Mac Printing Instructions

Printing & Plotting

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# 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

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.
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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.
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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
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 Illustrator 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**
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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
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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
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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
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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
11. Click on the Printer button

12. Select Color Matching

13. Select In printer

14. Select Paper/Quality
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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
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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
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a. Click on Printer

b. Select Xerox Features

c. Select Paper > Other Type > Heavyweight Cardstock
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