

Printing Fundamentals

File Management and Printing @ the UIUC SOA...

These easy steps may help you avoid excessively large file sizes, which are *the* number one cause of computer lab stress and other general anxiety associated with last minute printing.

The following is a brief overview of terms and basics of file management and printing.

- 1) **Vector:** defines points mathematically and then traces lines between the points
 - a) Programs:
 - i) Adobe Illustrator
 - ii) AutoCAD
 - iii) Adobe InDesign
 - b) Best for printing.
- 2) **Raster**
 - a) Raster/bitmap: assigns a value to each individual pixel
 - i) Programs
 - (1) Adobe Photoshop
 - (2) Adobe InDesign
 - b) Files
 - i) BMP – raw raster image
 - ii) GIF – image compression for images with limited colors
 - iii) JPG – compressed tiff for file transfer
 - iv) TIFF – decompressed image file
 - v) PSD – layered tiff
 - c) All scanned images and digital camera images are raster/bitmap
- 3) **Resolution:** The fastest and easiest way to lower your file size is to lower the resolution of your document.
 - a) Document resolution:
 - i) 96dpi works for most applications - 150dpi is a higher end resolution requirements
 - ii) 300dpi for professional printing (Not advised for jobs sent to SOA printers or plotters)
 - iii) Dithering Process will smooth images
- 4) **Scanning:**
 - a) Keep photo scans to under 300 dpi
 - b) Increase resolution if enlarging
- 5) **Flatten Your Image:**
 - a) When using PhotoShop be sure to **flatten your image** and save as a tiff before you print
 - b) Be sure to save image as PSD if you still want to edit it
- 6) **PhotoShop**
 - a) Photo Editing
 - b) Raster Image work

7) InDesign

- a) Optimal for printing
- b) Text editing
- c) Placing an Image not acquiring
 - i) Problems associated with linked files
 - ii) Increased editability

8) Printing

- a) Print images in TIFF format
- b) It is optimal to print from Adobe InDesign
- c) Use 96-150 dpi
- d) Use Preset Paper Sizes
- e) Printing from Photoshop converts to raw, so ***never send jpegs or psds!***

9) General information

- a) You can monitor and cancel your prints from your workstation
 - i) Start > Settings > Printers
- b) Once your file has spooled you can logoff and leave
- c) Do not flatten your image until you're done

10) The ethics of printing

- a) Over 30 minutes of spooling is too long time to be spooling
- b) Consider file size as well as image quality
- c) Files that spool to over 150mb are automatically deleted from the queue and will not print
- d) If your file exceeds 150mb while spooling, be courteous and delete it immediately

For help, refer to: www.arch.uiuc.edu/courses/step/100/index.html
www.arch.uiuc.edu/computing/

For more help: arch-computing@uiuc.edu
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