



DIGITAL IMAGING CENTER

PRINT BOOKLET

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PURPOSE OF THIS PRINT GUIDE

This printing guide will provide information for all students in the capabilities of the Digital Imaging Center. This will also cover the general instructions of common practices on the 5th and 6th floor lab. This will become a valuable asset as a reference for all students.

The DIC staff and lab assistants are always here to assist and answer any question you have. .

GENERAL LAB HOURS

8:30am - 12:30pm Monday - Friday
10am - 9:30pm Saturday
12pm - 9:30pm Sunday.

The Lab is closed during Winter break and for two weeks prior to the summer session as well as the two weeks at the end of the summer. Students must pay the summer Lab fees in order to use the Lab during the summer.

POLICY AND PROCEDURE

1. ID Cards

All currently enrolled SVA students must have a valid SVA Student ID Card with current stickers to enter all of SVA's buildings. A D.I.C. sticker is also required upon entering the Digital Imaging Center. Students may obtain an ID card/stickers at the Registrar's office, located at 209 E. 23rd Street. Students should get their ID as soon as possible. The Security Guards on duty may ask to see your ID at any time and may not let you in the buildings if you cannot provide a valid SVA ID. Please keep your SVA ID card with you at all times.

2. Lab Rules

To follow Lab rules ensures a healthy, safe and productive environment for all of SVA's students, faculty and staff.

- Food and drinks are not permitted on computer desks at any time including bottled water.
- The installing of software is not allowed on any of the D.I.C. computers. This causes computer malfunctions and virus outbreaks. Students may request a Systems Administrator to install particular software on a specific machine. Please note this request may also be denied.
- Smoking is not permitted. In accordance with New York State law, smoking is not permitted anywhere in the building. This includes the stairwells and bathrooms. Students must go outside to smoke.
- Do not connect, disconnect, or remove any piece of D.I.C. equipment from a computer system.
- Consult a Lab Assistant or Systems Administrator if it is necessary to change a system configuration.
- Do not print out manuals or long tutorials. Try to conserve paper and save a few trees!
- Please be courteous when using your cell phones in the Lab during free time. Please note you can be asked to finish your conversation outside of a lab room.

POLICY AND PROCEDURE

3. Saving and Backing-Up Data

You are responsible for your data. Save your data frequently as you work. Back up early and back up often. It is advisable to purchase some sort of additional external storage devices to back up your work early and often.

The department is not responsible for any work or data that may be lost either from our regular maintenance or because of system failures, etc. Be sure to save multiple backup copies in more than one place.

The Temporary Student Server is deleted every other week on Friday at midnight. Schedules are posted in all the rooms.

4. Lounge Areas

These shared spaces should be kept clean at all times. Please be respectful of others, the Lab and the spaces shared by all in the D.I.C.

5. Lost and Found

Items found in the Lab will be placed in the Lost and Found, located at the front office.

6. Theft

Respect for the property of others is expected at all times. Report any missing items or other security issues to a member of the Administrative Staff or the Security Guard on duty. Unfortunately, sometimes thefts do occur, so please be mindful of all your belongings (keep purses, hard drives, and other valuables with you, etc.) We are not responsible for unattended items or missing items

7. Visitors

Students wishing to bring outside visitors to the Lab must fill out a Request For Access form and fax it to the SVA Security Office at least 24 hours in advance for approval. Visitors will not be allowed access without prior approval from SVA Security Office. Additionally, all guests must sign in at the guard's desk and provide a current SVA ID and valid form of identification.

5TH FLOOR PRINTERS



HP COLOR LASER CP6015

LOCATION:
In all Computer Lab rooms.

MEDIA SIZES:
8.5x11, 11x17

SETTINGS:
Double-Sided, Spreads, 2 Sided Output

6TH FLOOR PRINTERS



2x CANON C1 IMAGEPRESS

MEDIA SIZES:
8.5x11, 11x17, 12x18, 13x19

SETTINGS:
Double-Sided, Spreads, 2 Sided Output



KIP 3100 Zoomer

MEDIA SIZES:
18x24, 24x36, 36x42, 36x60, 36x72



CANON C4580 Copier

MEDIA SIZES:
8.5x11, 11x17, 12x18



EPSON 9900

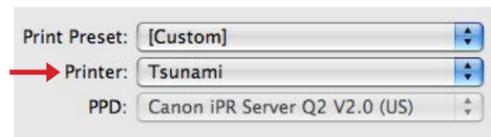
MEDIA SIZES:
18x24, 20x24, 24x36, 24x48, 24x60,
24x72, 24x84, 24x96.30x40, 36x48,
36x60, 36x72, 36x84, 36x96.42x40,
42x48, 42x60, 42x72, 42x96.

HOW TO PRINT

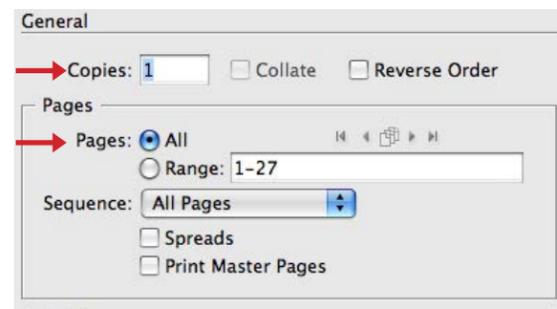
ADOBE INDESIGN



1. Choose FILE > PRINT (cmd-P)

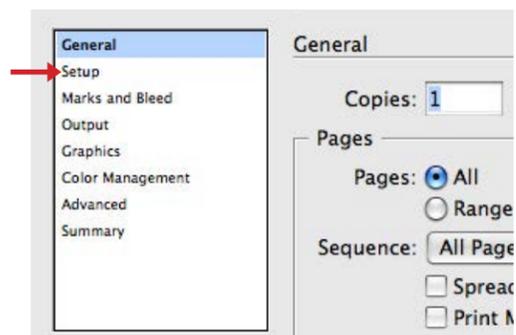


2. Specify the printer you're using in the Printer menu.



3. In the General area, type the number of copies to print.

Option: Choose All to print all pages of a document.



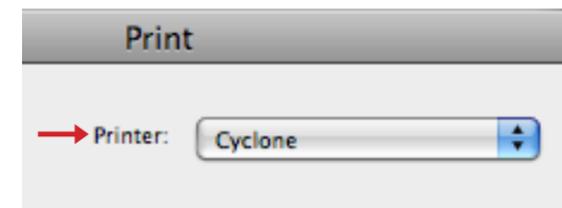
4. Click on the Setup area to specify a printer and the correct page orientation.
Click PRINT.

HOW TO PRINT

ADOBE PHOTOSHOP



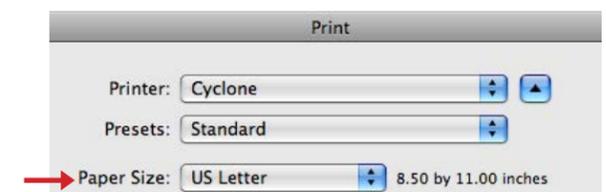
1. Choose FILE > PRINT (cmd-P)



2. Specify the printer you're using in the Printer menu.



3. In the General area, type the number of copies to print.



4. Click on Print Settings to specify a printer and select proper paper size.

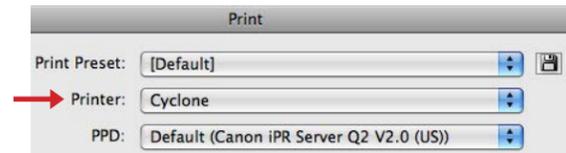
5. Click OK and click PRINT.

HOW TO PRINT

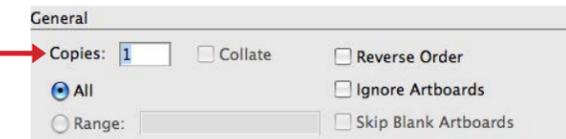
ADOBE ILLUSTRATOR



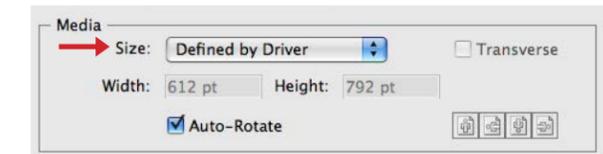
1. Choose FILE > PRINT (cmd-P)



2. Specify the printer you're using in the Printer menu.



3. In the General area, type the number of copies to print.



4. In the Media Box select the paper size and orientation of the image.

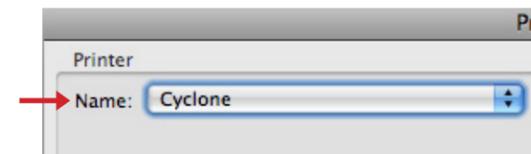
5. Click PRINT.

HOW TO PRINT

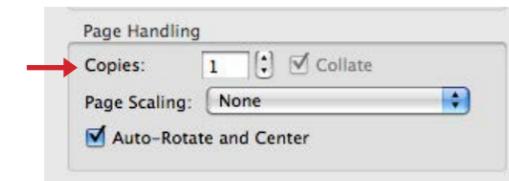
ADOBE ACROBAT



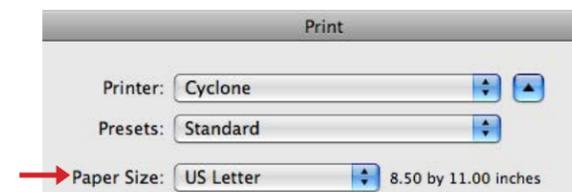
1. Choose FILE > PRINT (cmd-P)



2. Specify the printer you're using in the Printer menu.



3. In the page handling section select the number of copies.



4. Click on Page Setup and select the paper size available. Click OK.

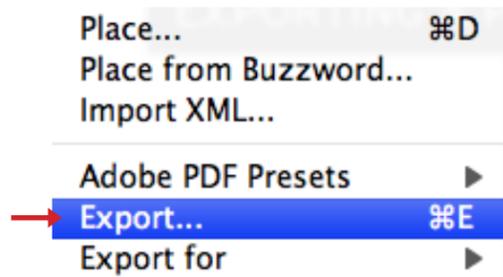
5. Click PRINT.

EXPORTING A PDF

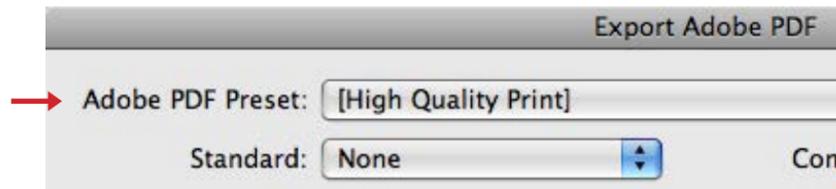
ADOBE INDESIGN

ID

A PDF (Portable Document File) is the preferred format to print. This is because images and typefaces do not need to be packaged.



1. Go to FILE > EXPORT

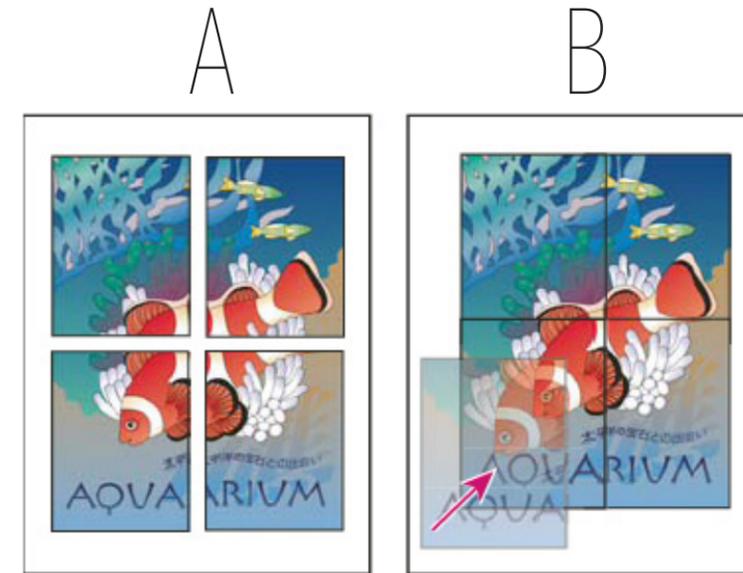


2. For Adobe PDF Preset select High Quality Print.

Note: High Quality Print Creates PDFs for quality printing on desktop printers and proofing devices.

3. Click the EXPORT button.

TILING



Oversized pages divided into printable tiles (left) and the overlapping sections in final assembly

A document's dimensions do not necessarily match the paper sizes used by printers. As a result, when you print, InDesign or Illustrator divides the oversized document into one or more rectangles, or tiles, that correspond to the page size available on the printer. You can then assemble the overlapping sections.

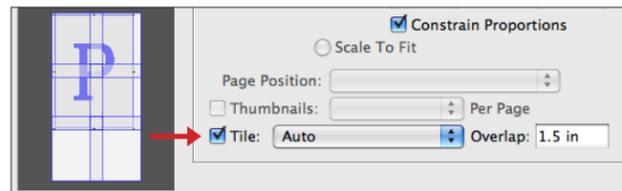
You can have InDesign or Illustrator tile a document automatically, or you can specify the tiles yourself. Tiling manually lets you control the origin point for the upper-left corner of the tile, so that you determine where the page falls on the paper.

TILING

ADOBE INDESIGN



1. Choose FILE > PRINT (cmd-P)



2. In the Setup area of the Print dialog box, select TILE

3. Choose one of the following options in the Tile menu drop down box:

Overlap

Type the minimum amount of duplicated information you want printed on each tile for ease in assembly. The Overlap option uses the unit of measure specified for the document.

Auto:

Automatically calculates the number of tiles required, including the overlap.

Auto Justified:

Increases the amount of overlap (if necessary) so that the right sides of the rightmost tiles are aligned at the right edge of the document's page, and the bottom sides of the bottommost tiles are aligned at the bottom edge of the document's page.

4. Select the amount of overlap for each tiling. Click PRINT.



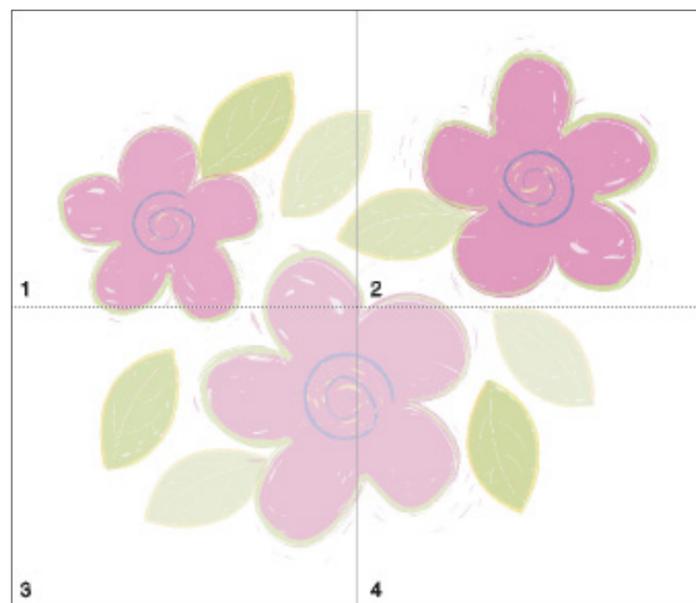


TILE A DOCUMENT

By default, Illustrator prints each artboard on a single sheet of paper. However, if the artwork is larger than the page sizes available on your printer, you can print onto multiple sheets of paper.

Dividing an artboard to fit a printer's available page sizes is called tiling. You can choose a tiling option in the General section of the Print dialog box. To view the print tiling boundaries on the artboard, choose View > Show Print Tiling.

Artboard divided into multiple page tiles

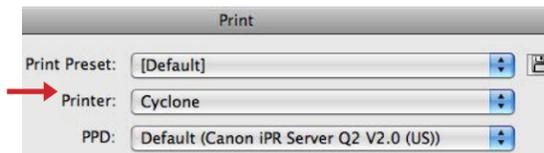


TIP: When you divide the artboard into multiple tiles, the pages are numbered from left to right and from top to bottom, starting with page 1.

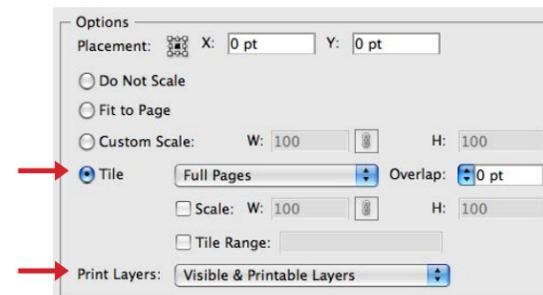
These page numbers appear on-screen for your reference only; they do not print. The numbers enable you to print all of the pages in the file or specify particular pages to print.



1. Choose FILE > PRINT (cmd-P)



2. Specify the printer you're using in the Printer menu.



3. Select TILE and select a tiling option from the drop down menu. Add an amount of overlap and select the proper print layers.



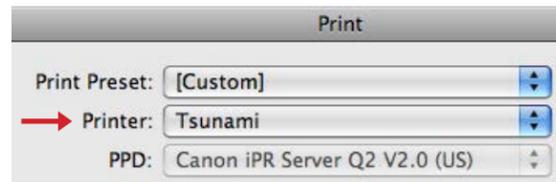
4. After you have arranged the image, select the paper size and the orientation of the image. Click PRINT.

DOUBLE SIDE PRINTING

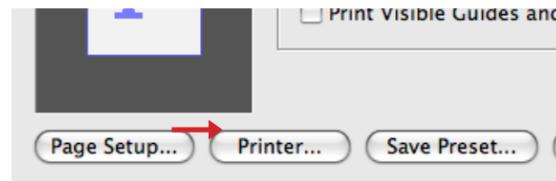
ADOBE INDESIGN



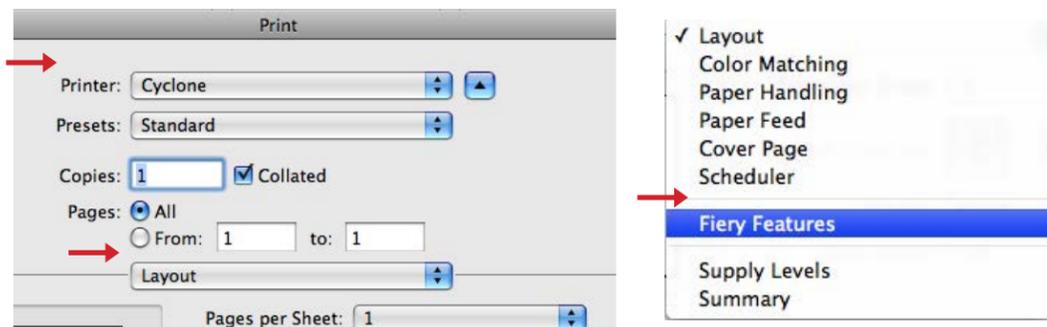
1. Choose FILE > PRINT (cmd-P)



2. Select the TSUNAMI or CYCLONE printers.



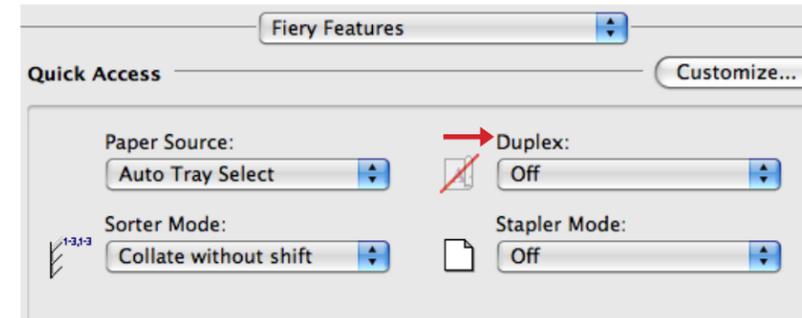
3. Select PRINTER and a new dialog box pops up.



4. Select the printer then go to the drop down box with LAYOUT selected. Select FIERY FEATURES.

DOUBLE SIDE PRINTING

ADOBE INDESIGN



5. Under the DUPLEX drop down box select either short edge or long edge binding.

6. Click PRINT.

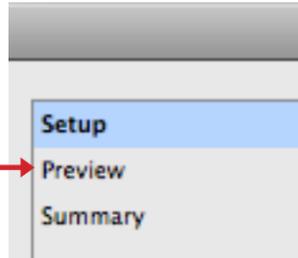
TIP: If you are printing a large document please test the prints out by printing the first 2 pages

2-UP SADDLE STITCH

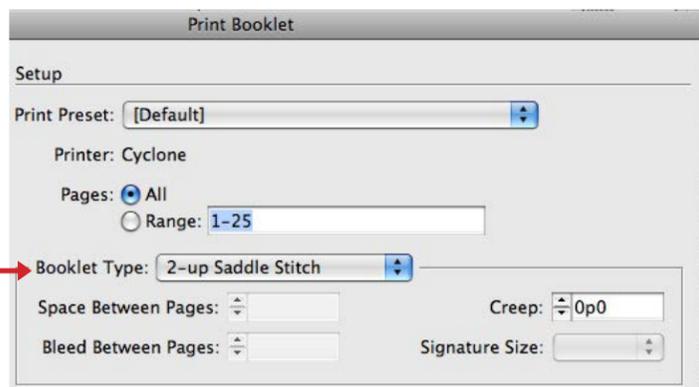
ADOBE INDESIGN



1. Choose FILE > PRINT (cmd-P)



2. Click PREVIEW on the left side of the dialog box to see small thumbnails of the booklet page sequence.



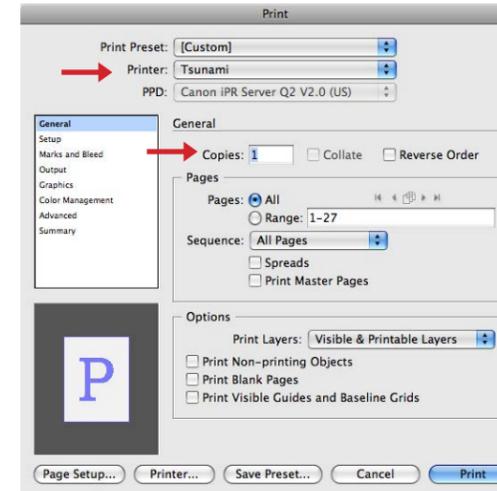
3. Select 2-UP SADDLE STITCH and adjust all available options.

2-UP SADDLE STITCH

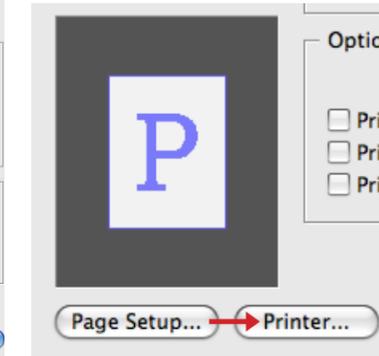
ADOBE INDESIGN



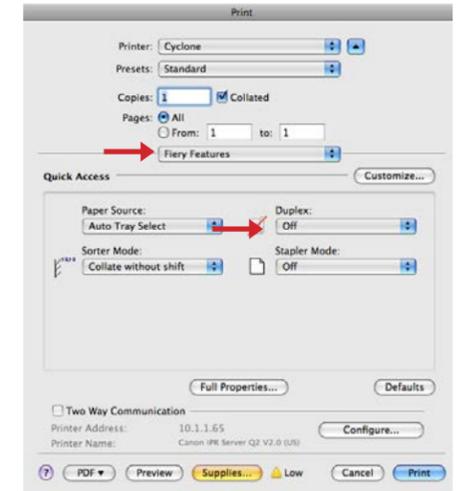
4. Select PRINT SETTINGS for a new dialog box to appear.



5. Select all necessary options such as printer, paper size, crop marks, spreads, range, etc.



6. Click on the Printer button for a new dialog box. Follow the double sided instructions. Select either short or long edge. Click PRINT.



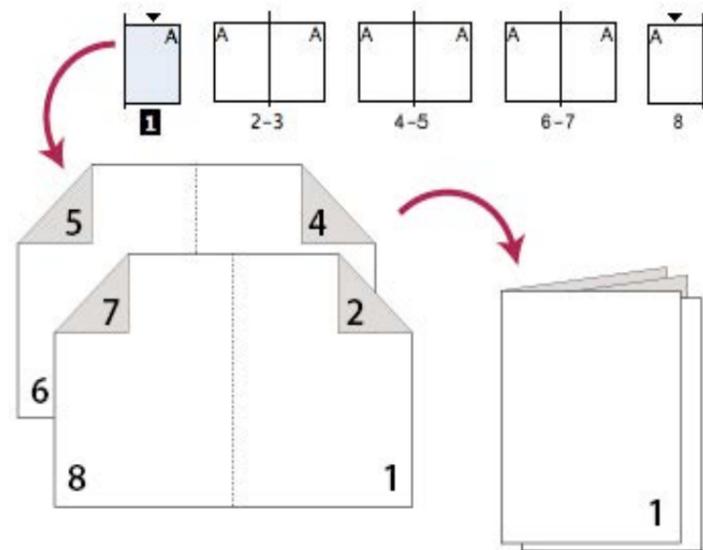
BOOKLET CHECKLIST

ADOBE INDESIGN



STEP 1

A booklet must be divisible by four.



Tip: Revisit your layout, recheck your design because an extra page will be added and change your design layout.

STEP 2

Choose File Menu / Print Booklet to preview your spreads. For more information, read page 11. The Preview area of the Print Booklet (InDesign) dialog box lets you review color thumbnails of the printer spreads created by your selected imposition style.

STEP 3

Print a black and White copy. Proof your booklet to ensure the layout is correct. Tip: Choose File Menu / Print Booklet to preview your spreads.

STEP 4

Backup your project to PDF. For more information, read page 12.

STEP 5

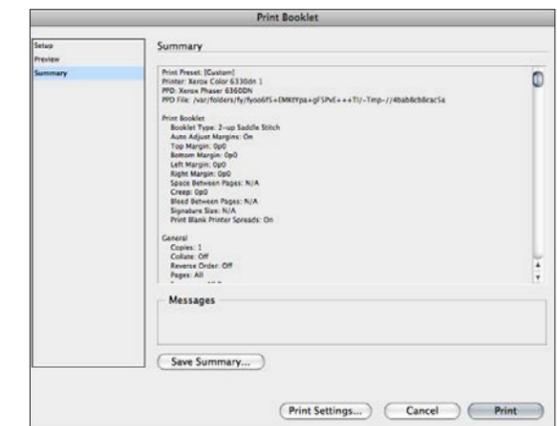
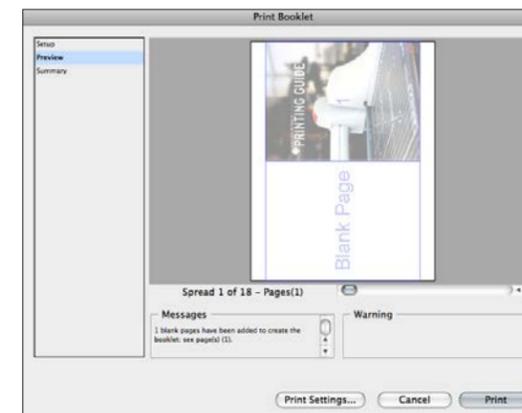
If everything checks out correctly, you are ready to print in color.

BOOKLET PREVIEW

ADOBE INDESIGN



The Preview area of the Print Booklet (InDesign) dialog box lets you review color thumbnails of the printer spreads created by your selected imposition style.



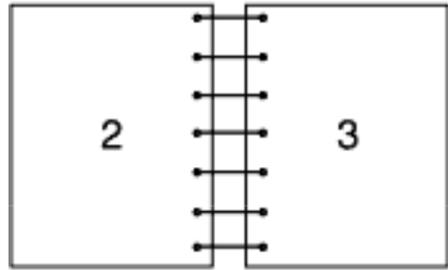
1. Choose FILE> PRINT BOOKLET.
2. Click PREVIEW on the left side of the dialog box. To flip through the printer spreads, click the scroll arrows.
3. Click SUMMARY on the left side of the Print Booklet dialog box to view a summary of current booklet settings. Check the bottom of the Summary area for any conflicting settings.

BOOKLET TYPES

BINDING

The protective covering on the front, back, and spine of a book.

LONG-EDGE

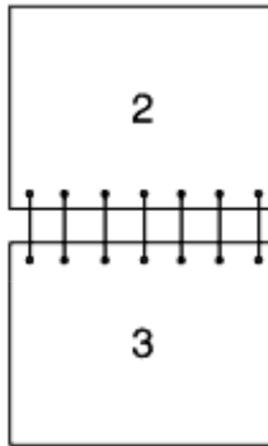


The page turns on the long side, regardless of orientation.

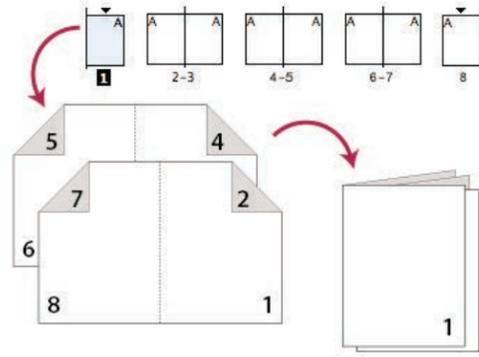
The edge refers to where the next page follows on from with your print remaining upright. For example long edge will mean that you turn from one page to the next along the long edge of the paper, much like an A4 magazine or standard brochure.

Short edge would mean that you turn the page from the short edge of the paper, much like that of a notepad.

SHORT-EDGE



The page turns on the short side, regardless of orientation.

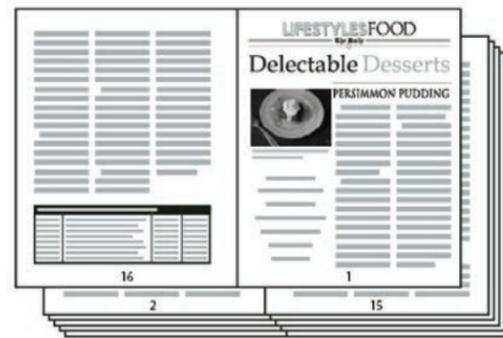


8 PAGE BOOKLET

Impose a document for booklet printing.

Creates two-page, side-by-side printer spreads. These printer spreads are appropriate for printing on both sides, collating, folding, and stapling. InDesign adds blank pages as needed to the end of the finished document.

2UP SADDLE STITCH



Creates two-page, side-by-side printer spreads. These printer spreads are appropriate for printing on both sides, collating, folding, and stapling. InDesign adds blank pages as needed to the end of the finished document.



Signatures

The number of pages in the booklet is known as the signature of the book. For example, a booklet of signature 8 will print onto two sheets (front and back) in the following order:

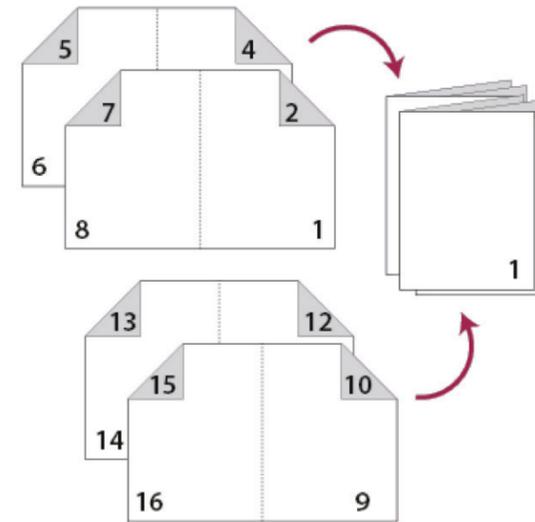
Sheet 1 front side: pages 8 and 1

Sheet 1 reverse side: pages 2 and 7

Sheet 2 front side: pages 6 and 3

Sheet 2 reverse side: pages 4 and 5.

2up Perfect Bound Booklet



To produce a perfect bound book, however, the computer part is the same. The book is laid out and designed in the computer, then printed to sheets of paper in signatures.



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