PC Printing Instructions

Printing & Plotting

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6/12/2015
PC Printing Instructions

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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**
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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

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

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
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
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
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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
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
b. **Check** the box for **Print as Image**

10. **Click on Print**