

14 / PRINTING

Studio Foundation provides facilities for printing your papers, photos, and more. We have black and white laser printers (letter size), color lasers (letter or tabloid size) and photo quality ink-jet printers (luster or matte paper, 17 inches wide and anywhere from 8 to 99 inches long). If you need even more printing options the 3rd Floor of Tower has larger ink-jet printers (24 and 60 inch wide) and a special workstations that prints on a range of speciality paper (ask a monitor in the SF Cage or Tower Lab to see the paper watch book). Printing is paid for by your PaperCut account.



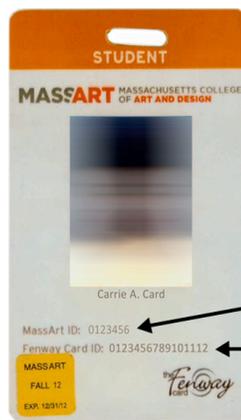
Your **PaperCut account** is what allows you to print on campus. You will use your **Net ID** to log into any print station, see your available funds, and add additional funds to your PaperCut account. Every student begins the semester with a balance of \$25. Information on adding funds and how to use PaperCut may be found at: inside.massart.edu/PAPERcut/

ADDING FUNDS

Payment for printing services may be done one of two ways, through the use of your [Fenway Cash account](#), or with a [top-up card](#). Available for purchase in the [campus bookstore](#) or via the financial aid office for students with financial hardship. Students can transfer funds to their Papercut accounts at anytime by logging into the lab printing page from any computer on campus, and following the steps below for either Fenway Cash or Top Off Cards (from the bookstore):

Adding Funds Through Fenway Cash:

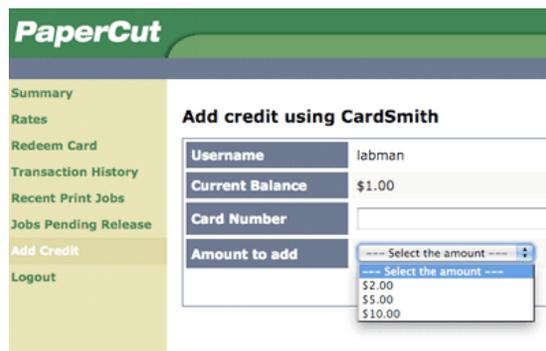
1. Go to: [Quick Add Value](#)



MassArt Student ID
(Step #2)
Fenway Cash Number
(Step #7)

2. Input your last name and 7 digit Student ID number
3. Verify that the information is correct then select yes, and click submit
4. Input the amount of money you'd like to add, then fill in your credit card information. PaperCut only accepts increments of \$2, \$5, and \$10 so make sure the amount you add can be broken down into some combination of those amounts.
5. Once you submit your information you will be given an approval number, now go to: [the PaperCut website](#)
6. Select Add Credit from the menu on the left.
7. Enter your 16 Digit Fenway Cash Card number, this number is located

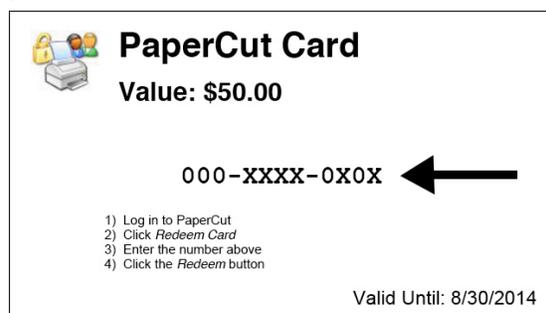
below your Student ID number on your Massart ID.



8. Select an amount of money from the drop down menu \$2, \$5, or \$10. Click Add Value. If you're adding a large sum of money it is suggested that you copy and paste your Fenway Cash number.
9. A green message will appear at the top of the page, and your PaperCut quota will be updated!

Adding Funds Through Top-Up Cards:

1. Buy a Top-Up card from the register at [the campus bookstore](#). They come in increments of \$5, \$10, \$20 and \$50.
2. Go to: [the PaperCut website](#) then log in to your PaperCut account with your NetID.



3. Click on Redeem Card in the menu on the left of the screen.

4. Enter the code on the front of the card.
5. A green message will appear at the top of the page, and your PaperCut quota will be updated

REFUNDS

Should you ever require a refund due to equipment failure or staff error please speak to the Studio Foundation cage or lab monitor. They will fill out a refund request and address the problem so it doesn't affect others. Requests are processed within 48 hours, or perhaps sooner depending on staff schedules.

Keep in mind we don't provide refunds that are a result of not following instructions. If you are ever in doubt, ask your teacher, lab monitor or cage monitor for help before you print!

PRINTERS

There are three different types of printers available in Studio Foundation. Each is designed for a different kind of printing:

- **Black & White Laser Printers** are available in each of the Visual Language classrooms and in the Studio Foundation printing lounge



(the area in and close to the SF Cage). They print on Letter size (8.5 x 11) regular copy paper and are capable of double-sided printing. *These*

printers are designed for text and are not good at reproducing continuous tone images. In addition, printing large image files to these printers may take a very long time.

- **Color Laser Printers** are available in all Visual Language classrooms (South 304, 305, 306) and the Studio Foundation printing lounge. They print on Letter (8.5 x 11) or Tabloid (11 x 17) size high-quality smooth-finish paper and are capable of double-sided printing. *These printers produce reasonably good quality continuous tone printing of proof quality as well as text and graphics.*



- **Photo-Quality Ink-Jet Printers** are available in the Studio Foundation printing lounge area (the area around the SF Cage). They print on either Luster or Matte heavyweight paper on 17-in. rolls. The minimum sized print is 17-in. wide by 8-in. high and prints can be very long, up to 99 inches. You pay for these by the linear inch (\$0.35). These printers provide professional, archival quality prints.

The printing lounge area both in and just outside of the Studio Foundation Cage has a total of eight workstations. On some printing takes priority, on others it's scanning or stop-motion animation. The three iMacs right in the cage are primarily for printing to the Canon ink-jets.

Each of the workstations is capable of printing to any of the Canon printers. If someone is using a workstation for a reason other than scanning, printing, or stop-motion animation, remind them of the priority. If you don't feel comfortable doing this on your own, feel free to ask one of the cage monitors to do it for you.

PAPER CUT FEES

When printing through Paper Cut your account will be charged as follows when printing in Studio Foundation. Two-sided printing are charged as two pages per sheet.

Black and white laser printing:

\$0.03 per page, 8.5" x 11" (Letter)

Color laser printing:

\$0.40 per page, 8.5" x 11" (Letter)

\$0.80 per page, 11" x 17" (Tabloid)

Photo-quality color inkjet printing:

\$0.35 per linear inch, 17" roll paper, 8 inches minimum.

PERFORMANCE CONSIDERATIONS

Printing versions of your image files should be sized to the exact size you want them to come out on the printer

prior to printing. We recommend 300ppi for the color lasers and 600ppi for the Canon ink-jet photo-quality printers. If you don't resize the files prior to printing, it will take much longer since the printers are much slower at resizing files than the Mac and Photoshop.

COLOR INK-JET PAPER OPTIONS

The Canon ink-jet printers in Studio Foundation print on 17" roll paper, either matte or luster. The type of paper loaded in a printer is indicated by a label on the printer. If you need to print on larger paper or on special paper, there are printers in the 3rd floor Tower lab that can print on either 24" or 60" at a higher price. In addition, 13" x 19" cut sheet printing is available in the Tower 3rd floor lab (special paper printing) are \$6.64 each.

PRINTING AN IMAGE FROM PHOTOSHOP TO THE CANON INK-JET PRINTERS

YOU WILL NEED:

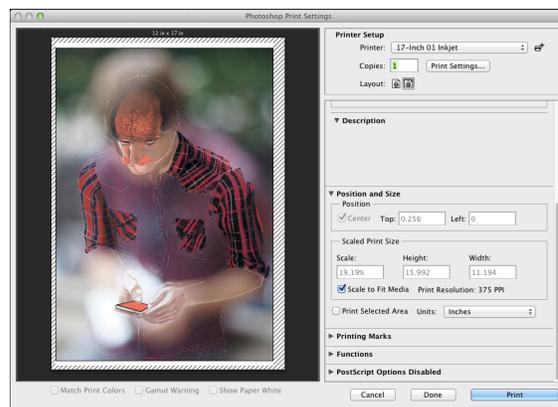
1. An **uncompressed TIFF (.tif) or Photoshop (.psd) image** file that has been sized and prepared for printing (e.g. set to the desired height and width at 600ppi (pixels per inch), the native resolution of the Canon ink-jet photo-quality printer. It's important to send a properly sized file to the printer because sending huge camera original

files to the printer will cause long delays.

2. A USB flash drive or external hard drive containing the file you want to print.
3. Connect your media device to one of the **iMac workstations located in the SF Cage**. These are the only workstations capable of printing to the Canon ink-jet photo quality printers in the Studio Foundation.

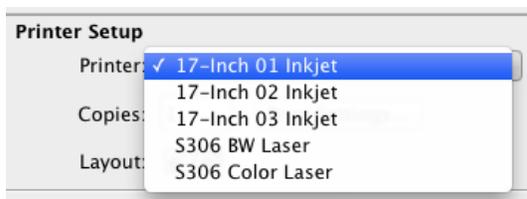
STEPS:

1. Open the document in Photoshop. This might be a good time to double check that the image is properly **sized** at a **resolution of 600ppi**. Always allow for **0.25-in. borders** all around your image (in other words, you can't print a full 17-in. wide image with the ink-jets unless you've chosen one of the specific "Borderless" paper sizes (e.g. 11x17 Borderless or 14x17 Borderless). For example, if you want to print 17-in. wide by 12-in high, the actual print area will be 16.5-in wide by 11.5 in. wide, so you'll size your image 16.5-in wide by 11.5 in. high, not the full size of the paper!



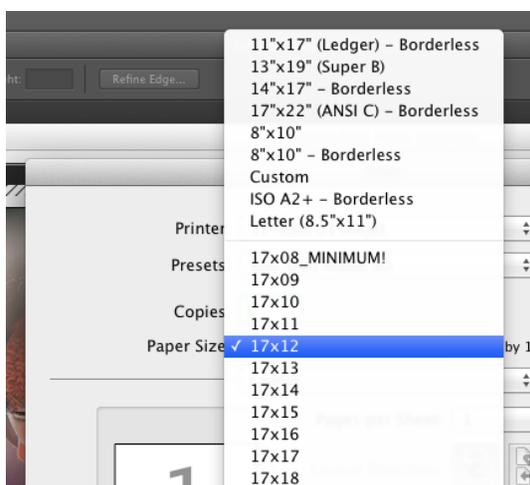
2. When you choose Print from the File Menu in Photoshop you will be selecting several options in the print dialog box (shown above) so don't click on the blue Print button right away. Selections need to be made and double checked as follows:

3. Select the right **Printer** (all three workstations in the cage can print to any of the printers including the lasers, so be careful, this is different than last year).

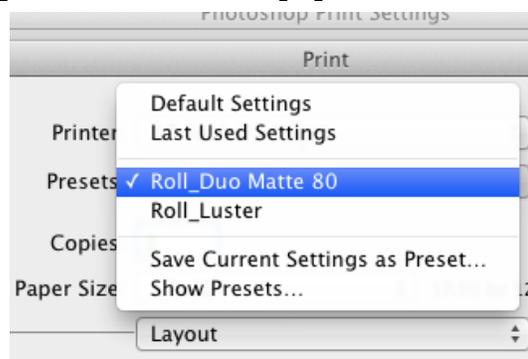


Canon 17 01 is usually loaded with matte paper and **Canon 17 02** is usually loaded with luster paper. The paper in **Canon 17 03** can be changed upon request.

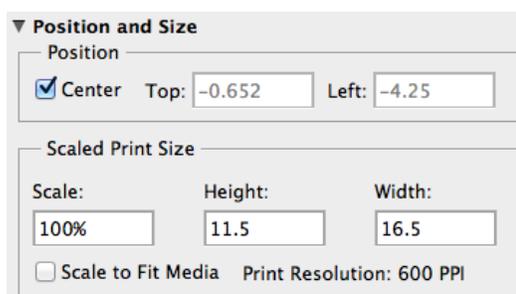
4. Select the right **Paper Size**, below we've chosen 17-in. wide by 12-in. high. Always allow for 0.25-in. borders all around unless you've chosen one of the specific "Borderless" paper sizes as indicated on the paper size options:



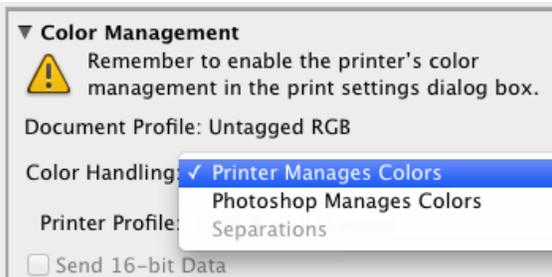
5. Select the right **Printer Preset** ("Roll_Duo Matte 80" for printers with matte paper or "Roll_Luster" for printers with luster paper) as follows:



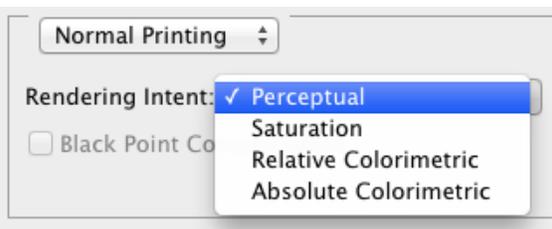
6. Make sure the **Position** and **Scale** settings are correct. You don't want the image re-scaled if the exact size is desired. If you have properly sized your image then you want the Scale to be set to 100%. In most cases you'll want to Position to be centered within the printable area. Make sure the print preview of the layout looks like what you expect and notice the size it's showing you along the preview window. Does this match your expectation?



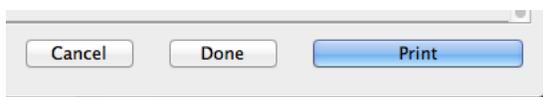
7. Set the Color Handling to **Printer Manages Color**, other settings will lead to incorrect colors being printed!



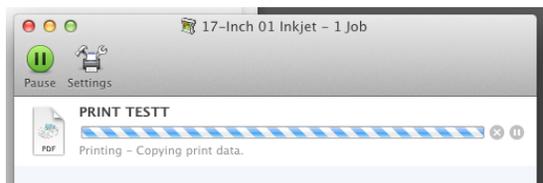
8. In most cases the **Perceptual** rendering intent is the way to go:



9. Once all the above options have been set and double checked, you are now ready to click **Print** in the printing dialog box.



10. Once you have clicked Print, you will see a printer icon appear in the Dock. Click on this printer icon in order to see the Macintosh print queue which will show you the progress of the



print job. It's good to check this to make sure the job completes. If it gets stuck here for some reason, you'll probably see a message that will help you or the cage monitor troubleshoot. *Printing again is not the correct solution for a print that does not come out!* If you print and a print does not come out,

ask the cage monitor for help, otherwise you may be charged for each of multiple prints!

11. If you've not yet logged on to PaperCut, PaperCut will pop up a dialog box and ask for your Mass Art NetID and password. Log in and you should see a little window come up showing your balance.



12. You should now see your balance reduced and the print will start printing on the Canon ink-jet printer you selected.



CHECK SELECTED PRINTER & PAPER TYPE & SETTINGS

Making sure that the the proper print settings, target printer, etc. is selected is your responsibility. Please CHECK all of your settings BEFORE you print and if in doubt, ask the cage monitor for help!

PLEASE CONSERVE

Think before you print. Many of the materials you need for class are available online as web pages or in PDF form. When you have to print papers or reading printing double sided to conserve paper.

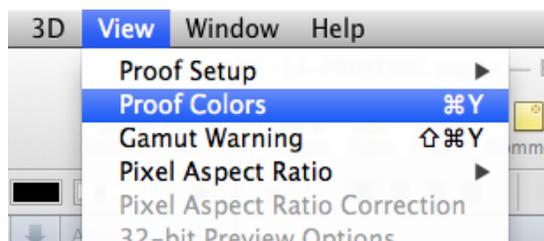
NEED TO PRINT ON SPECIAL PAPER?

All printing is done on MassArt provided paper. In Studio Foundation you have a choice of printing on Matte or Glossy paper when printing to the Canon ink-jet printers. For printing on transparencies, vellum and other speciality papers there is a special printer set aside for this in the print lab on the 3rd floor of Tower. Ask a SF cage monitor to show you the swatch book of special papers available in the Tower print lab.

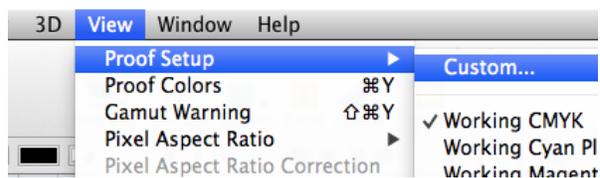
Speciality paper may be requested for special projects through advanced arrangement with your Visual Language teacher and approval of the Studio Manager. This is strongly discouraged. If we do allow the use of your own paper, you'd still have to pay the same Paper Cut fee per linear inch on top of what you paid for your paper, not a good deal.

COLOR PROOFING

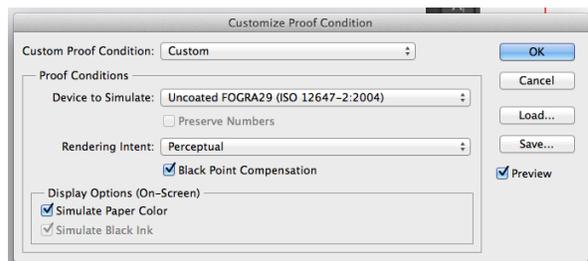
We're not set up in Studio Foundation to provide perfect, color calibrated monitors and perfectly calibrated prints. Prints will be close to what you see on the screen, however, there will never be an exact match between glossy emissive-displays like LCDs on the Mac and paper. The use of "Proof Colors" in Photoshop can im-



prove the match between screen and print by changing the color profile that



Photoshop uses. By choosing Proof Setup => Custom, you can select the profile that Photoshop uses for Proof Colors (when



turned on with the menu). The iMacs in the SF Cage have the Canon printer profiles loaded (the Macs in the labs do not) so you can try this out in the SF Cage.

If you would like a detailed step-by-step tutorial on Color Matching and Color Proofing, make an appointment with David Tamés, our Media Arts Studio Manager by calling 617.879.7298.

TOWER PRINT LAB

If you need to print on the weekends when the Studio Foundation facilities are closed, you can use the print labs on the 3rd floor of Tower. While the printing facilities in Studio Foundation are exclusively for the use of Studio Foundation students, the Tower print lab is open to all students at MassArt.