



# Preparing and Submitting Files for Epson Printing

## **EPSON 9900/P9000 Specs.**

**This year, due to restrictions posed by the coronavirus pandemic, the Silverstein Digital Projects lab will operate solely as a contact-free digital printing outsource.**

**In-Lab traditional printing and hasselblad scanning is suspended until conditions permit. No student or faculty member will be permitted to enter the Lab for any reason.**

### **Support:**

Virtual assistance and printing consultations are available Monday-Thursday, between 9:00am-5:00pm by appointment.

Please email [danges@design.upenn.edu](mailto:danges@design.upenn.edu) to schedule an appointment.

### **Cost:**

Roll media- Standard paper types are available in 44" and 60" width.

Specialty media is (mostly) limited to a 44" width.

**Minimum border is 0.12" (3mm), full bleed printing is unavailable**

Standard paper types include Glossy, Matte & Luster at \$2.50 per square foot.

Specialty paper types include transparency materials, assorted fabrics and archival rag and photographic papers. These materials vary and costs range between \$3.00- \$7.00 per square foot.

Please visit the 012 Mac Lab in Addams Hall to see samples and pricing of our current inventory.

You are charged for the full width of the paper. Organize your files for cost effective printing.

### **Submission/Return:**

Print jobs require a minimum 48 hour turnaround time and are completed on a first come, first serve basis. If you are interested in running test prints, please allow for additional time.

Submit your file by 9:00am on Monday to receive your print/proof on Tuesday evening or by 9:00am on Wednesday to receive on Thursday evening. Any files submitted outside of these times will be completed for the following Tuesday or Thursday return.

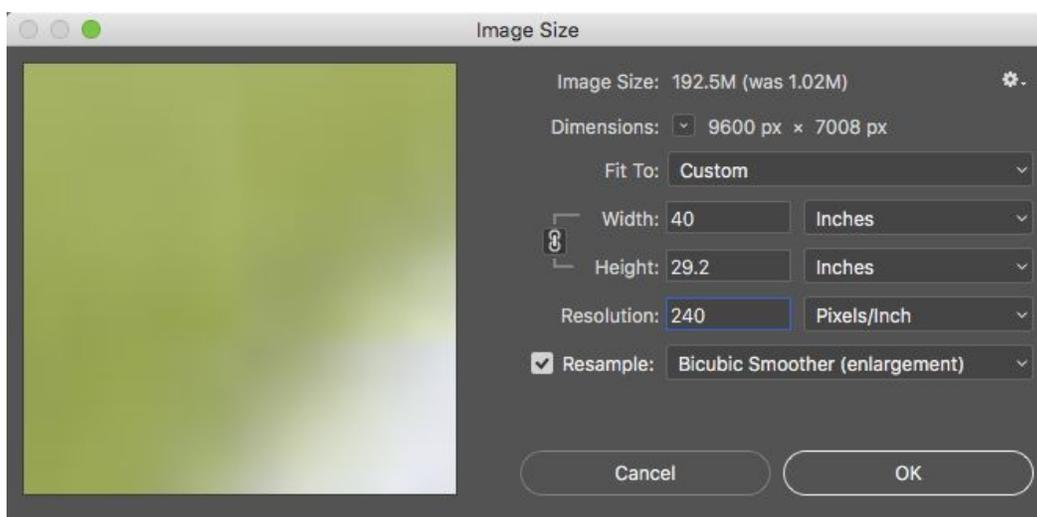
Once your job is complete, you will be notified and can retrieve your print at our contact-free pick up location.

## Preparing your file for submission

1. Make sure your file is print-ready
  - a. Open your file in Photoshop and make sure the mode is set to RGB Color  
**Image > Mode > RGB Color**  
If you are working with Raw files your image should be 16 bit. If your file is 8 bit, there is no reason to choose 16 bit.

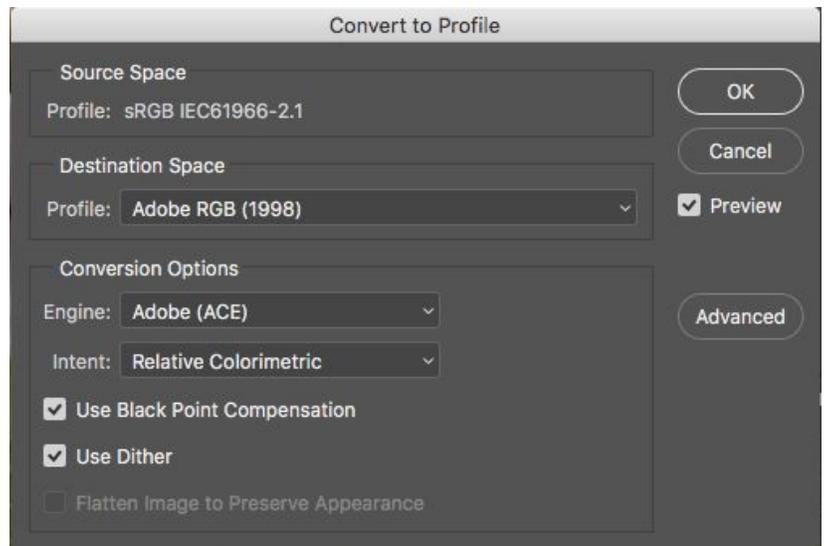
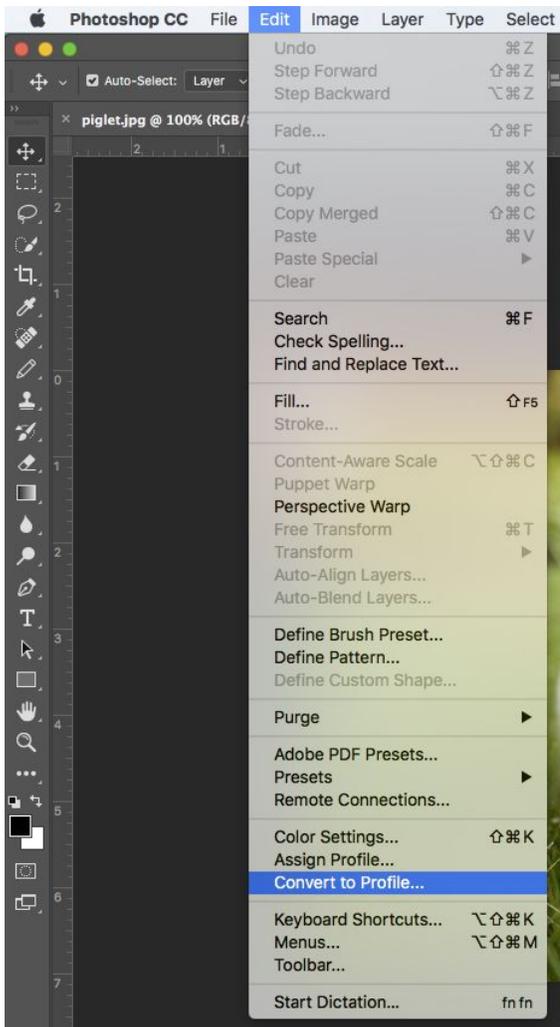


- b. Make sure the Document Size of your file is the correct size you want to print and that the resolution is set to 300 dpi (or as close as possible)  
**Image > Image Size**



2. Make sure your file has the correct color profile. This should be the same as Photoshop's working space: Adobe RGB 1998

**Edit > Convert to Profile**



3. At this point, make any final corrections and flatten your image.

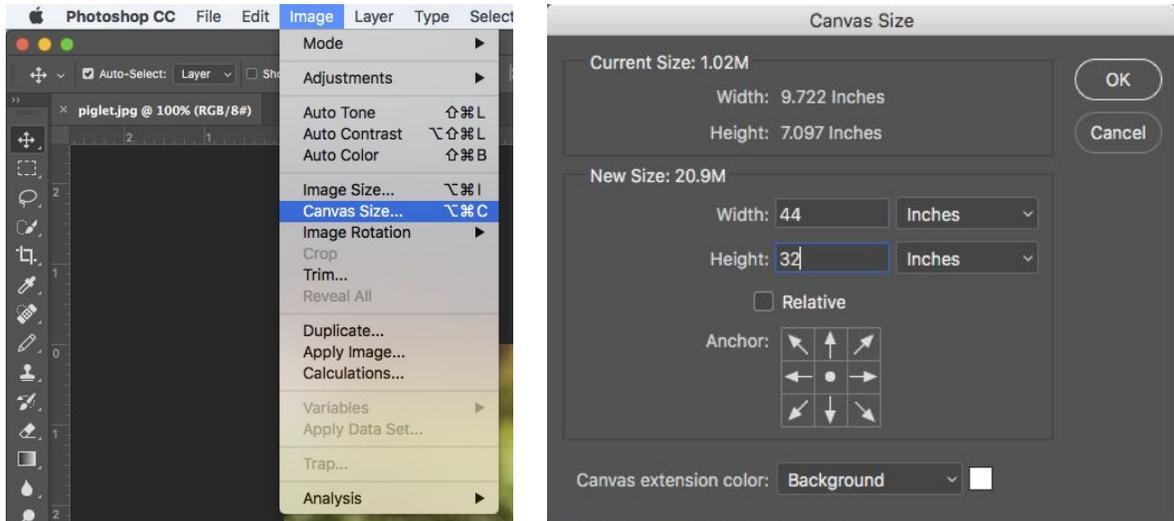
**Layer > Flatten Image**

- Now you want to create a **canvas** to match the paper size for a 44" or 60" paper width.

For example, if your image is 40" wide and 30" in height, you should create a canvas of 44" x 32" to allow a border for framing and handling the print.

*Be sure to utilize the full width of the paper because you will be charged for it.*

### Image > Canvas Size



\*Or, if you have multiple images, you can add them to a single document. Make sure each individual image is flattened and the same DPI as the canvas you are placing them onto. Drag each image onto your canvas. Organize them so that the images share a vertical or horizontal line. This will make trimming your prints much easier.



5. Your file must be saved as a flattened TIFF or PSD format, and titled to your specific paper choice.

Last Name\_Paper Type (G = Gossy, M = Matte, L = Luster)\_Date Submitted

Example: *Danges\_L\_05\_10*

\*for specialty papers use an abbreviation that includes manufacturer name

Hahnemuhle Fine Art Pearl, Example: *Danges\_HFAP\_9\_20*

6. To upload your file, Open the link below  
<https://upenn.box.com/s/tzykhipqzfywcbnc2ylxnc4fz0qke1es>  
Log in using your Penndesign account

Create a New Folder

Folder Name

First and Last Name

Invite People

Shared with GG [Avatar] AJ +3

danges@design.upenn.edu

Permission

Co-owner [Learn More](#)

This content will be shared with external collaborators.

Cancel Create

Create a New Folder

Folder Name: Your first and last name

Invite: [danges@design.upenn.edu](mailto:danges@design.upenn.edu) to share the folder

Permission: Co-owner

Drag your file into the folder and email micah ([danges@design.upenn.edu](mailto:danges@design.upenn.edu)) to let him know that you've submitted a file(s).

In your email, include your PennKey username, paper preference, due date and any other important notes.

