
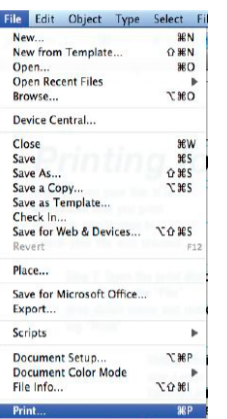
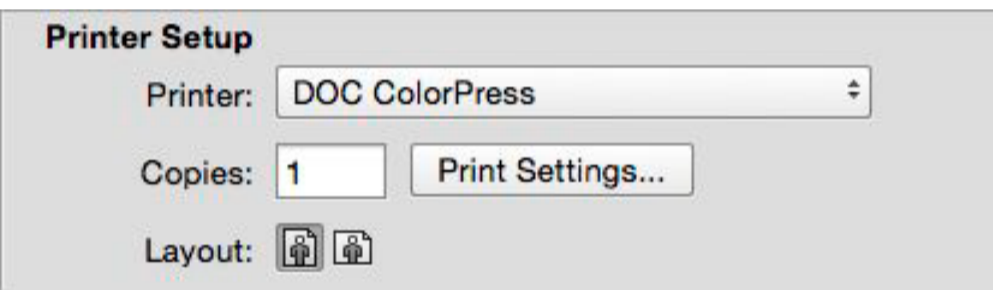
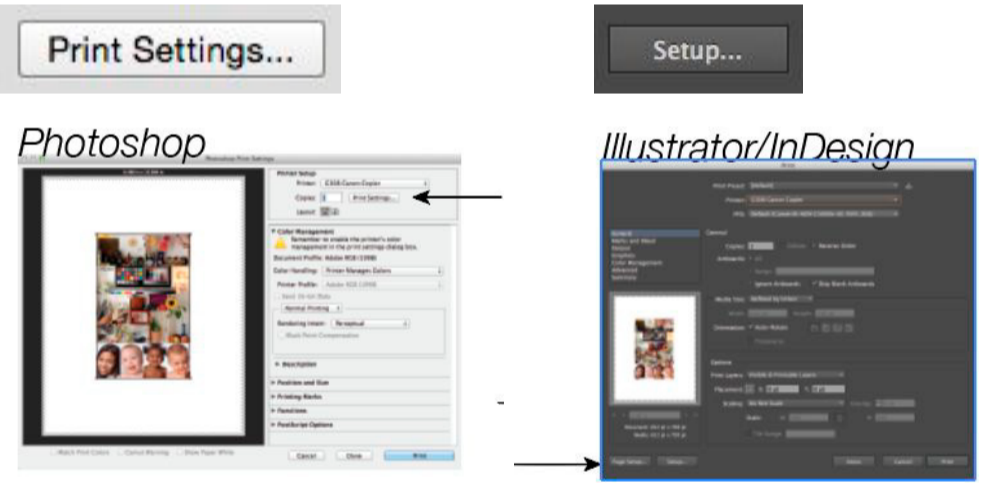
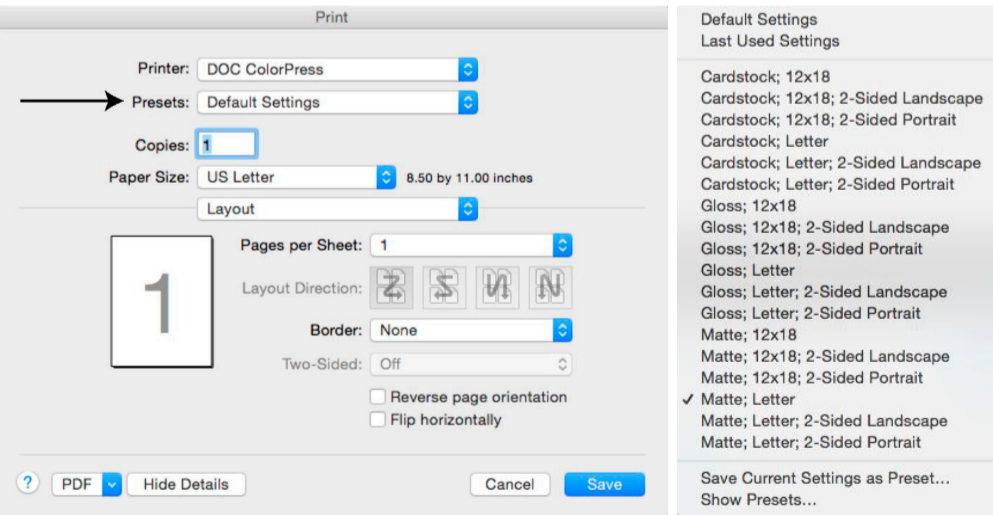
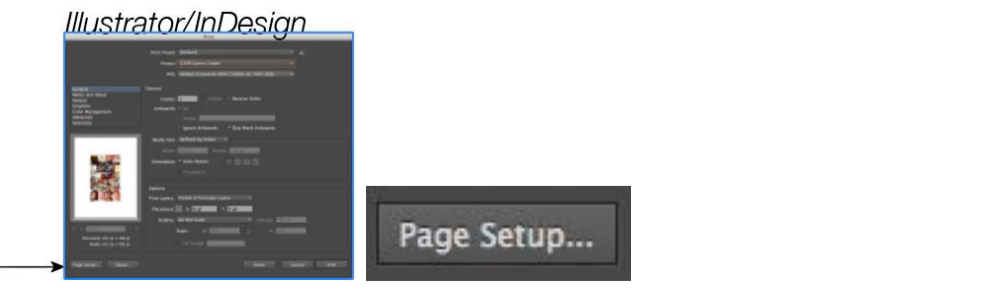
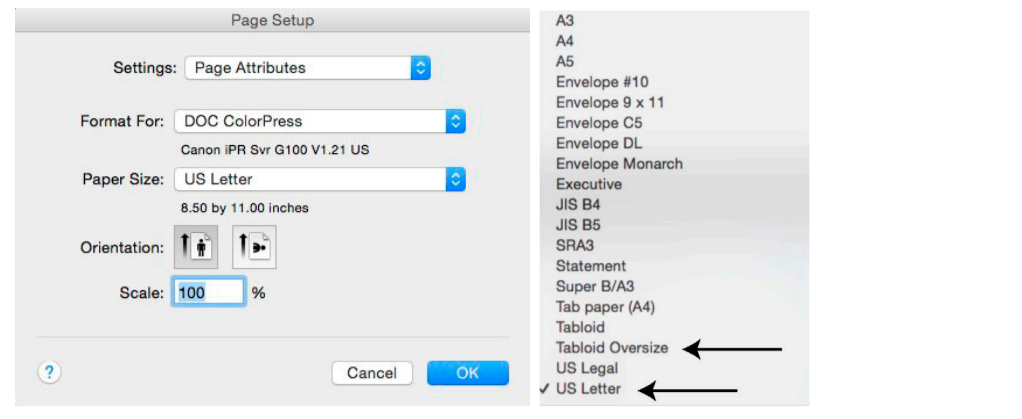


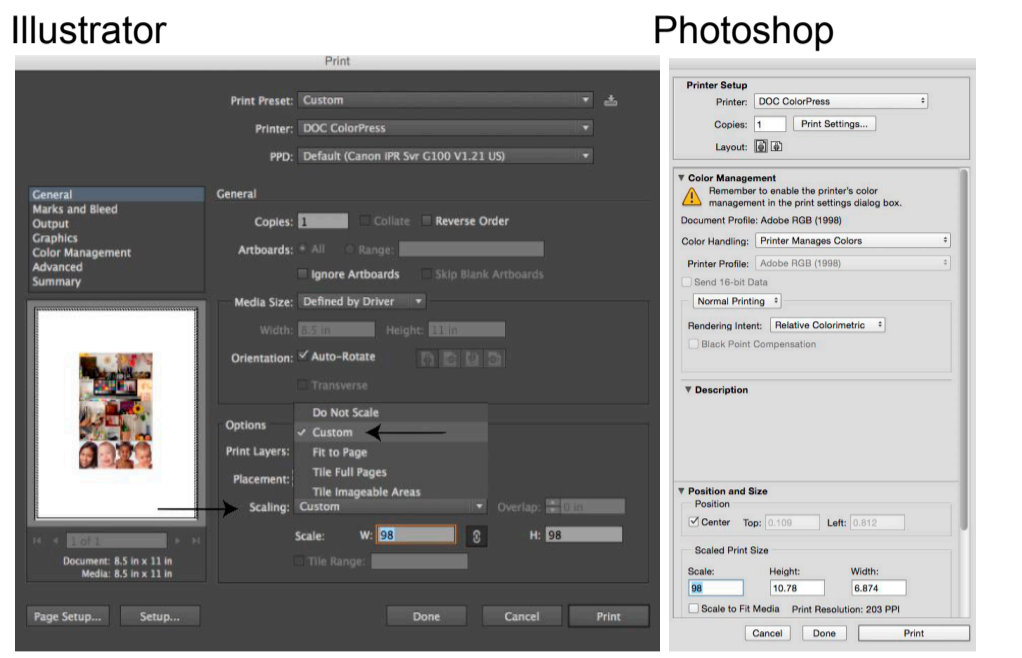
DOC ColorPress Instructions

<p>Step 1: Open your file. “Preview” is not recommended for optimal color output. Use the appropriate Adobe application in which the file was created.</p>	
<p>Step 2: Open the print dialog by selecting the “File” drop-down menu and clicking “Print”.</p>	
<p>Step 3: Select your printer. Printer names are typically indicated by the room number you are in and the printer model number. For example: you would select “DOC ColorPress” if you are printing in the DOC lab.</p>	
<p>Step 4: Click “Print Setting/Setup”</p>	
<p>Step 5: Select printer “Presets” based on desired paper type and sheet size. To use cardstock or a custom media through the multi-purpose tray, choose “Cardstock...” and then be sure the desired paper type is loaded in the multi-purpose tray. Click “Save”.</p>	
<p>Step 6: When printing through InDesign, Illustrator or Acrobat the page size must be selected separately by clicking on “Page Setup”. In Photoshop this is selected as part of the preset.</p>	

Step 6a: Set your page size and orientation through the page setup dialog box. US Letter (8.5” x 11”) or Tabloid Oversize (12” x 18”)



Step 7: Confirm your print preview and pages size are correct in thumbnail on left (right in Acrobat). If your image is full-bleed it will need to be reduced by at least 98% in order to avoid having the margins clip the layout.



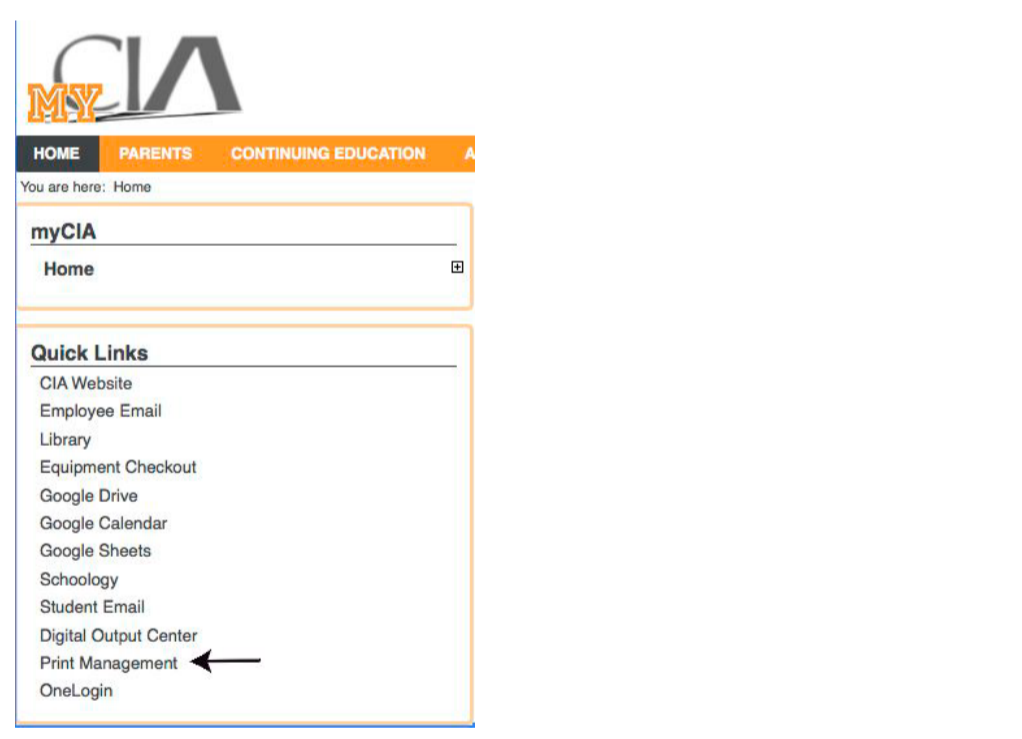
Note: You may need to scroll down to locate this function in Photoshop.

If you need to enlarge your image you will use a value greater than 100%. You can use the preview window to see how your image is fitting on the page

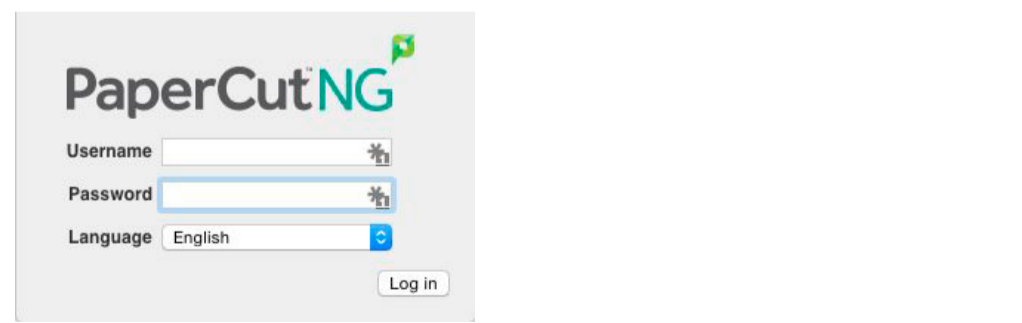
Step 8: Click “Print”.



Step 9: Go to my.cia.edu and click on “print management”. You do not need to login to my.cia for this.



Step 10: Login to PaperCut using your CIA username and password.



Step 11: Release job.



Choose one of these page sizes

- A3
- A4
- A5
- Envelope #10
- Envelope 9 x 11
- Envelope C5
- Envelope DL
- Envelope Monarch
- Executive
- JIS B4
- JIS B5
- SRA3
- Statement
- Super B/A3
- Tab paper (A4)
- Tabloid
- Tabloid Oversize ←
- US Legal
- ✓ US Letter ←

Choose one of these presets

- Cardstock; 12x18
- Cardstock; 12x18; 2-Sided Landscape
- Cardstock; 12x18; 2-Sided Portrait
- Cardstock; Letter
- Cardstock; Letter; 2-Sided Landscape
- Cardstock; Letter; 2-Sided Portrait
- Gloss; 12x18
- Gloss; 12x18; 2-Sided Landscape
- Gloss; 12x18; 2-Sided Portrait
- Gloss; Letter
- Gloss; Letter; 2-Sided Landscape
- Gloss; Letter; 2-Sided Portrait
- Matte; 12x18
- Matte; 12x18; 2-Sided Landscape
- Matte; 12x18; 2-Sided Portrait
- ✓ Matte; Letter
- Matte; Letter; 2-Sided Landscape
- Matte; Letter; 2-Sided Portrait