Printing Tutorial

Step One:

This step covers the Epson dialog screens.

- Ready your image for printing. Press “Print”

You will now see the following user interface. This is the default view for the Epson software we will use to interface with the lab printers.

Printing functions are numbered in red. You may have further printing instructions from your teacher on other fields in this user interface, but these settings are good for most uses.
1. Select the printer you are sending your image from this drop down

2. Advanced print settings (covered below)

3. Image orientation (vertical vs. horizontal)

4. Select “Photoshop Manages Colors” to maintain accurate color space information

5. Select the paper profile from this drop-down. If it isn’t an Epson paper, you may have to download it from the manufacturer’s web site.

   These profiles should be placed in **Library/ColorSync/Profiles**. They will become available from this pull-down after being placed within.

   Going to the Menu and selecting **Go** while holding down the **Alt/Option** key is another method to access the **Library**

   Be aware that there are other options nested in the pull down (“Layout” by default). The one of most use is the “Printer Settings” pull down.
We will now revisit #2 above- the **Print Settings** dialog.

1. The selected printer
2. The size of the paper in the printer (sheet or roll)
3. The type of paper in the printer (matte, glossy, etc)

Roll paper should be selected as “Roll Paper”.
Check the printer prior to sending the print.

There is a printer utility in **Applications** for routine maintenance.

You can run head cleanings from here, as well as see how much ink is available.

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Check the Printer Menu Options

![Printer Menu Options](image-url)
1. Feed paper “up”
2. Release paper
3. Menu
4. Manual cut
5. Feed paper “down”
6. Change black ink from glossy/matte settings
7. Change paper type from sheet/roll setting

The image below shows the paper type set to “sheet” with “Photo Black” selected. Note that the amount left in each ink cartridge is displayed.
In the **Menu**, select the **Paper Type** that you have loaded.

Depending on your paper, you will select the closest match.
Below is the selection for a luster photo paper.

![Photo Paper Selection]

Step Two:

This step covers releasing the job in PaperCut

PaperCut is a Yale University wide print logging system. It tracks the amount of printing done in the Photography Department labs by the square inch.

The charge per square inch printed is currently .01 cent. The Epson inks we use in the labs cost the School of Art .04 cents per square inch- so .03 cents of this cost is subsidized. Prints may seem expensive, but this is the cheapest you will ever print!

The information below will work for either Lightroom or Photoshop.

You should see the following informational window after logging in (The information listing funds and NetID will differ):
This window is the access point for adding funds to your account (if not bursar charged) and for accessing general account information. Any currently available funds are also tracked in the center of the user interface.

The below screen should appear after sending the job to print. Fill out the fields with your NetID and password.

The next screen will also open automatically. This screen notes the job name, printer, number of prints and charge. You can also choose what funds to use.
Once you click “Print”, you will receive a pop-up that lets you know your job is ready to be released.

Click on the word “Details” on the PaperCut UI box and log in to the next window with your NetID and password.
The next screen is the main PaperCut window. It has information about usage (as well as a running tally of how many trees you have murdered. Thanks, PaperCut!).

Click on Jobs Pending Release at the left side of the screen (I’ve boxed it in red).

Now click “Print”. This will release the job to the printer.