PennDesign IT Services

Mac Printing Instructions

Printing & Plotting

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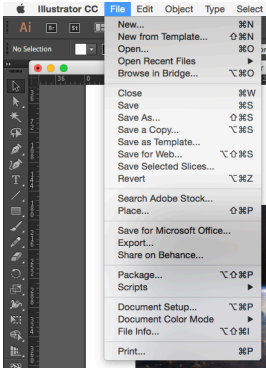
Mac Printing Instructions
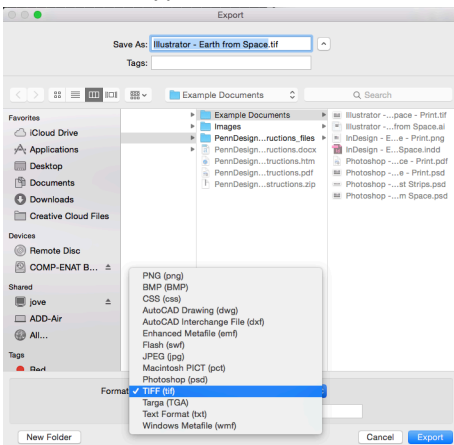
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Mac Printing Instructions

Preparing Your Document

Using an Illustrator AI

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

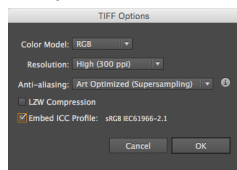

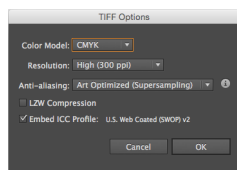2. For *Save as type*, select *TIFF*, then click on **Export**

3. Set the resolution to 300ppi, then click OK

   a. For plotters, set *Color Model* to **RGB**, *Resolution* to **300ppi** and *check* **Embed ICC Profile**
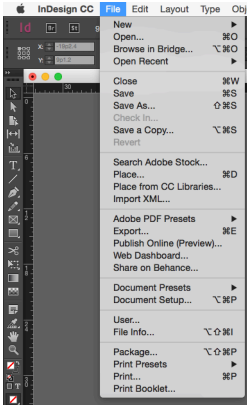

   b. For laser printers, set *Color Model* to **CMYK**, *Resolution* to **300ppi** and *check* **Embed ICC Profile**
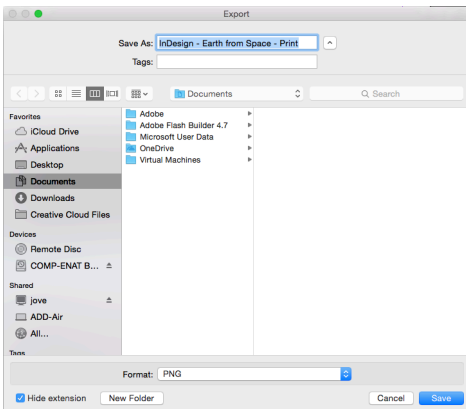

4. Open the TIFF file you just saved in Photoshop, then go to **Using a Photoshop PSD** under **Preparing Your Document**.

![PennDesign IT Services] # Mac Printing Instructions

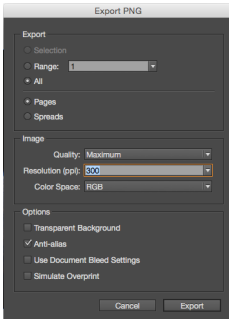## Using an InDesign INDD

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

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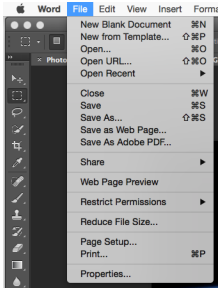

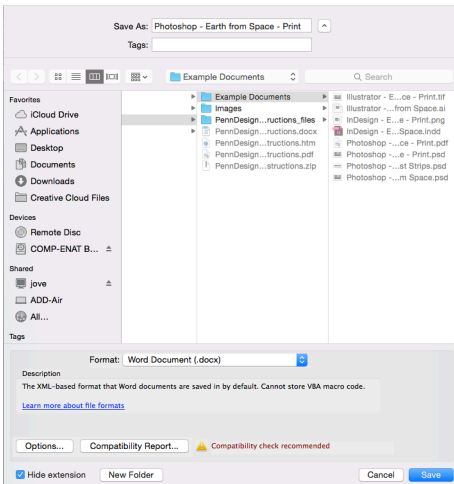3. Set *Quality* to **Maximum**, and *Resolution* to **300**, then click **Export**

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

Mac Printing Instructions
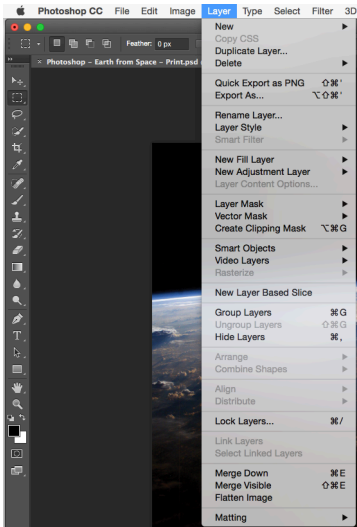
Using a Photoshop PSD

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)
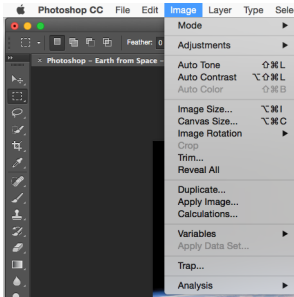

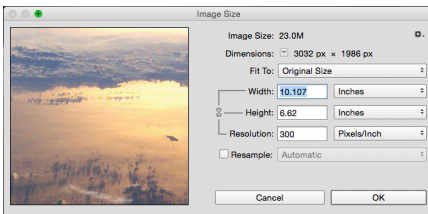3. From the *Layer* menu, select **Flatten Image**

Mac Printing Instructions

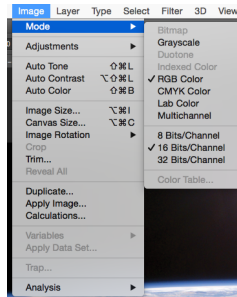4. From the *Image* menu, select **Image Size** (Alternately, press **Ctrl+Alt+i**)

5. **Note: Only do this step if your resolution is greater than 300! For InDesign and Illustator documents the resolution should already be 300.**
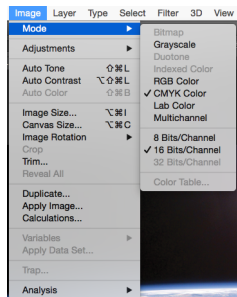
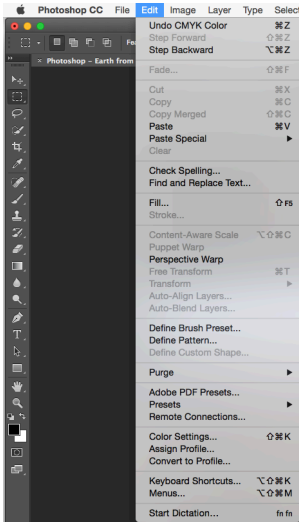   *Uncheck* **Resample**, then set *Resolution* to **300**

6. Set the *Mode* settings according to the printer you will be using:

   a. For **Plotters**, select **RGB Color**, and **16 Bits/Channel**
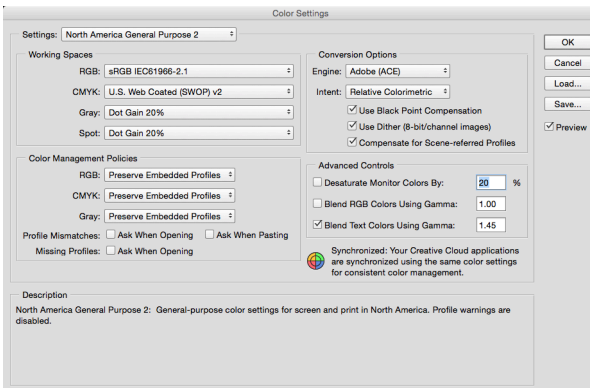

   b. For **Printers**, select **CMYK Color**, and **8 Bits/Channel**

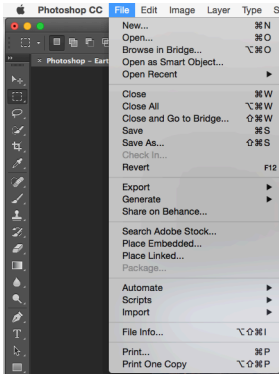7. From the *Edit* menu, select **Color Settings**

8. Under *Working Spaces*, set

   RGB to **Adobe RGB (1998)**

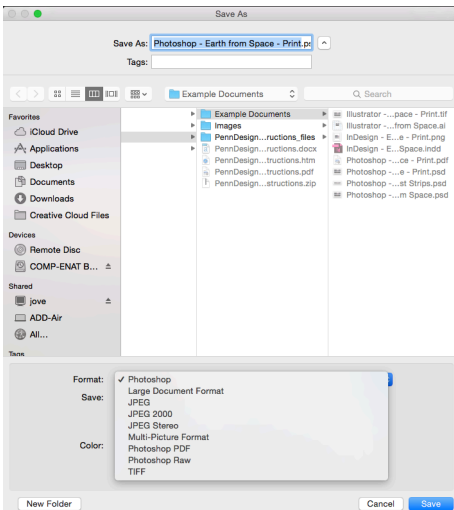   *CMYK* to **U.S. Web Coated (SWOP) v2**

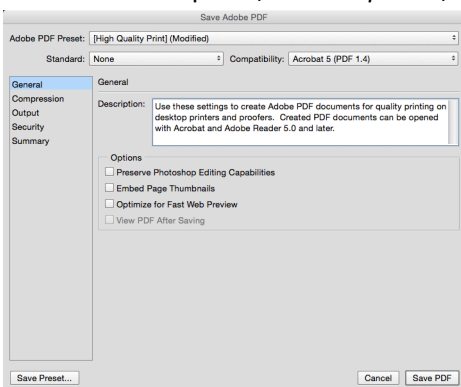   Click **OK**

Converting Your Document to a PDF

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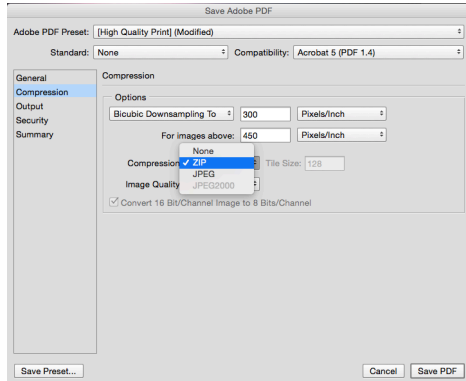

2. Set *Save as type* to **Photoshop PDF**

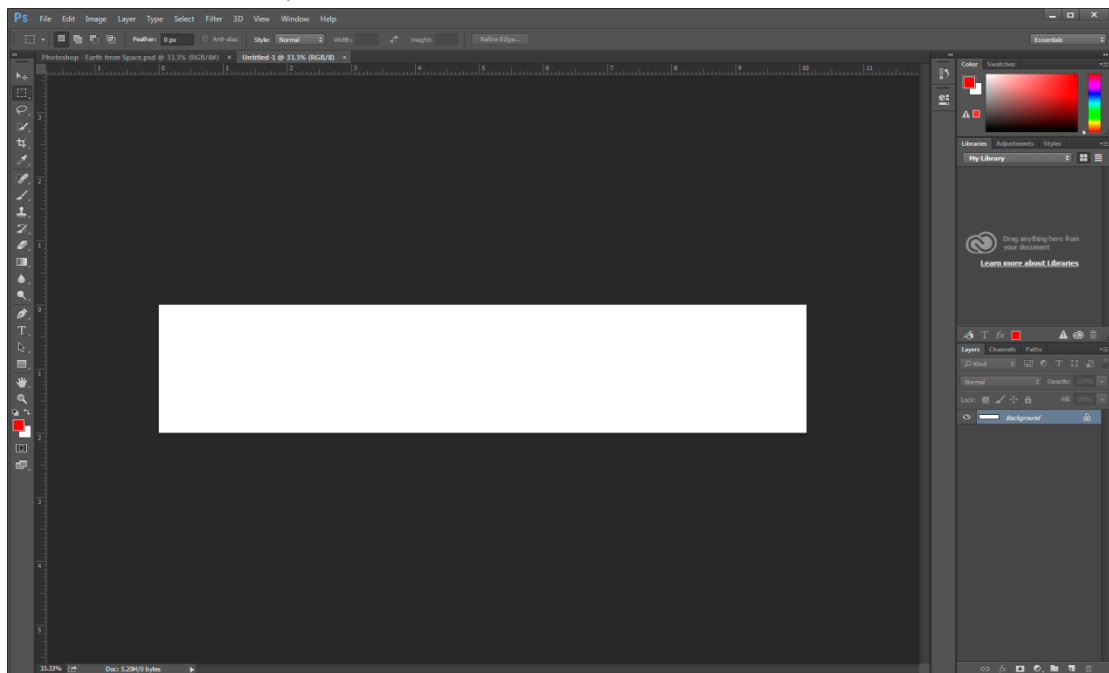3. On the *General* panel, under *Options*, uncheck **everything**

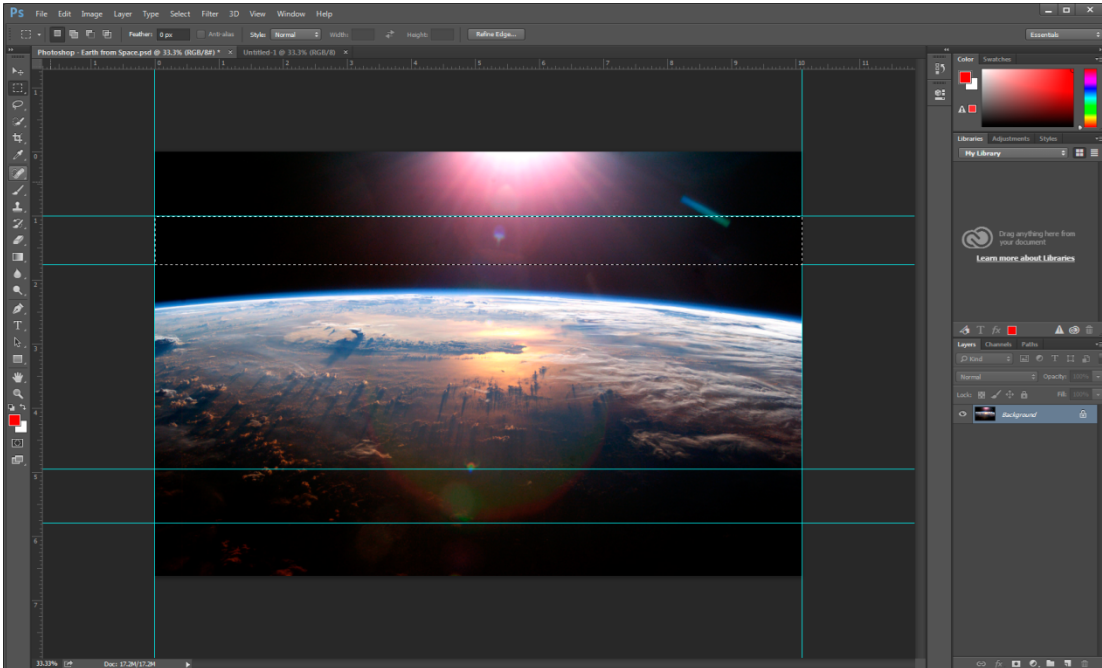4. Select the *Compression panel,* then set *Compression* to **Zip** and click on **Save PDF**

Test Prints/Color Management
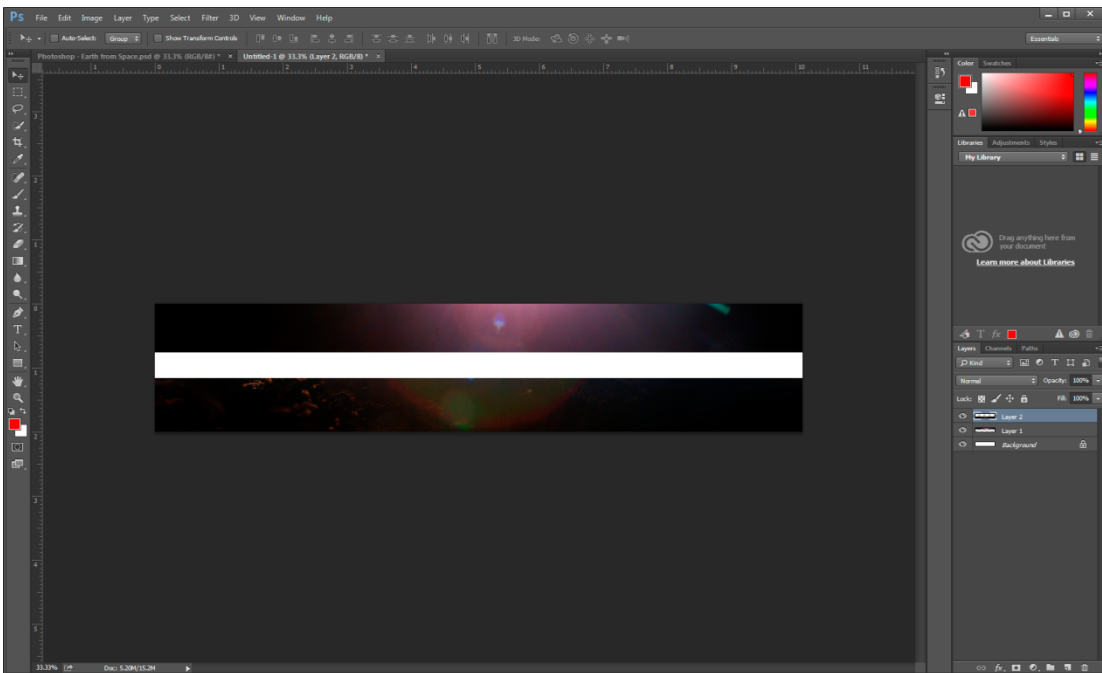
1. Create a new Photoshop document

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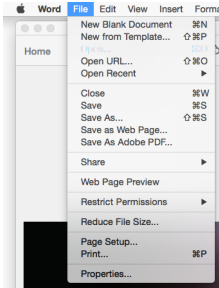

3. Paste that select into the new document

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
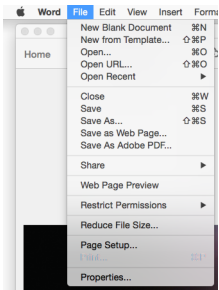
![PennDesign IT Services logo] **Mac Printing Instructions**

Printing/Plotting Your PDF Document
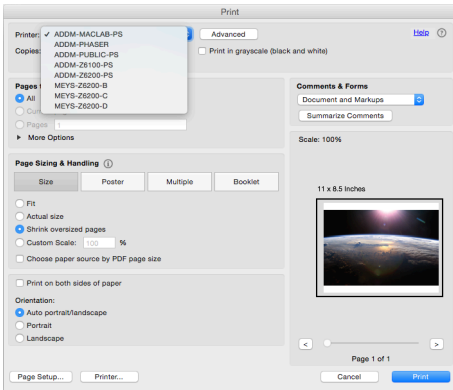
Plotters

1. Open your PDF in Adobe Acrobat Pro
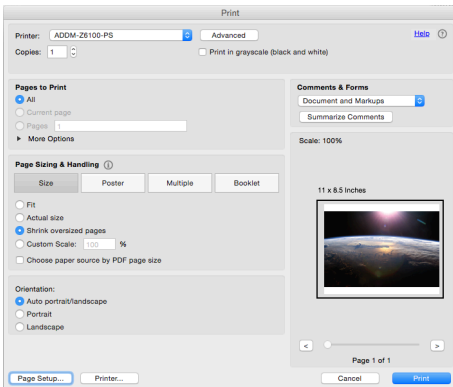

2. From the *File* menu, select **Print**

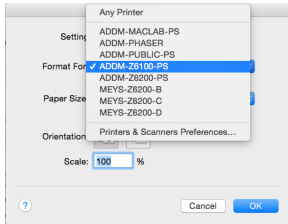3. Select the printer you want to send the job to
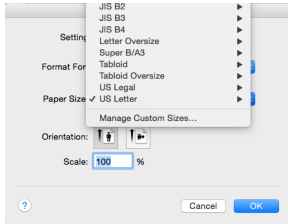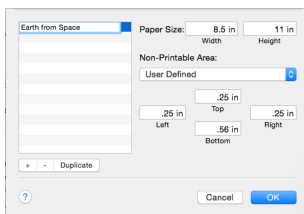

4. Click on the **Page Setup** button

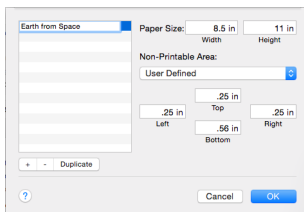5. Next to Format For, select the same printer as you did in step 2

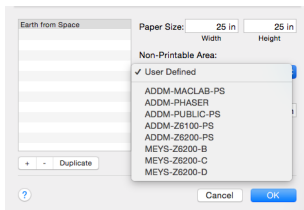6. Click on the dropdown for Paper Size, and select Manage Custom Sizes

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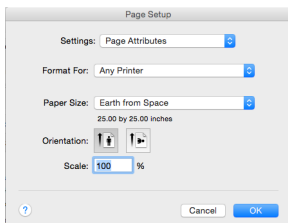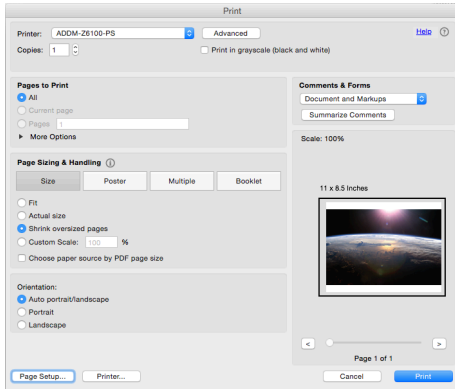
8. Set the dimensions

9. Under Non-Printable Area, select the same printer as you did in step 2, then click OK
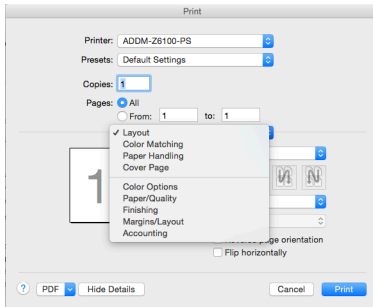
10. Make sure the new size you created is select, and the orientation of the print is correct
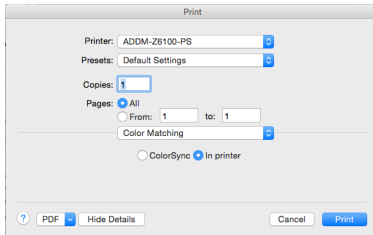
Mac Printing Instructions
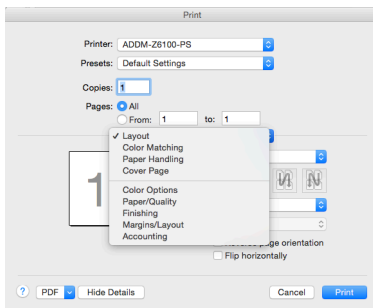
11. Click on the Printer button
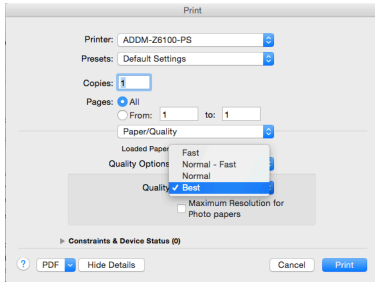

12. Select Color Matching
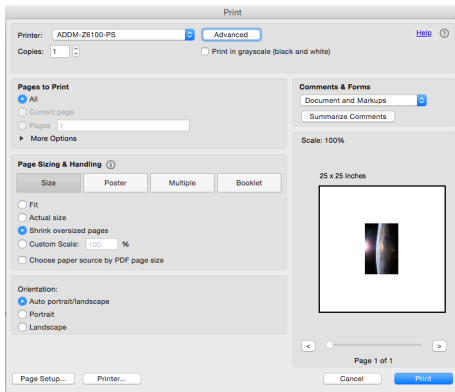

13. Select In printer

14. Select Paper/Quality

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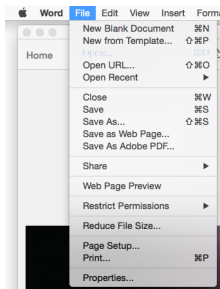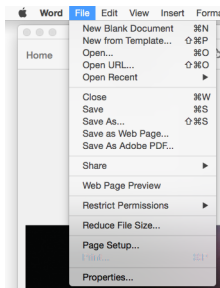

16. Click on Print
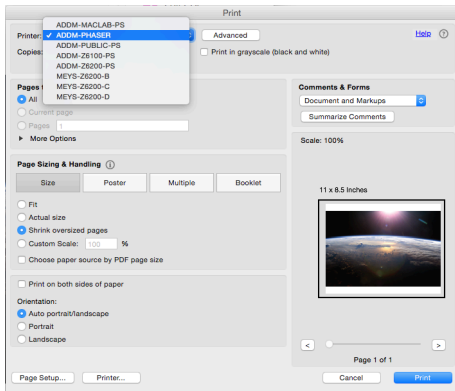

Laser Printers

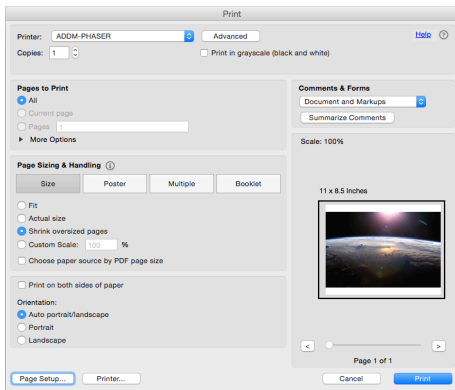1. Open your PDF in Adobe Acrobat Pro

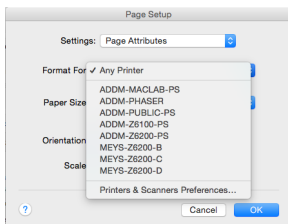2. From the *File* menu, select **Print**

3. Select the printer you want to use
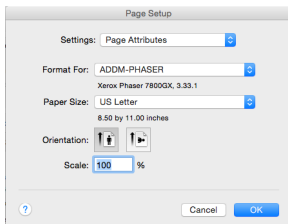

4. Click on Page Setup

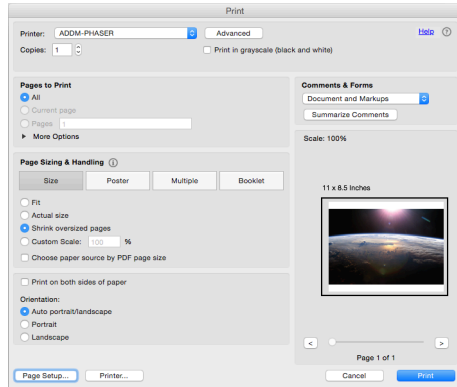5. Select the same print as you did in step 3

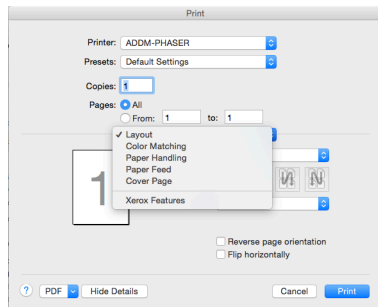6. For the paper size, select either US Letter, or Tabloid, then click on OK

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

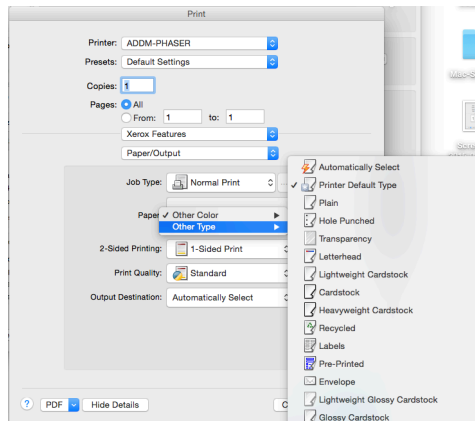![PennDesign IT Services] **Mac Printing Instructions**

a. Click on Printer

b. Select Xerox Features
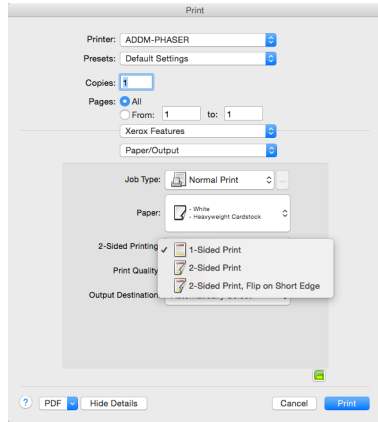

c. Select Paper > Other Type > Heavyweight Cardstock
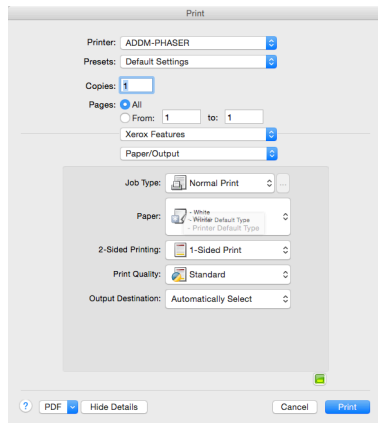

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    d.   You can print 2-sided on Heavyweight Cardstock paper

    e.   Click on Print to return to the Adobe Print dialog

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