

RIMCAD

Printing Manual

Rev. 3 August 25, 2007

These policies are subject to change. Please, make sure you consult the most recent iteration of the Printing Procedure manual.

RMCAD

Print Procedure

Index

Cover Page	1
Index	2
Printing Preface	3
Color Accuracy	3
Basic Printing Knowledge	3
Exporting a PDF	4
Saving a PDF in Photoshop or Illustrator (PC)	4
Saving a PDF in InDesign (PC)	4
Saving a PDF in Word or Powerpoint (PC)	4
Exporting a PDF	5
Saving a PDF in Photoshop or Illustrator (MAC)	5
Saving a PDF in InDesign (MAC)	5
Saving a PDF in Word or Powerpoint (MAC)	5
Printing from Adobe Acrobat	6
Printing from a PC	6
Printing from Adobe Acrobat	7
Printing from a MAC	7
Printer Usage Descriptions	8
Printer Usage Descriptions (cont.)	9
Common Problems	10
Print Failure Plan	11
Account Procedures	12
Advanced Printing Procedures	12

RMCAD

Print Procedure

Printing Preface

Color Accuracy

RMCAD does not currently support color accuracy for color printing on any of the printers offered on campus. Please take this into account when designing and preparing final projects.

Basic Printing Knowledge

Students are allowed a specific printing allotment per semester.

Printing allotments DO NOT carry over to the next semester.

Students are required to enter a username and password to print. This will be the same username and password as email access.

Certain printers are department specific and carry fines for accidental and/or intentional usage. All restricted printers are clearly marked.

The printers open for student use are as follows;

- TX004, B&W (Animation BW Printer Texas)
- TEXAS 1st Floor, B&W (1st Floor BW Printer Texas)
- TEXAS 1st Floor, COLOR (1st Floor Color Printer Texas)
- TEXAS 2nd Floor, COLOR (2nd Floor Color Printer Texas)

- LIBRARY, B&W (Library BW Printer)
- RUDE Basement, B&W (RUDE BASEMENT)
- SA102, B&W (SHORE PRINTER)

- TECHBAR, COLOR Wide Format
- TEXAS 4th Floor, COLOR Medium Wide Format
- TX106, CAD PLOTTER (ID Plotter 1)
- TX206, CAD PLOTTER (ID Plotter 2)

Department specific printers are as follows; Animation BW Printer Texas (Animation only), ID Plotter 1 & 2 (Interior Design only), Shore printer (Fine Arts and Liberal Studies).

At the end of the term printing gets very heavy and Murphy's Law takes effect. Do not rely on the school's printers for final projects!

The College CAN NOT guarantee round-the-clock printing. Always allow time to use a service bureau like Kinko's or PIP Printing as a backup for final output.

RMCAD

Print Procedure

Step 1: Exporting to a PDF

Exporting a document to a PDF is an excellent way to reduce file size and maximize compatibility of a document. It also makes printing much more user friendly and faster.

Note that small Word and PowerPoint files of 5 pages or less do not have to be exported as a PDF to print.

To Save a PDF on a Windows PC from PhotoShop or Illustrator

- After opening the document you wish to print in Photoshop or Illustrator, click "File" and then "Save As." This will bring up a screen where you can select your file's destination. (Where the PDF will be saved to.) We suggest that you save the file or files to your computer's "Desktop."

Next, click the "Save As" box at the bottom of the screen and select "Adobe PDF (*.PDF)" Name the document and click "Save." Your document should now be saved to the desktop of your computer.

To Save a PDF on a Windows PC from InDesign

- After opening the document you wish to print in InDesign, click "File" and then "Export." This will bring up a screen where you can select your file's destination. (Where the PDF will be saved to.) We suggest that you save the file or files to your computer's "Desktop."

Next, Click the "Save as Type" box at the bottom of the screen and select "Adobe PDF." Name the document and click "Save." Your document should now be saved to the desktop of your computer.

To Save a PDF on a Windows PC from Word or PowerPoint

- After opening the document you wish to Print in Word or PowerPoint, Click the "Adobe PDF" button on the menu at the top of the screen, and then click "Convert to Adobe PDF." This brings up a screen where you can select your file's destination. (Where the PDF will be saved to.) We suggest that you save the file or files to your computer's "Desktop."

Next, Click the "Save as Type" box at the bottom of the screen and select "Adobe PDF." Name the document and click "Save." Your document should now be saved to the desktop of your computer.

RMCAD

Print Procedure

Step 1: Exporting to a PDF (Continued)

To Save a PDF on a Mac from PhotoShop or Illustrator

- After opening the document you wish to print in Photoshop or Illustrator, click “File” and then “Save As.” This will bring up a screen where you can select your file’s destination. (Where the PDF will be saved to.) We suggest that you save the file or files to your computer’s “Desktop.”

Next, click the “Format” box at the bottom of the screen and select “Photoshop PDF” Name the document and click “Save.” Your document should now be saved to the desktop of your computer.

To Save a PDF on a Mac from InDesign

- After opening the document you wish to print in InDesign, click “File” and then “Export.” This will bring up a screen where you can select your file’s destination. (Where the PDF will be saved to.) We suggest that you save the file or files to your computer’s “Desktop.”

Next, Click the “Format” box at the bottom of the screen and select “Adobe PDF.” Name the document and click “Save.” Your document should now be saved to the desktop of your computer.

To Save a PDF on a Mac from Word or PowerPoint

- After opening the document you wish to Print in Word or PowerPoint, Click “File” and then “Print.” At the top of the screen there is a “Printer” box. Click the box and select “Adobe PDF.” (Preferably Adobe PDF 7.0 to maximize compatibility)Next you can select your file’s destination. (Where the PDF will be saved to.) We suggest that you save the file or files to your computer’s “Desktop.”

Name the document and click “Print.” Your document should now be saved to the desktop of your computer.

RMCAD

Print Procedure

Step 2: Printing from Adobe Acrobat

Printing from a Windows PC

- Open your file in Adobe Acrobat Professional. If you would like to adjust any settings for your document, select "File" and then "Print Setup." This brings up a screen where you can select the printer that you would like to temporarily change print settings for. Select the printer you wish to print to by clicking the box at the top of the screen. You can now choose what paper size you would like to print to and/or which tray the printer will print from. To do manual feed printing you can select "Bypass Tray" from the menu. Do not do this if you have not been shown how by an instructor.

Any other manipulations of print settings can be done via the "Properties" button, but we do not recommend you change these settings unless you are well educated in each printer and its features.

Click "File" and then "Print." This will bring up a new screen. There will be a box at the top, left where you can select the printer you wish to print to. After selecting the correct printer and making sure that all settings displayed in the print screen are correct, you can click the "OK" button at the bottom, right and the document will be sent to the printer.

You will then be prompted by the Print Authentication Module, which will ask for your name and password so that your print account can be billed. Typically, your print account name will be your first initial, followed by your last name. Your password should be the last 4 digits on your student ID.

Example of a username and password for John Doe:

User Name: jdoe

Password: 1234

RMCAD

Print Procedure

Step 2: Printing from Adobe Acrobat (Continued)

Printing from a Mac

- Open your file in Adobe Acrobat Professional. If you would like to adjust any settings for your document, select "File" and then "Page Setup." This brings up a screen where you can select the printer that you would like to temporarily change print settings for. Select the printer you wish to print to the box labeled "Format for." You can now choose what paper size you would like to print to and/or which tray the printer will print from.

Click "File" and then "Print." This will bring up a new screen. There will be a box at the top where you can select the printer you wish to print to. There are various settings that can be toggled within this menu, but we urge students not to make changes unless they know what effect that change will have. After selecting the correct printer and making sure that all settings displayed in the print screen are correct, you can click the "Print" button at the bottom, right and the document will be sent to the printer.

You will then be prompted by the Print Authentication Module, which will ask for your name and password so that your print account can be billed. Typically, your print account name will be your first initial, followed by your last name. Your password should be the last 4 digits on your student ID.

Example of a username and password for John Doe:

User Name: jdoe

Password: 1234

RMCAD

Print Procedure

Printer Usage Descriptions

Texas Printers

TX004, B&W (Animation BW Printer Texas)

This printer is primarily used as a copy machine for the Animation Department.

- It is used for enlarging simple animations.
- This printer is also in reserve as a backup if any main B&W unit malfunctions at a critical point.

TEXAS 1st Floor, B&W (1st Floor BW Printer Texas)

This printer is primarily used as a small-format output device for Graphic Design and Interior Design.

- It is a high-use printer that requires constant maintenance and care.
- All toner, imaging units and paper are maintained by the TechBar

TEXAS 1st Floor, COLOR (1st Floor Color Printer Texas)

This printer is used as a small-format output color device for Graphic Design, Interior Design and other departments.

- It is an extremely high-use printer that requires constant maintenance and care.
- It is susceptible to color shifting, jamming and heat-related failure.
- All toner, imaging units and paper are maintained by the TechBar

TEXAS 2nd Floor, COLOR (2nd Floor Color Printer Texas)

This printer is used as a small-format output color device for Graphic Design and the Foundations Department.

- It is an extremely high-use printer that requires constant maintenance and care.
- It is susceptible to color shifting, jamming and heat-related failure.

Other Campus Printers

LIBRARY, B&W (Library BW Printer)

This printer is used as a small-format output color device for Liberal Studies

- It is an extremely high-use printer that requires constant maintenance and care.
- It is susceptible to color shifting, jamming and heat-related failure.
- All toner, imaging units and paper are maintained by the TechBar and Library Personnel

RUDE Basement, B&W (RUDE BASEMENT)

This is a small-format printer used to generate simple word processing papers.

- It is not intended for use for graphics.
- This is a very low-yield printer
- Paper is available from the Front Desk.
- Toner and support is available through the TechBar

RMCAD

Print Procedure

Printer Usage Descriptions (cont.)

SA102, B&W (SHORE PRINTER)

This is a small-format printer used to generate simple word processing papers.

- It is not intended for use for graphics.
- This is a very low-yield printer
- Paper is available from the Front Desk.
- Toner and support is available through the TechBar

Wide Format Special use Printers

TEXAS 4th Floor, COLOR Medium Wide Format

This printer is used by the Fine Arts Department exclusively for the Photo/Video students.

- It is exclusive and can not be used by any Faculty, Staff or Students without exception.
- This is a very expensive printer to maintain and is currently in Beta status as to it's cost feasibility.
- Paper and Inks are currently purchased by the Fine Arts Department
- Maintenance and repair are the responsibility of the TechBar

TECHBAR, COLOR Wide Format

This printer is open to all students.

- It is a pay-per-foot usage charge and requires a 72 hour window.
- The printer is operated by the TechBar staff and is maintained by the TechBar Supervisor, John Melton.
- Color accuracy is maintained by allowing students to print 6" of sample per every 36" ordered.
- If the final output does not match because of TechBar error, or there is damage to the final print, a re-print or refund is available.
- Paper and Ink are maintained by the TechBar and purchased through the Bookstore's account.

TX101, CAD PLOTTER 1 & 2 (ID PLOTter 1)

This printer is used only by Interior Design for final large-format plotting.

- They are designed for mass plotting IF used only for simple line plots.
- They are restricted to only Interior Design students.
- All faculty, staff and other students are not permitted to use these Plotters without exception.
- All papers and inks are maintained and ordered by the TechBar

PRINTING RESPONSIBILITIES HEIARCHY

TechBar: On Call Employee

Campus Technology Coordinator: John Melton

Director of Technology: Jon Stiles

RMCAD

Print Procedure

Common Problems

Color Accuracy

Colors wrong, Pixilation, Images very distorted?

The first step is to ensure that you are printing a pdf. By working with a PDF document you will have the most success printing as well as saving time in queue. Should step one fail then the next task should be to stop by the Techbar for assistance.

Printer Problems

Printer seems to have an error code, a paper jam, or displays a request for a particular item like toner.

The Techbar is the very first place you need to go in order to get the printer repaired.

NEVER take it upon yourself to repair, service, or re place components on a printer.

Print Failing

Print sent but isn't coming out of the printer? Data button is flashing and nothing is coming? Waiting for long periods but still having nothing coming out?

The printer's on campus are all network connected which means there are lots of points of possible failure. If the print module did not pop up after hitting print in an application make sure it is currently running. The next step is send the prints again, if after the second attempt you still get nothing see the techbar for other steps to print.

Print Error

Print error pops up at some point while trying to print? Print authentication not popping up?

All error codes and software anomalies that may be present should be presented to a tech for help.

Techbar Employees

Searching for someone at the techbar but the door is shut? Need immediate assistance? Need to return a device?

Tech's are scheduled to be working during all open hours on campus. A tech that leaves the techbar will add a note to the dry erase board stating the date, time, and the location where he will be. Follow the directions to find the current tech if you need help.

If you need to return a device that you checked out find the tech on duty and ask for his assistance. NEVER return a camera by leaving with another person or the front desk. Doing so you are still responsible for the item you checked out not the person you give it to.

RMCAD

Print Procedure

Print Failure Plan

In the event that any of the following printers suffers a catastrophic failure, RMCAD will follow the following steps.

General Use Printers

TX004, B&W (Animation BW Printer Texas)

- Call systems repair consultant
- Non-critical system

TEXAS 1st Floor, B&W (1st Floor BW Printer Texas)

- Call systems repair consultant
- Replace with TX004, B&W (DIB)

TEXAS 1st Floor, COLOR (1st Floor Color Printer Texas)

- Call systems repair consultant
- Replace with Administrative Color Printer until repair is made

TEXAS 2nd Floor, COLOR (2nd Floor Color Printer Texas)

- Call systems repair consultant within 1 hour
- Replace with Administrative Color Printer until repair is made

Printers Outside of the Texas building.

LIBRARY, B&W (Library BW Printer)

- Call systems repair consultant
- Replace with TX004, B&W (DIB)

RUDE Basement, B&W (RUDE BASEMENT)

- Replace Unit within 1 week

SA102, B&W (SHORE PRINTER)

- Replace Unit within 1 week

Wide Format Special Use Printer

TX106, CAD PLOTTER1 (ID Plotter 1)

- Call systems repair consultant
- replace with CAD PLOTTER2

TX206, CAD PLOTTER2 (ID Plotter 2)

- Call systems repair consultant
- replace with CAD PLOTTER1

TEXAS 4th Floor, COLOR Medium Wide Format

- Call warranty service
- Refer students to TechBar Wide Format at no-cost

TECHBAR, COLOR Wide Format

- Call systems repair consultant
- Notify client within 1 hour

RMCAD

Print Procedure

Account Procedures

- At the beginning of every term, each student is given \$25.00 in prints. Be sure to pay to close attention to which printer you send your files to. If you send a black and white image to a color printer, you will be billed for a color print. Additionally, we recommend you reduce image sizes to smaller pages when printing test prints.

The price of each print is as follows:

BW printers are:

8.5x11 = .03

11x17 = .07

Color Printers are:

8.5x11 BW = .03

11x17 BW = .07

8.5x11 CL = .13

11x17 CL = .26

Shore and Rude BW

8.5x11 BW = .05

You can view your account balance by consulting the TechBar, located in the basement of the Texas building. There, you can also buy additional prints if you have run out of money in your account.

Note: Your **\$25** allotment does not apply to wide format printing in the TechBar.

Every account has a limit as to how many prints or pages can be sent at once time as well as a size restriction on the data file itself. See the Techbar for this information.

Advanced Printing Procedures

Every printer uses a driver that is specifically designed for it. Based on the driver, the printer will have a variety of functions it is able to do. Not all printers can perform all functions in the same manner. For extra assistance in controlling your print or using advanced printer features come to the Techbar.

Should you encounter instances of color distortion, pixilation, or any other problem, please contact the TechBar. We are open during all school hours after 8am on weekdays, and at specified hours on weekends. We will gladly help you solve whatever problems you may encounter.