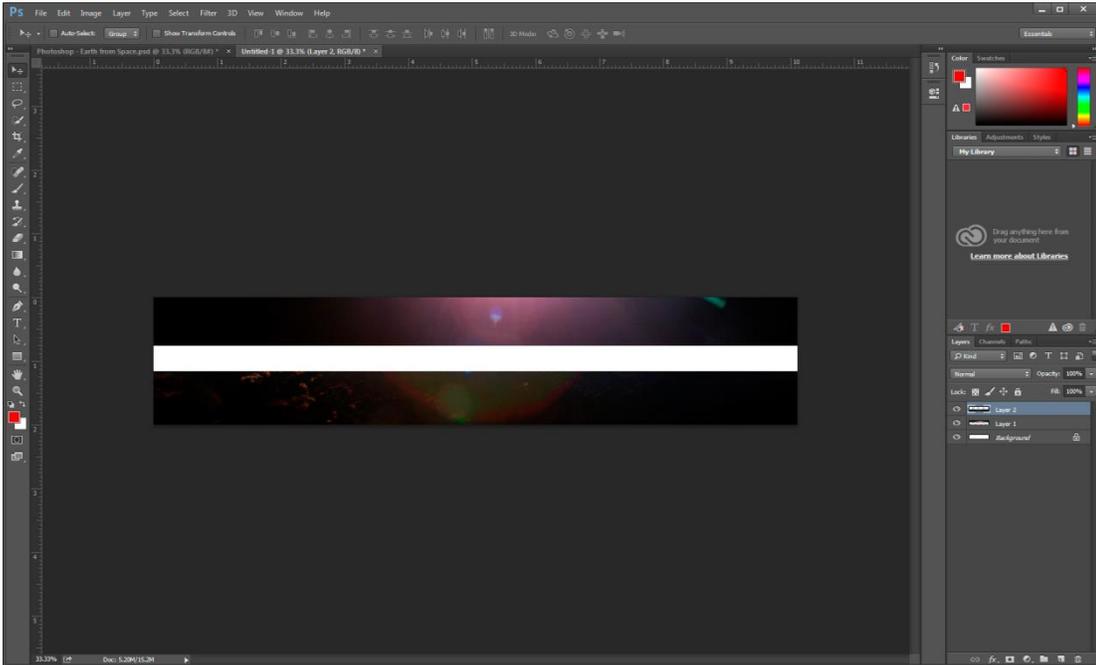
1. Create a new Photoshop document



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



3. Paste that select into the new document

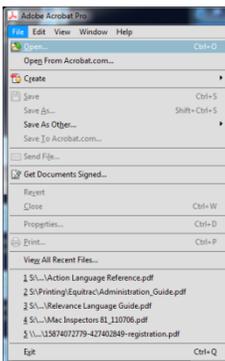


4. Prepare the document using the instructions from **Using a Photoshop PSD** under **Preparing Your Document**
5. Follow the instructions under **Printing/Plotting Your PDF Document** to print the test document

Printing/Plotting Your PDF Document

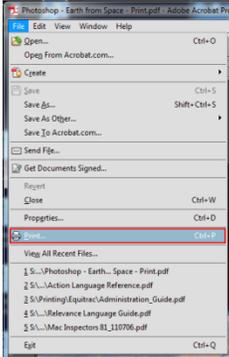
Plotters

1. Open your PDF in Adobe Acrobat Pro

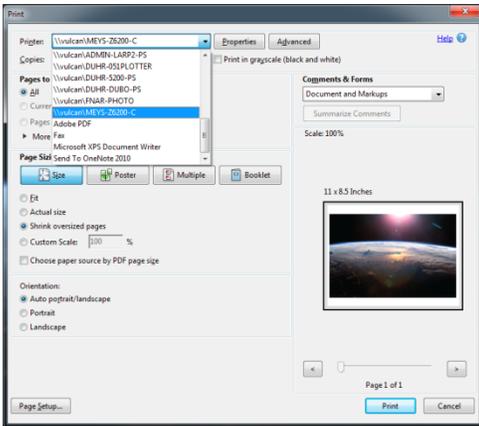


PC Printing Instructions

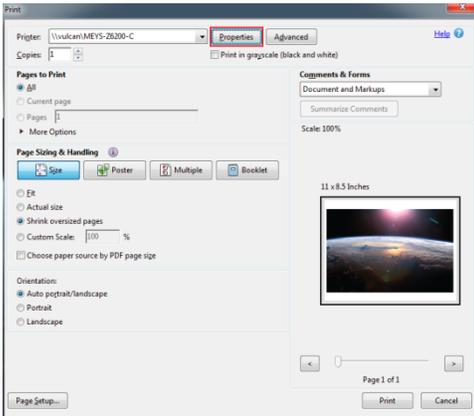
2. From the *File* menu, select **Print**



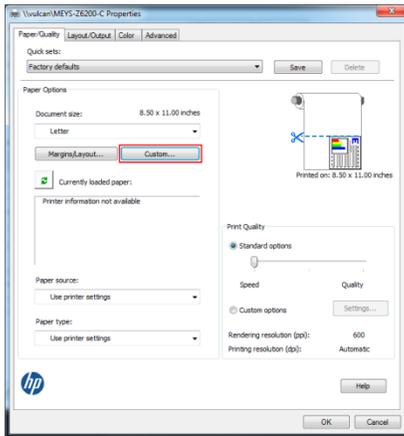
3. Select the printer you want to send the job to



4. Click on **Properties**



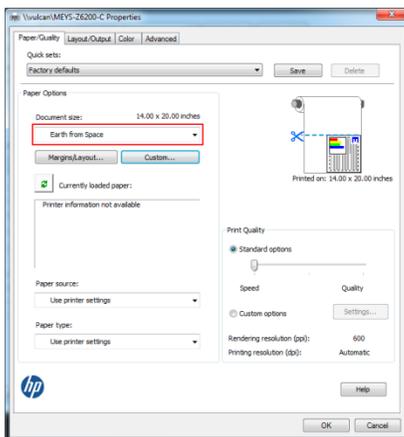
5. Under *Paper/Quality*, click on **Custom**



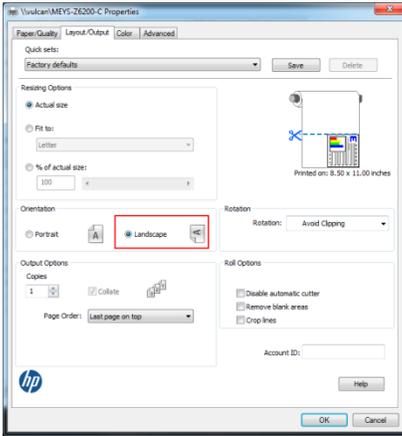
6. Set the *Width* and *Length* to the size of your **document + 1in** (for a document that is 13in x 19in, set the size to 14in x 20in); For the *name*, use the **name of your document** to make it easier to find. Click **Save** then **OK**



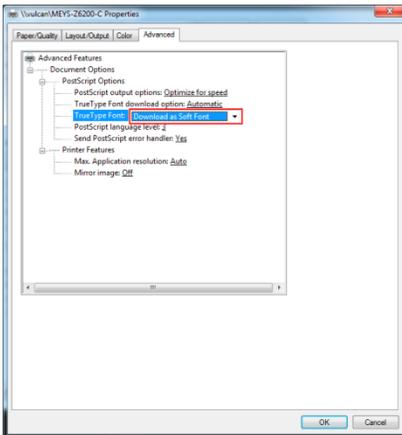
7. Make sure that the *Document size* is the new size you just created.



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

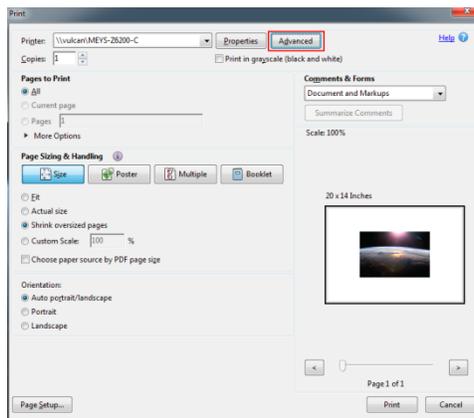


9. Under the *Advanced* tab, set **TrueType Font** to **Download as Soft Font**, then click on **OK**



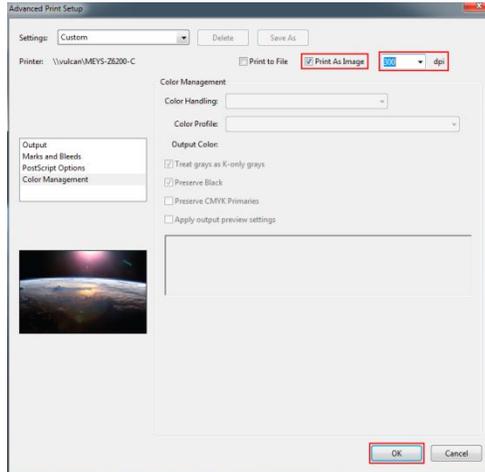
10. If you are printing a document, and did not use the instructions for creating a PDF from Photoshop, do the following

a. Click on the **Advanced** button

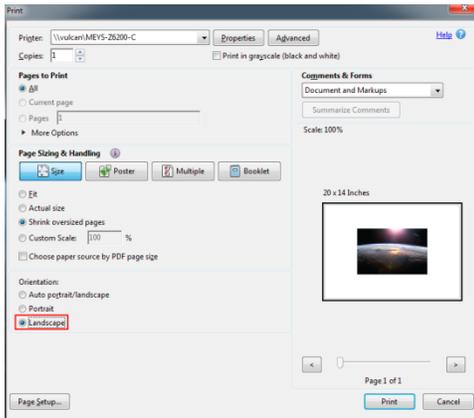


PC Printing Instructions

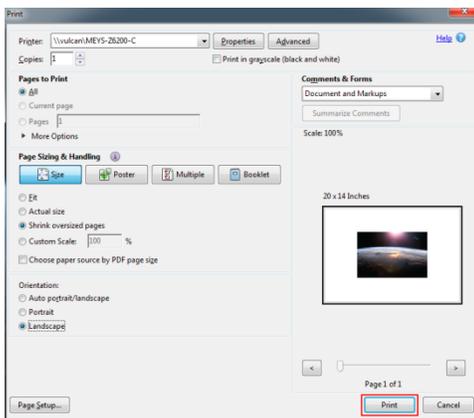
b. Check the box next to *Print as Image*, and set the resolution to **300dpi**, then click on **OK**



11. Set the Orientation to Landscape

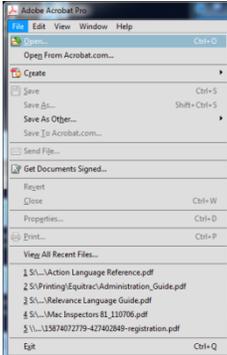


12. Click Print

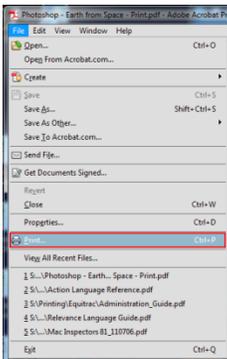


Laser Printers

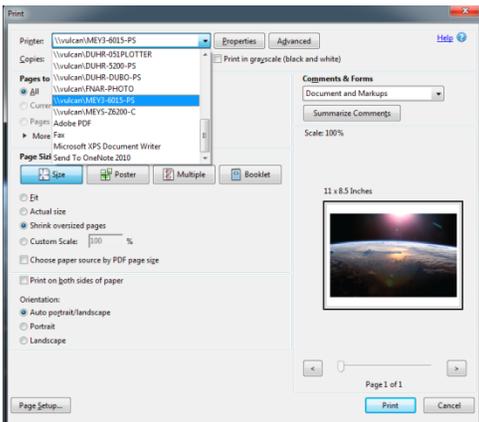
1. Open your PDF in Adobe Acrobat Pro



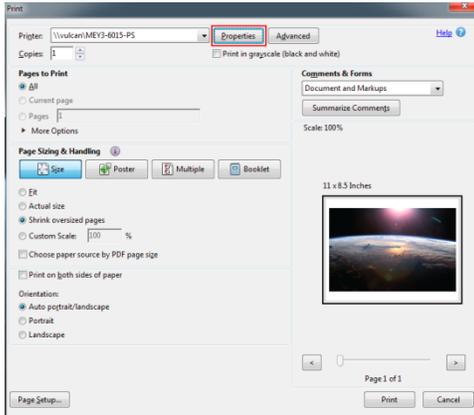
2. From the *File* menu, select **Print**



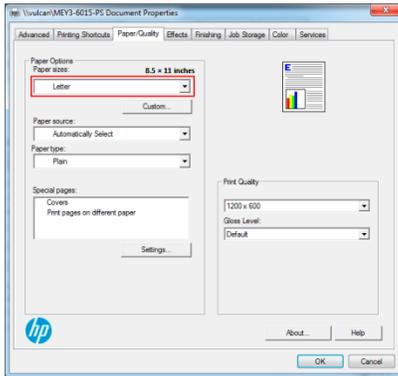
3. Select the printer you want to use



4. Click on **Properties**

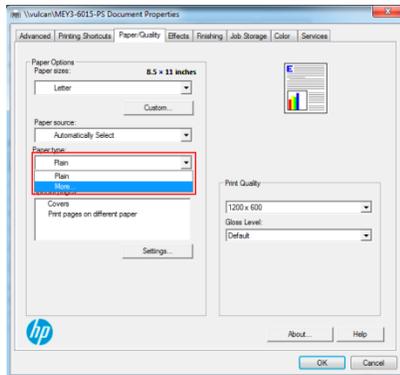


5. On the *Paper/Quality* tab, select the appropriate paper size. Note that we only stock Letter (8.5x11) and Tabloid (11x17) sizes.

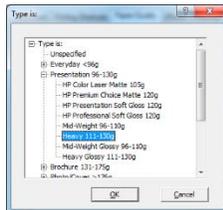


6. If you are printing on Card stock paper on the ADDM-PHASER PRINTER

a. Under *Paper type*, select **More**

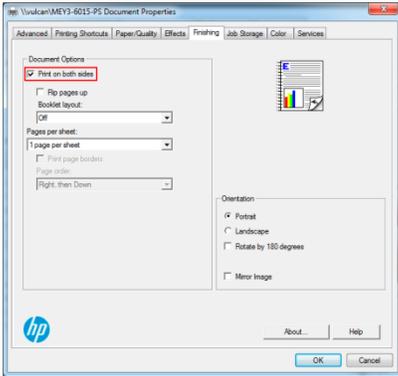


b. Select *Presentation 96-130g* -> **Heavy 111-130g**, then click **OK**

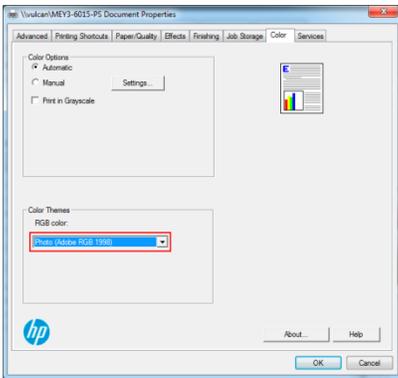


PC Printing Instructions

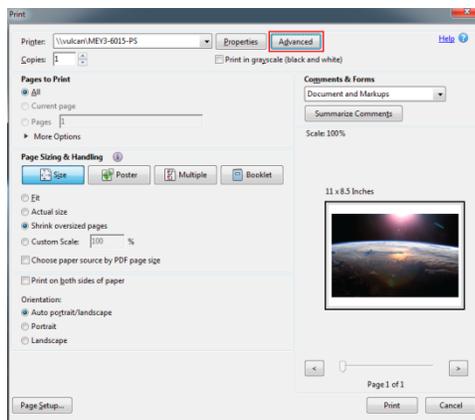
7. To print double-sided, select Finishing, then check Print on both sides



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

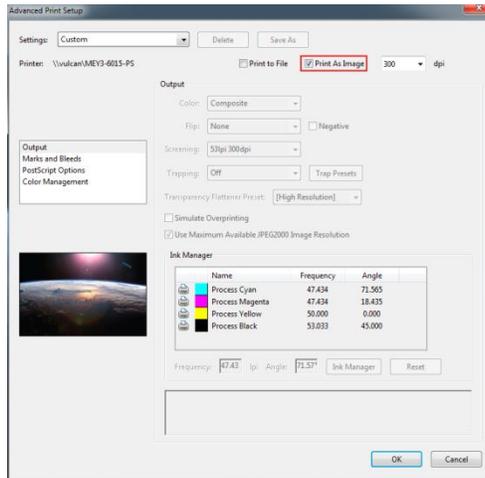


9. If you are printing a document, and did not use the instructions for creating a PDF from Photoshop, do the following
 - a. Click on the **Advanced** button



PC Printing Instructions

b. Check the box for *Print as Image*



10. Click on Print

