

PRINTING, CONTACT PRINTING on Epson printers

PRINTING:

a note about ink:

- if you see an orange blinking light on top of printer, this means there is an ink tank that is low on ink, *but it isn't empty*
- you will be able to make 10- 15 more prints after this blinking light comes on
- when the light becomes a solid light, the ink tank is out of ink; you will need to use another printer until I or my lab monitor changes that tank.
- sometimes ink will run out in the middle of a print; if this happens, the printer will stop in mid print
 - once ink tank is replaced, printer will complete this print
 - to eject paper from printer, press the trash icon on the printer and hold for 3 secs

printing:

place **at least two** of photo paper, in main tray where plain paper is usually already in

- paper needs to be **shiny side facing out**
- make sure paper guide is flush against paper
- Note: you must keep a min of 2 sheets in the printer

in Photoshop, choose File > Print

in Print window that opens:

- at top of pane, choose your printer
- default printer is laser printer (Hawthorn RH 447 HP 4350)**do not** choose this printer
- choose **Hawthorn 1, 2, 3, or 4**, depending on which printer you are using
- to right of where it says Print Settings, click on proper image orientation, landscape or portrait
- now click on Print Settings, to the right of your image in the window

in Print Settings window that opens:

- choose Layout, then choose Printer Settings:
 - under Printer Settings window:
 - Media Type > Ultra Premium Photo Paper Luster if using Epson luster or Premium Photo Paper glossy if using glossy paper
 - Print Mode > Accu Photo HD2, if colorAdvanced B&W Photo, if black and white
 - Output Resolution > Superfine - 1440 dpi
 - do NOT choose SuperPhoto - 2880; will take longer to print and use more ink
 - High speed box should be checked
 - click Save, then click Print
 - in window that opens, where your name appears, **type in your username, then password!!!!!!**
 - if you leave your name simply as it appears, your file will not print, job will be placed in printer queue and will not be removable

canceling a print job or to eject paper from the printer:

- press the garbage can icon on top of printer and hold for 3 seconds

if print brightness looks quite different from screen brightness:

- use F1 and F2 keys to check screen brightness - it should be in the middle

Printer should be turned off when you leave - this conserves ink

Printing borderless: (for later in semester)

- first, you need to resize your image
- in Image Size window, deselect Resample as you normally would
- type in paper dimensions so that one dimension is same as paper size and the other dimension exceeds the paper size

- examples:
 - using 8.5 x 11 paper, this might give you dimensions of 8.5 x 12

- now choose the Crop tool and type in your paper dimensions (8.5 x 11") on the Options bar on top
- crop your image to the maximum size

CONTACT PRINTING - using the Bridge program in Photoshop

- a contact sheet consists of several thumbnail images printed on a single sheet of paper

- you will need to make contact sheets of the photos that you shoot for a given assignment

Procedure:

- contact sheets should be printed on the same inkjet photo paper you use for enlargements

- from Photoshop's main menu, choose File > Browse in Bridge

- navigate to the folder which has the images you want to make a contact print of
 - open this folder in Bridge and **select all of these images**
 - to select all, press Shift key and click on first, then last image

- in the upper right corner of the Bridge window, you should see an options bar that says Essentials or Output; to the right of this bar is an arrow
 - click on this arrow and choose Output

- in Document pane, choose:
 - Page Preset > US Paper
 - width: 8.5, height: 11
 - quality: high quality
 - background: white
- in top pane of Output window, choose Template > Custom if it is not already chosen
- in Layout pane, choose columns: 5, Rows: 6 and check Auto spacing
- at the very bottom right corner of the Output window, choose Save
- in window that opens, give your contact print a name and choose location to save it to
 - your flash drive is a good choice here
- a PDF document will be generated and saved in the location you chose
- in Photoshop, choose File > Open and navigate to your contact sheet
 - in window that opens, click on OK
 - your contact print now opens in Photoshop
- Note: **you must open your contact sheet in Photoshop** in order for it to print correctly
- you can now print your contact print(s) using the same procedure for printing enlargements
 - be sure to choose 'Advanced B&W Photo' if you are printing black and white contacts

after finishing this process, return to the Options bar in the Bridge program and **choose Reset Standard Workspaces**