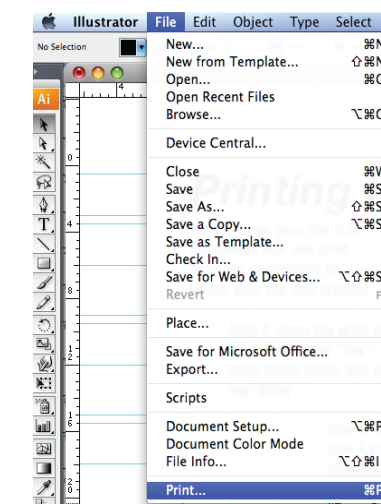


Color printing in labs

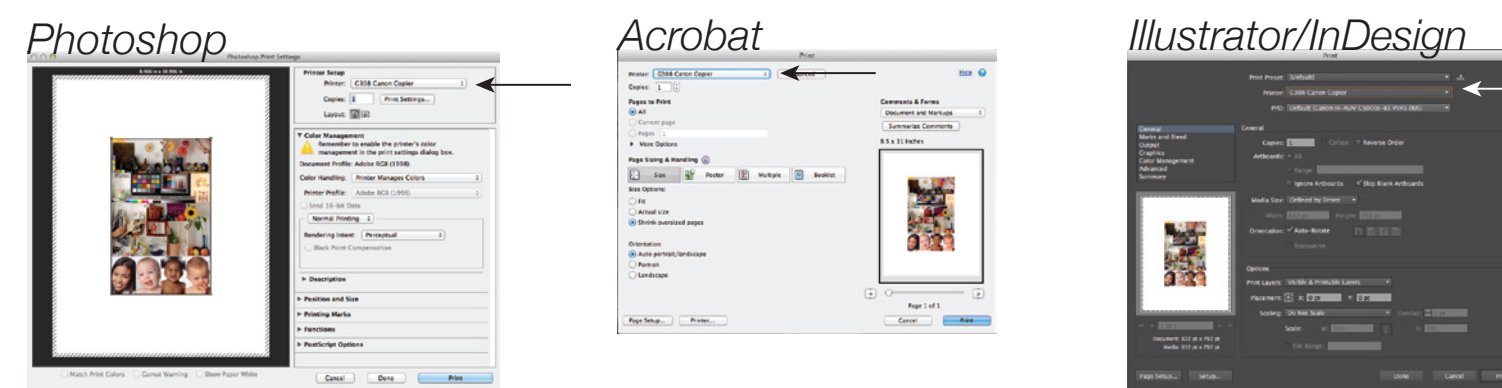
Step 1: Open your file. “Preview” is not recommended for optimal color output. Use the appropriate Adobe application. If color is not a significant concern or the file was not created using an Adobe application then the default application is adequate.



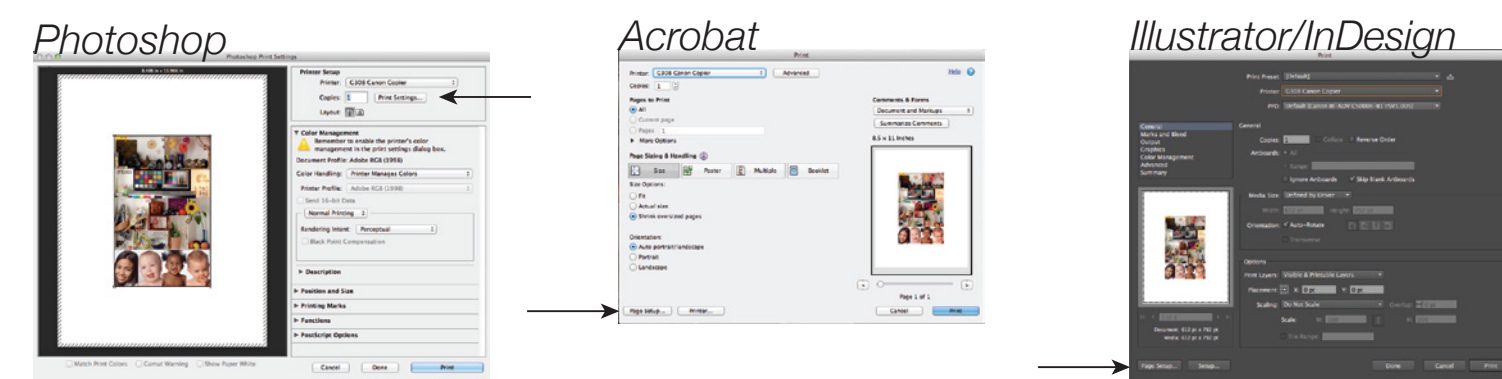
Step 2: Open the print dialog by selecting the “File” drop-down menu and clicking “Print”.



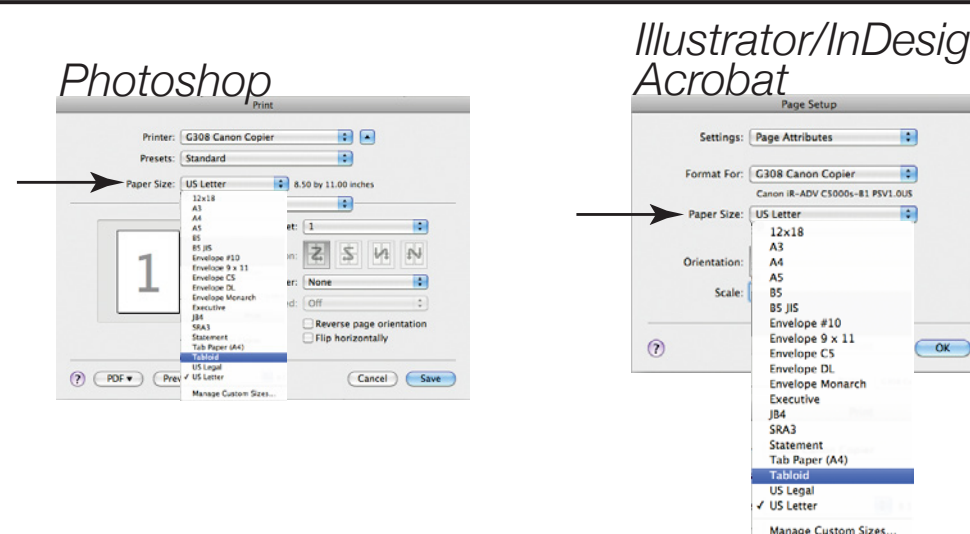
Step 3: Select your printer. Printer names are typically indicated by the room number you are in and the printer model number. For example: you would select “G110 4025” if you were printing to the color laser printer in room 110 of the Gund building.



Step 4: Click on “Print Settings”/“Page Setup”.



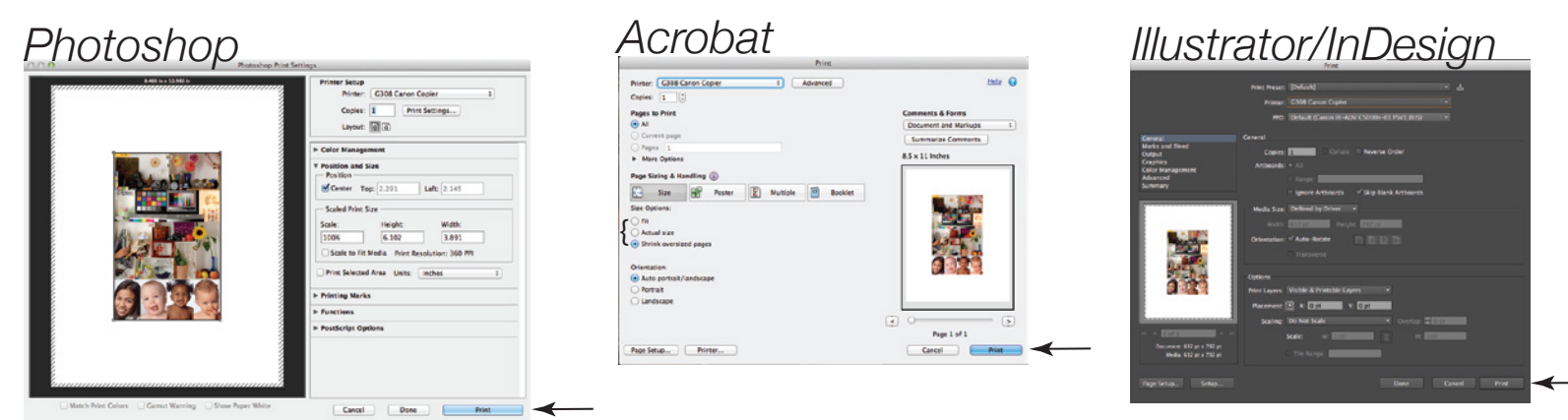
Step 5: Set your page size and orientation through the page setup dialog box. US Letter (8.5” x 11”) or Tabloid (11” x 17”)



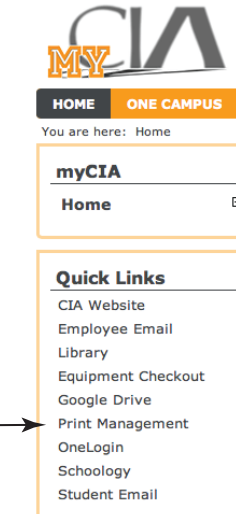
Step 6: Confirm your print preview is correct. If your image needs to be reduced or enlarged to fit your page, check scale to fit. Otherwise, uncheck to keep image at 100%.



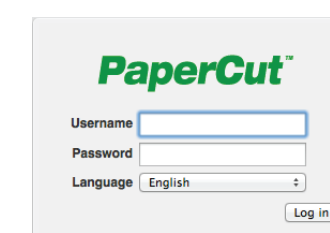
Step 7: Click “Print”.



Step 8: Go to <https://my.cia.edu> and click on “print management”



Step 9: Log in to PaperCut using your CIA username and password.



Step 10: Release job.

