

**EPSON 3880 [up to 17"x22" sheet] PRINTING CHECKLIST**

Printing to the computers in this area is on a pay-to-print basis, either using the swipe card or EDM print credits.

**1. Make your printing appointment online at**

**<http://edmlab.simplybook.me/index/>** for Epson 3880 printing

**2. Color correct your document and prepare it for printing**

**If you are in a class that is printing digitally, your professor will review color settings, print profiles and file preparation for inkjet printing.** We will shortly publish a PDF info sheet on file prep and also provide a tutorial link. **For now, go to:** **<http://www.photoshopessentials.com/basics/color-settings/>** or **<http://www.gballard.net/psd/cmstheory.htmlzz>**

When you come to the DOC, your document should be ready for print.  
That means it should already be **Color Corrected** and **Proofread for text**.

Your paper choice will affect the final color of your document. Test print on other paper types if necessary.

Include crop marks or registration marks if necessary for your final use.

**3. Make a Test Strip**

- If you are printing a text-heavy document, or something from Illustrator or InDD, check first with a laser print
- To test strip a file, take a slice of the document that is representative of the range of color and detail in the document and that is about 10% of the document size.
- This test strip should be equal to the paper **width** you plan to use.
- recheck your color and paper settings before printing your strip.

**4. Bring your files and non-EDM fonts on portable media. The Epson 3880s are not ONLINE**

- DOC computes have limited online access. You can only access Dropbox, webmail, iCloud and Flickr from the computers in the front of DOC. However, there is a sharepoint 'DOC SHARE' on labshare that you can use to transfer files.
- Students **supply their own paper** for the Epson 3880/front DOC computers
- Booking slots are **two hours**, with **no consecutive hours booking** permitted.

**5. CHECK your SETTINGS!**

- Students are **responsible for checking fonts and print settings**.
- **Misprints made due to incorrect settings will not be reimbursed.**
- If there is a **mechanical printer error**, staff will reimburse for print credits
- Students should plan to bring wrapping materials. Some materials are available for purchase in the DOC