



# Printing Basics

## 1. Choosing a Program:

Each program is designed for a specific purpose.  
Select the program that best suits your needs.

**Photoshop** - image editing *only*

**InDesign** - page layout, text editing, printing

**AutoCAD** - 2D technical drawings

**VIZ, FormZ, etc..** - 3D modeling and rendering

## 2. Scanning:

Keep photo scans under 300dpi

## 3. Resolution:

96dpi works well for most printing applications

Never exceed 150dpi

## 4. Flatten Image:

When using Photoshop be sure to flatten your images before sending to printer.

## 5. File Types:

Printing Files: (optimum type for efficient printing)

.TIFF

Editable File Types:

.PSD, .INDD, .DWG, etc.

### **Do not Send**

.JPG, Layered Files (Photoshop)

Excessively large files

## 6. Printing:

Sending a file to print increases its size.

Files over **150mb** will be deleted from the printer after it has spooled

## 7. General Info:

You can monitor and cancel your print jobs from your workstation: start/settings/printers

## 8. Unclaimed Plots

Plots will be kept for up to a week in the boxes next to each plotter