

LARGE FORMAT PRINTING CHECKLIST

1. Make your printing appointment online at

<http://edmlab.simplybook.me/index/> for Epson 9900 large-format 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.photoshoppessentials.com/basics/color-settings/> or <http://www.gballard.net/psd/cmstheory.html#zz>

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

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

- 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.
- To proof posters and banners: upload a file that is downsized to 20% of original and a full final output file
- To proof photos: upload a test strip file that is about 10% of document length, and a full final output file for each print
- The test strip should be equal to the paper **width** you plan to use.
- recheck your color and paper settings before printing your strip.

For large-format printing, you get one FREE test strip. After that, the cost for test strips is 30% of the per foot cost. [???

DOC does not color correct or check files; files that are not properly prepared will not be printed.

4. Fill out the Inkjet Printing Request Form at

<http://edm.arts.ccny.cuny.edu/edm/pdfs/inkjetprintingrequest.pdf>

- Be sure to complete all the information on the form
- Upload the pdf with your digital file, or if you are bringing the file to the DOC on a flash drive, print and sign the pdf.

5. Either bring your files to the DOC or UPLOAD your file and print request pdf

For Upload, when you have your document ready, and all corrections and print settings are complete:

- create a folder **on labshare in the "to Print" folder** with your LASTNAME_CLASSNAME
- Each file for printing should be labeled according to the names on the print request pdf.
- For large-format printing, there is a 2' [24"] minimum on length. **Price includes ONE free test strip.**
- Test strip and final print documents should be saved as High Resolution JPGs
- To add margins or borders, you must include the extra space in your document.
- To add crop marks, you must include in your document before sending it to print.

The DOC staff has the option to decline any files that are not prepared according to instructions, are