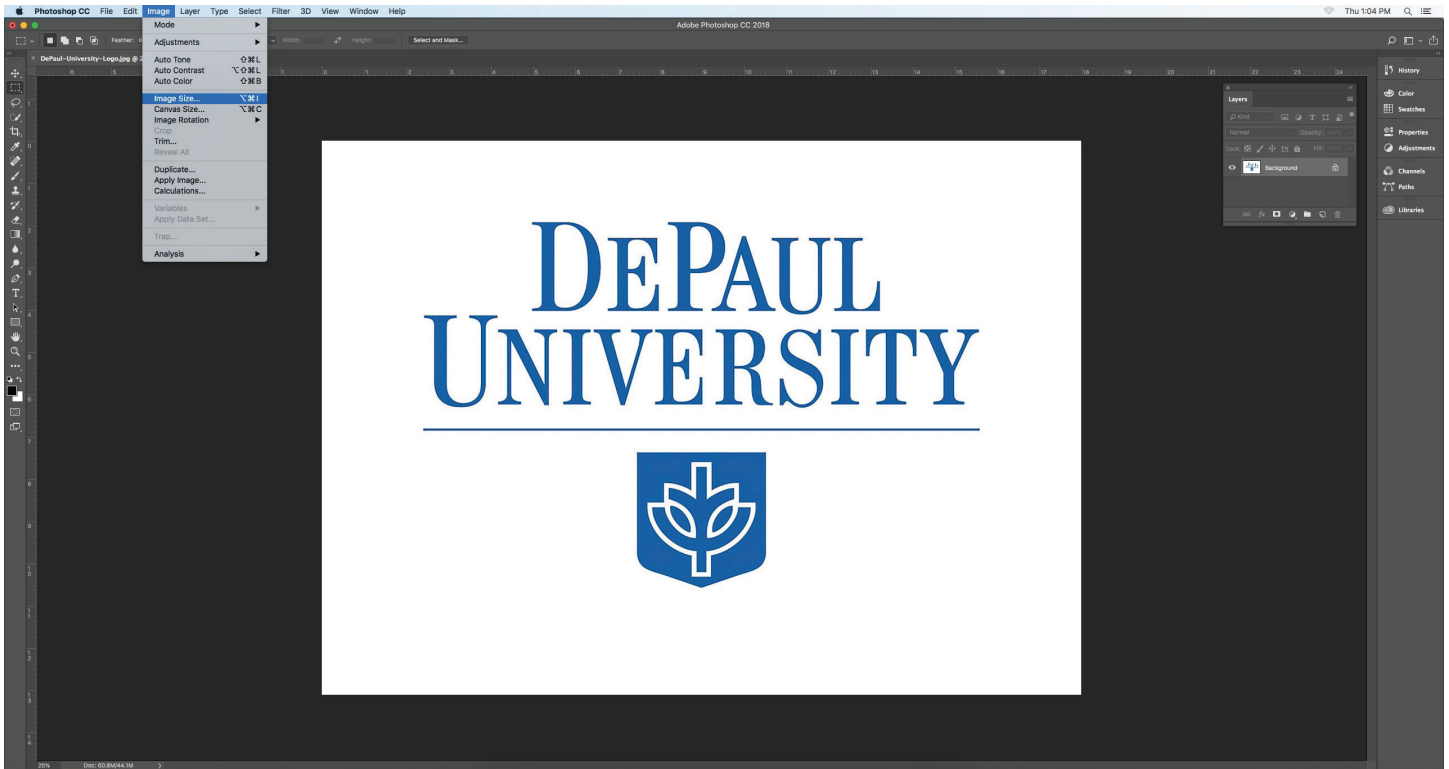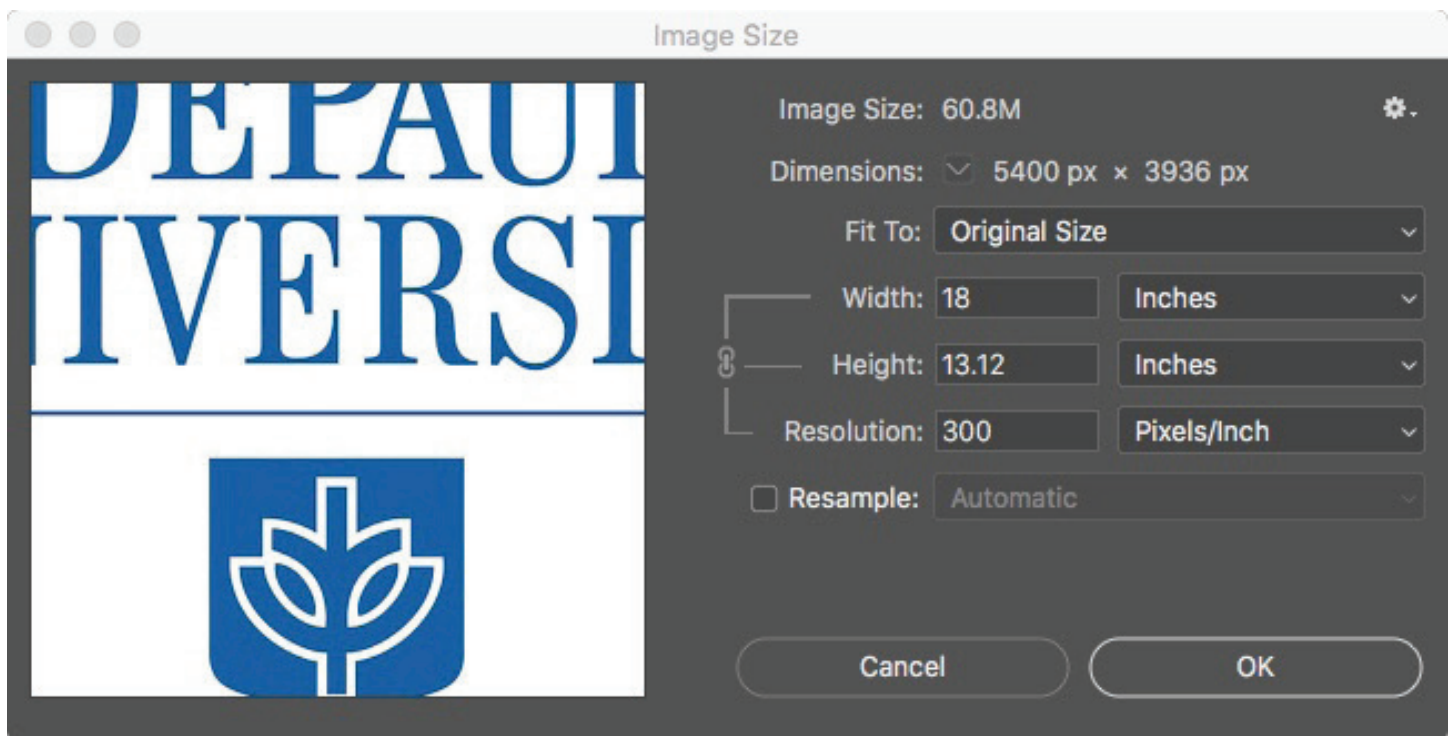# **Ps** **Photoshop Printing Guide**

1. Download image files to computer (printing stations)
2. Drag files onto "desktop" (do not print files from your external hard-drive or USB drive)
3. Right-click to open images in Adobe Photoshop
4. If you make alterations to your image, save it before printing

NOTE: if you are already familiar with printing on the DePaul Art School lab machines, you may wish to use the abbreviated Printing Quick Guide

1. Once your image is open in Adobe Photoshop, go to the menu bar
2. Scroll to "Image" > Select "Image Size"

1. The "Image Size" dialog box will open automatically

2. Study the height, width, and resolution
   NOTE: The printer width is 17 inches, but the height can be longer. If you need to rotate your image to accommodate the printer size, then you can rotate it in Photoshop before printing or in the print dialog box at the time of printing

3. If you need to change the size, then follow the instructions on the next page. If you do not need to resize, then skip the next page

4. If the height, width, and resolution seem appropriate then remember these sizes to make a custom-sized print and click the "OK" button

TO CHANGE THE IMAGE SIZE:
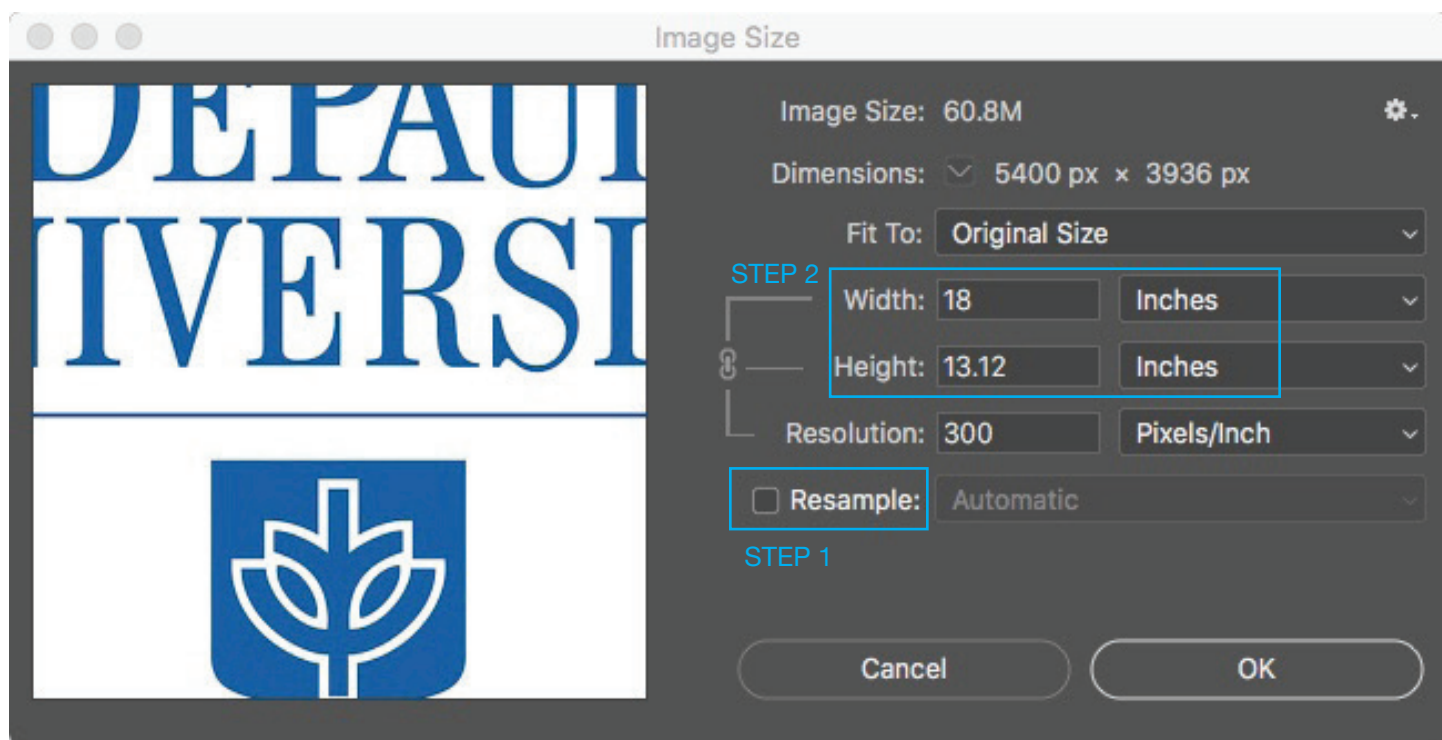
1. Uncheck the "Resample" box
   NOTE: if you accidentally check this box, you can change or lower the quality of your file
   NOTE: 300 resolution is the standard in quality printing. Anything above 300 will produce quality prints but may take a little longer to send to the printer. Anything below 300 will be lower quality printing and anything below 180 will be significantly lower quality
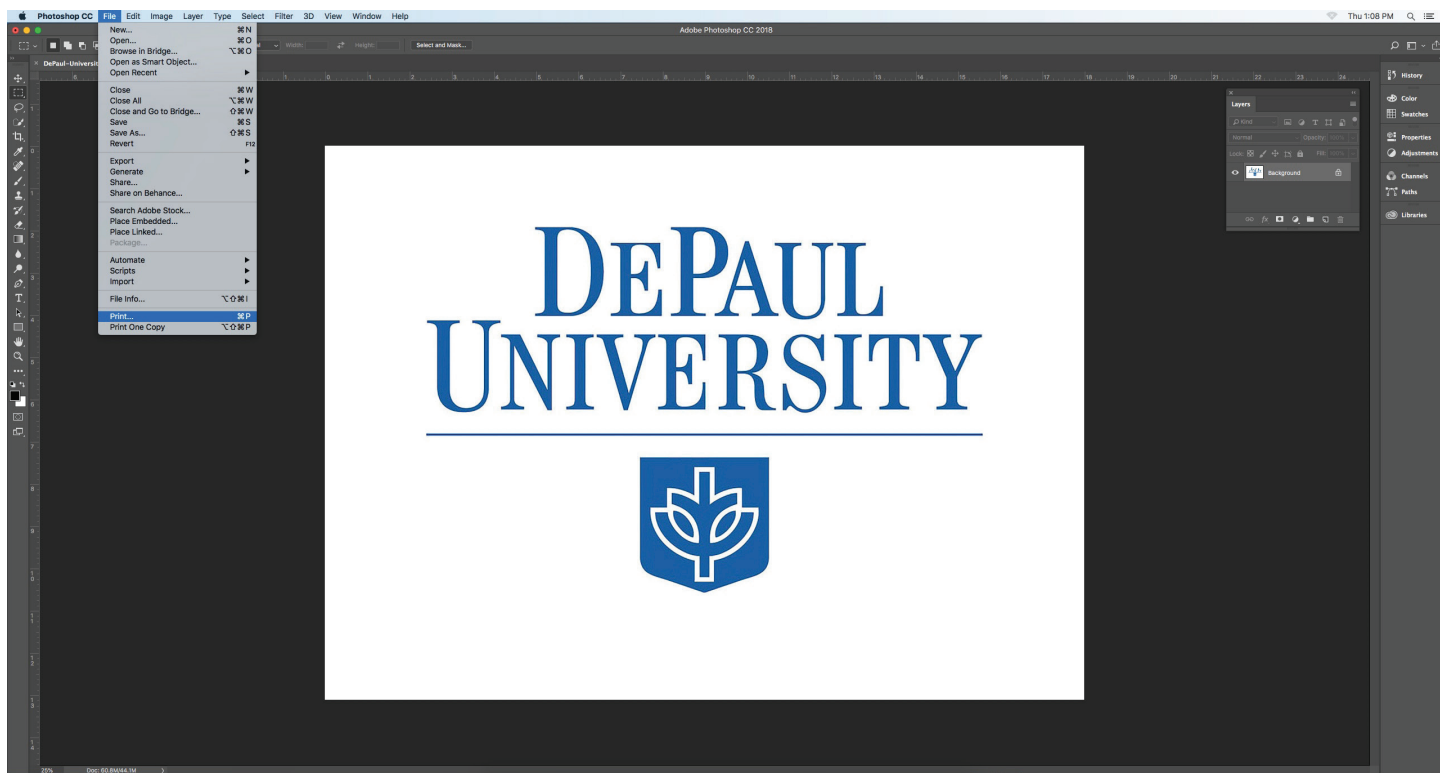
2. Change the width **or** height to the size you need.
   NOTE: Changing one value will automatically change the other value and the resolution

3. Remember these sizes to make a custom sized print and click the "OK" button
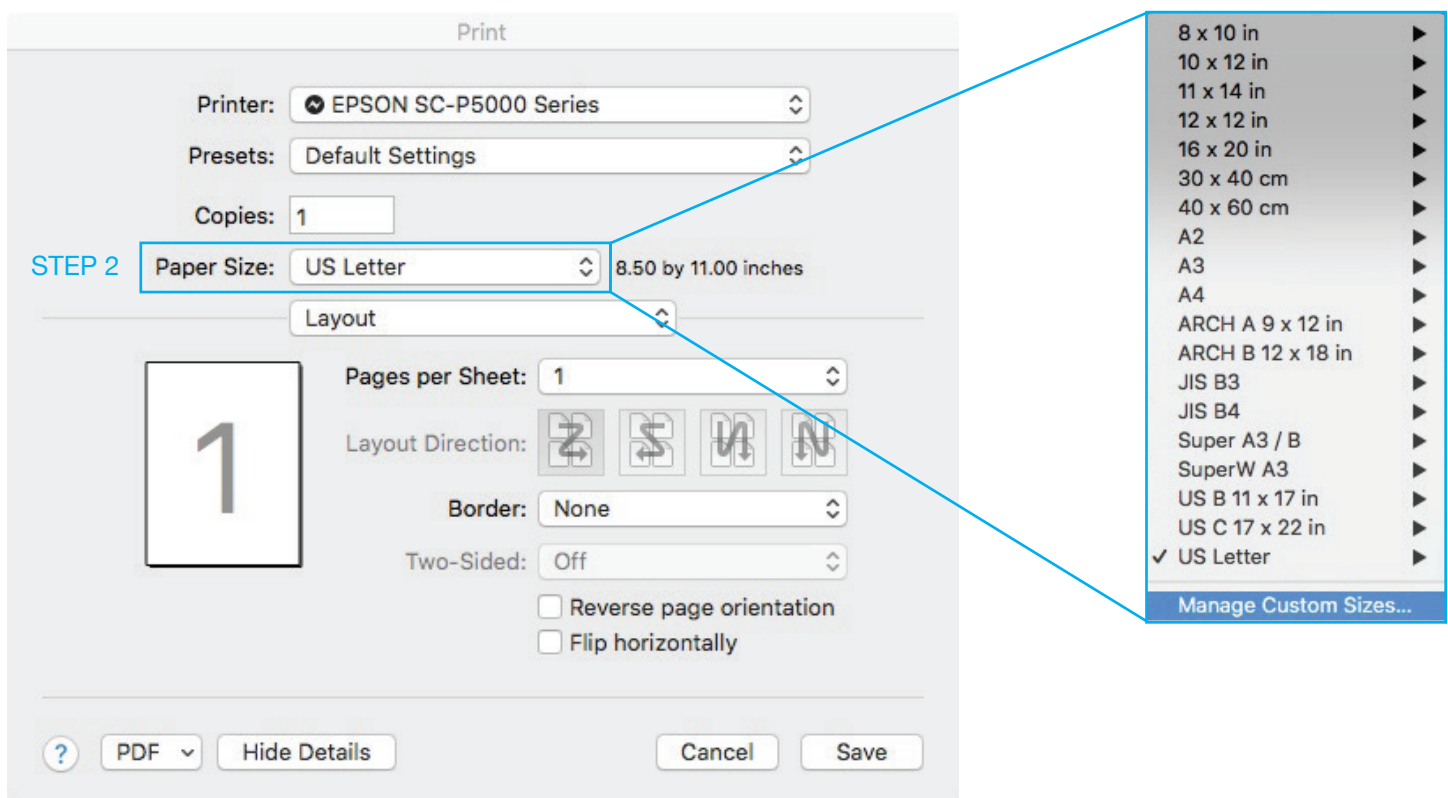
1. Scroll to "File" > Select "Print"

1. The "Photoshop Print Settings" dialog box will open automatically
   NOTE: It is best to start at the top of the menu and work your way down through each section to make sure you don't miss anything

2. Select the printer you will be using:
   AMD uses the Epson SC-P5000 series

3. Click on "Print Settings"
   NOTE: this section is one of the most critical parts of the process

1. The "Print" dialog box will open automatically

2. Click on "Paper Size" > Select "Manage Custom Sizes" from the bottom of the menu
NOTE: You may choose a preset from the list if it works for your image; the "Manage Custom Sizes" option provides the most options and control
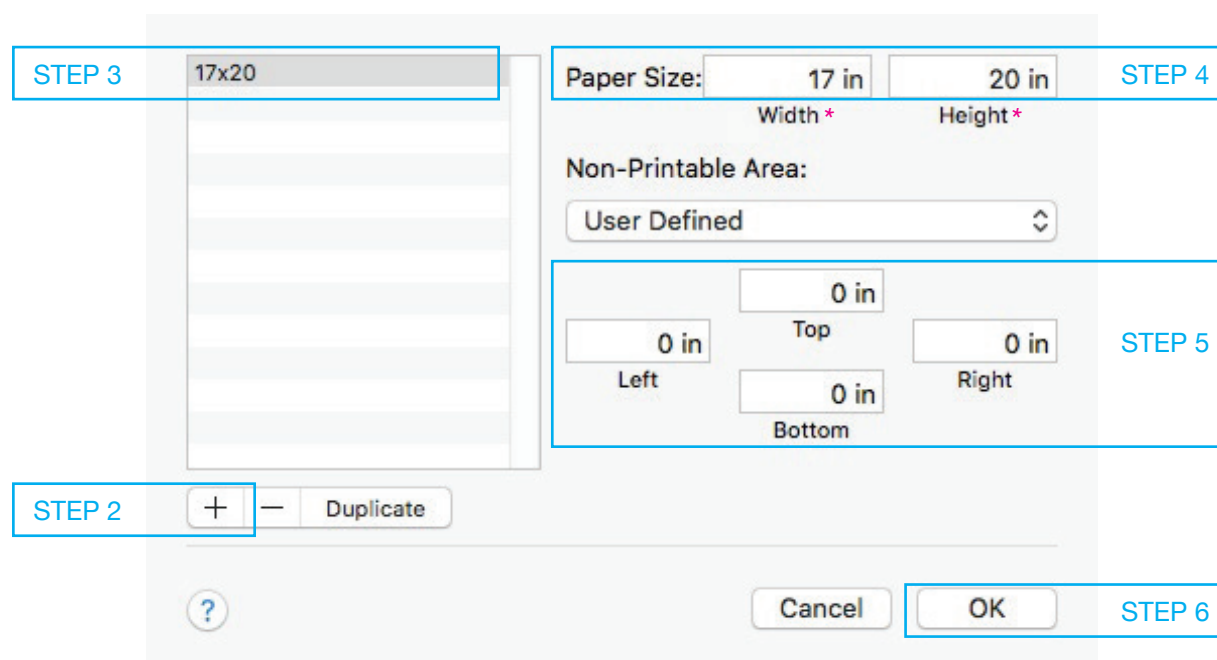
1. The "Custom Paper Size" dialog box will open automatically

2. If you need to add a new custom paper size, click on the "+" to make a new paper size

3. To rename your new paper size, double click on the name "Untitled" and type a new name

4. Under "Paper Size" type the width and height you need.
Pay special attention not to enter a number **higher than 17 inches in width** or **lower than 8 inches in height.** (The width can't be higher than the width of the printer and the printer requires at least 8 inches of paper to grip the paper properly)

   NOTE: your work WILL NOT PRINT PROPERLY if the width is larger than 17 inches or if the height is smaller than 8 inches.*
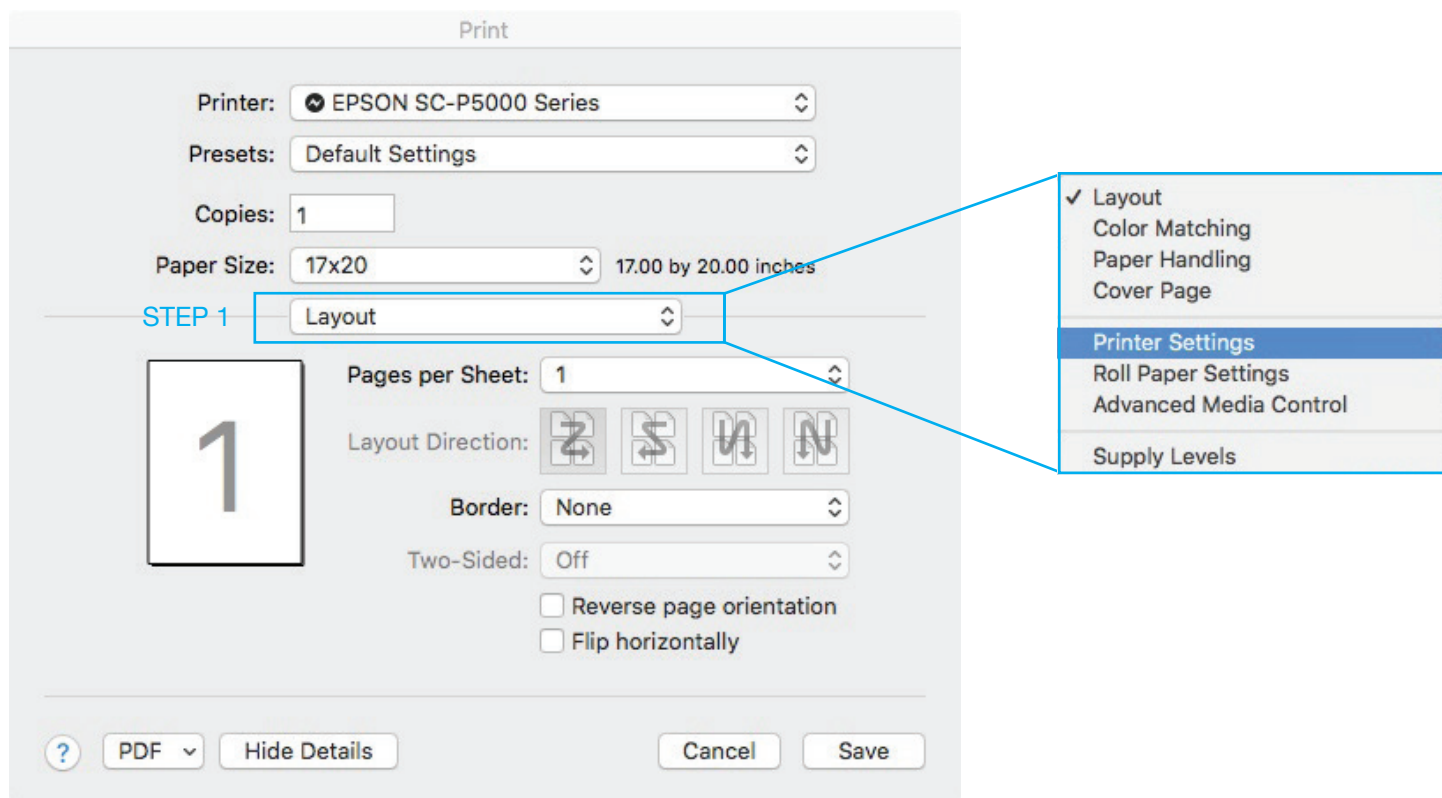
   NOTE: If an image needs to be rotated to accommodate the restrictions for the printer, you can rotate it in subsequent steps.

   PRO TIP: When using 17-inch roll paper, it makes sence to set the Custom Paper Size width to 17 even if your image is smaller because this will center your image on the page.

5. Type "0" (zero) for all borders
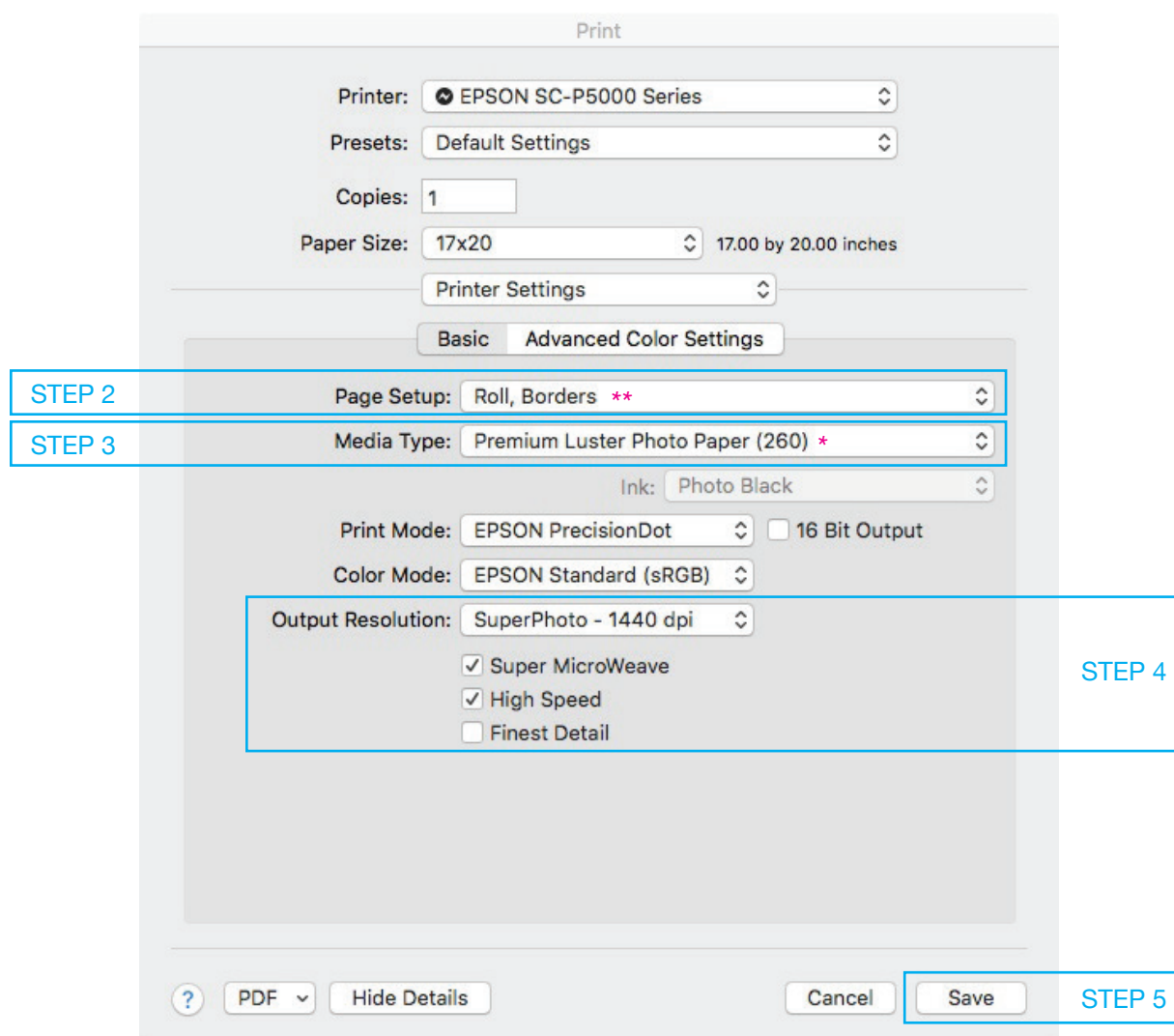
6. Click "OK"

STEP 3   17x20

STEP 4   Paper Size: 17 in   20 in
Width *   Height *

Non-Printable Area:

User Defined

STEP 5   0 in
Top
0 in   0 in
Left   Right
0 in
Bottom

STEP 2   + − Duplicate

?   Cancel   OK   STEP 6

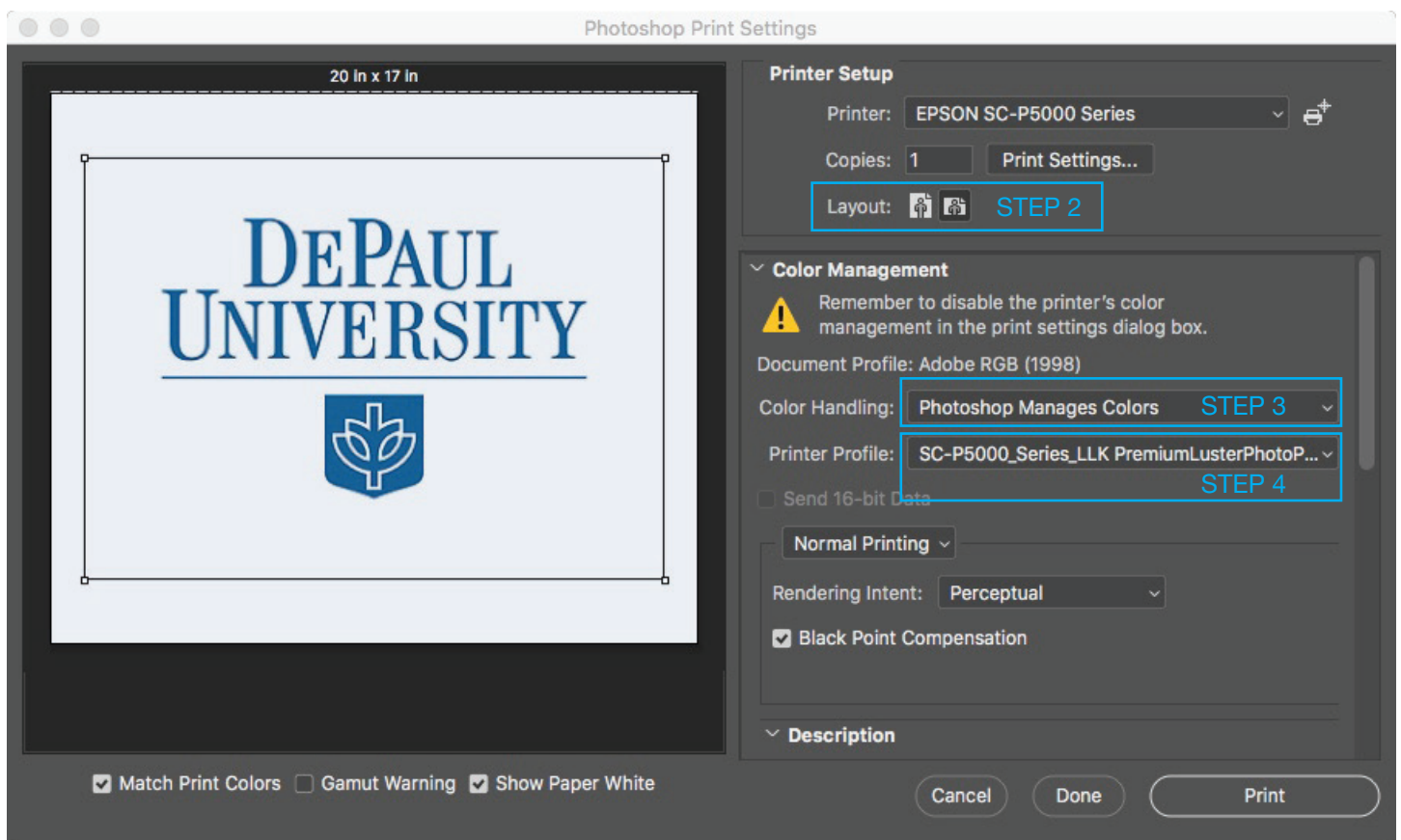1. In the box that reads "Layout" > Select "Print Settings"

1. The "Print" dialog box will show the "Print Settings" menu automatically
2. Under "Page Setup" choose your paper source (roll/sheet):
   NOTE: **Roll, Borders** **
   NOTE: Sheet, Borders
3. Under "Media Type" choose the type of paper you are using
   NOTE: The general use roll paper in the Art School labs is under: "Photo Paper" > **Premium Luster Photo Paper (260)** *
4. Note the "Output Resolution" quality, and check "High Speed"
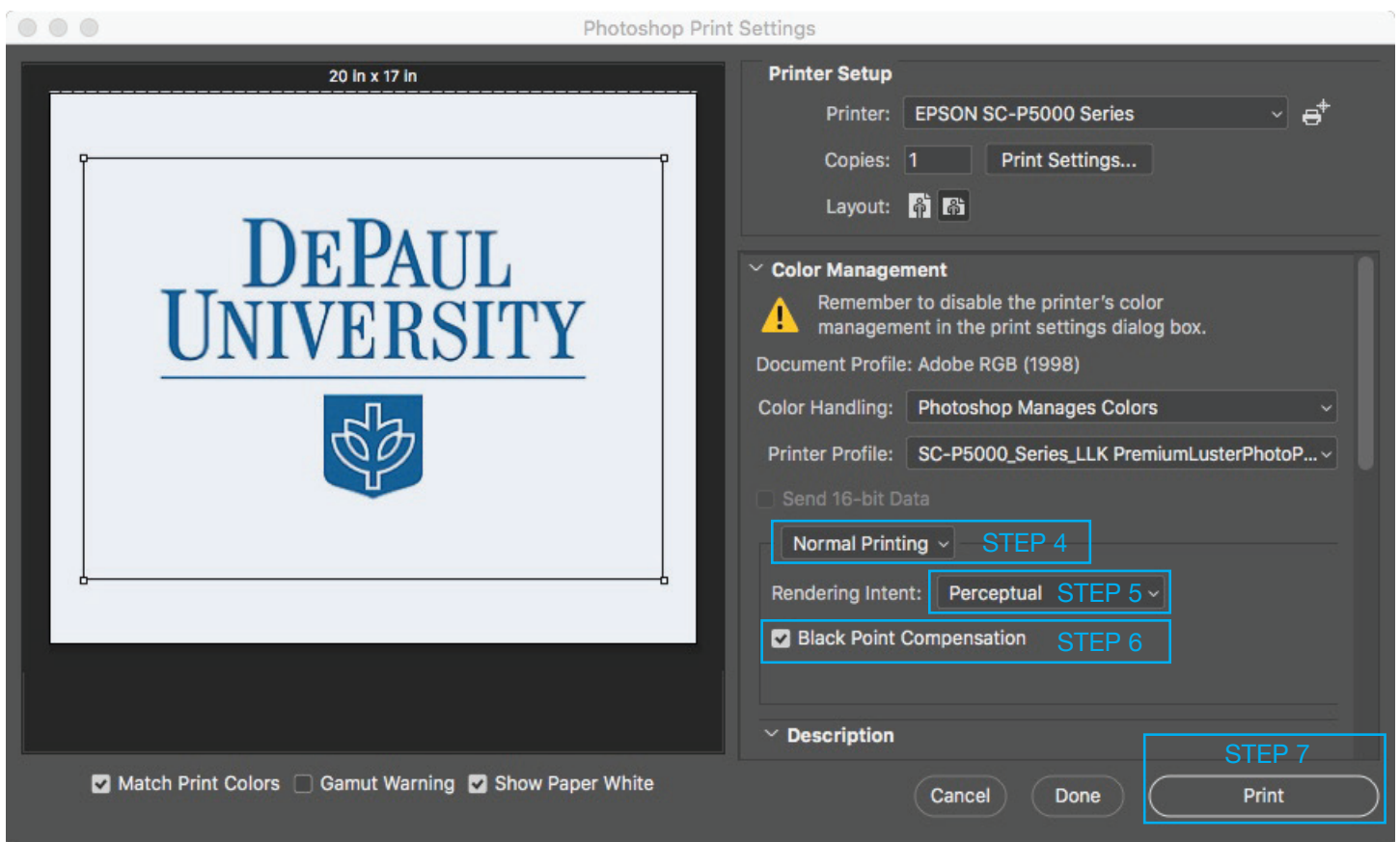5. Click "Save"

1. The "Photoshop Print Settings" dialog box will open automatically
2. Under "Layout" rotate the orientation of your image as needed
   NOTE: At this point the thumbnail of your image and border should look correct. If it does not, it will not print correctly.
3. Under "Color Handling" > Select "Photoshop Manages Color"
4. Under "Printer Profile" > Select your paper type again
   NOTE: The general use roll paper in the Art School labs is called:
   SC-P5000_Sries_LLK_PremiumLusterPhotoPaper260
   (It matches the "Premium Luster Photo Paper (260)" that was selected earlier)

   STEPS CONTINUE NEXT PAGE

STEPS BEGIN ON PRIOR PAGE

4. Choose "Normal Printing"

5. Under "Render Intent" > Choose "Perceptual"
NOTE: The "Perceptual" setting is a good place to start. Over time you may choose different options depending on your image

6. Check the box for "Black Point Compensation"
NOTE: The "Back Point Compensation" setting is a good place to start. Over time you may choose different options depending on your image

7. Print!

TROUBLESHOOTING

1. If your print does not look correct, do not save your image because it can save print settings you don't want in your file. Instead, close the image; you may even want to close Photoshop and restart the computer. This will help clear settings that may be causing issues.

2. If the printer will not print your image it is often an issue in the "Print" dialog box under:
    "Layout" > "Print Settings"
    Check to see that the source of the paper is correct (roll or sheet) and that the height of the image is more than 8 inches
    SEE: Pages 8 & 10

3. If your image is pixelated you should double check the image size and resolution in Photoshop by scrolling to "Image" on the menu bar > "Image Size"
    SEE: Pages 2-4

4. If only part of your image is printing but it doesn't seem like the printer is out of ink, then it is probably an issue with the paper size. When creating a custom paper size, make sure the height is no less than 8 inches and the width is no more than 17 inches (the height can be longer than 17 inches so you can rotate the orientation of your image to accommodate the printer sizes)
    SEE: Page 8