OPEN YOUR FILE IN THE *WORKS IN PROGRESS* DRIVE ON YOUR WORKSTATION
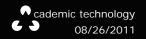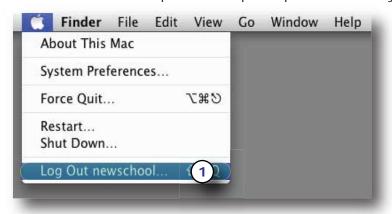
1. Log off of the workstation and login using your NetID username and password. You will not be able to print to the photo printers unless you are logged in.
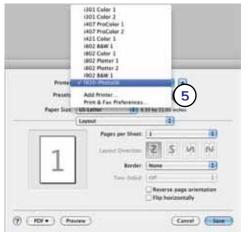
2. Open your file in Adobe Photoshop. In the *File* menu, select *Print*.
3. In the *Print* window, select the photo printer from the Printer dropdown menu.
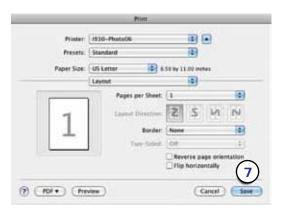4. In the *Print* window, click the *Print Settings* button.

In the *Print Settings* window…
5. Select the Photo printer from the *Format For* menu.
6. Select the paper size which matches your media in the *Paper Size* menu.
7. Click *OK*.

Continue on to next page for completion of the Academic Technology & Parsons Photo recommended procedures. Note that from this point there are alternate methods of output which may be used. Ask your instructor which method is recommended for your course.
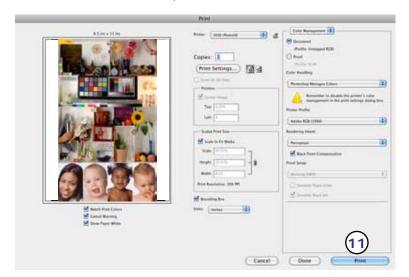
Method A
PHOTOSHOP MANAGES COLORS

8. In the *Print* window, select *Photoshop Manages Colors* in the *Color* dropdown menu.

9. In the *Print* window, select your paper type in the *Printer Profile* dropdown menu.

If your profile is not available, profiles can be downloaded from the manufacturers website and placed into the newschool>library>colorsync>profiles folder.

Definitions for commonly used Epson paper profiles are available online at http://www.newschool.edu/at/help/faq/printing/photo.html

10. In the *Print* window, select *Perceptual* in the *Rendering Intent* dropdown menu.

11. In the *Print* window, select *Print*.

Method B
PRINTER MANAGES COLORS

8. In the *Print* window, select *Printer Manages Colors* in the *Color Handling* dropdown menu.

9. In the *Print* window, select *Perceptual* in the *Rendering Intent* dropdown menu

10. Click *Print*.

* When you are finished, log off of the workstation. **DO NOT** attempt to troubleshoot technical issues on your own. For in-class support, you may contact Dispatch at **(212) 229-5300 x4538.**