

Printing pictures from Lightroom



Before you start:





- Do not eat or drink in the printing room
- You are not allowed to connect any laptop or computer to the printers other than the pc's provided
- Please do not alter the (main) settings of the computer, printer and software
- These computers are for printing only, not for making (extensive) adjustments, checking social media, etc.
- Bring your pictures on a USB key or memory card; bring your own printing paper; be sure to have enough money on your student account*
- You can print almost any photographic file from Lightroom (JPG/JPEG, TIF/TIFF, PSD, most RAW files, etcetera)
PDF-files can be printed from Adobe Acrobat Reader
You cannot print dedicated files from non-photographic programs like Indesign. Such files should be exported to JPG, TIFF or PDF first.
- Use high-quality printing paper or plain (drawing) paper only
Cheap printing paper may give disappointing results
Do not use paper that is very thin or very thick
Do not use paper that is curled up or has torn edges
NEVER use plastic sheets that don't absorb ink. They may damage the printer severely!
If in doubt, please consult an assistant
- Your printing paper should have a standard A-format: A4, A3, A3+ or A2; the system will not accept other sizes
- When you have finished printing, remove your files from the Lightroom *filmstrip* and desktop and close all programs and browsers
- Please tidy up your workspace before you leave; don't forget to take your USB-stick and other properties

*Prices per print: A4 € 0.80 A3 and A3+ € 1.60 A2 € 3.20

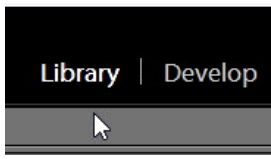
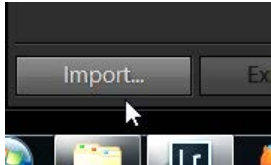
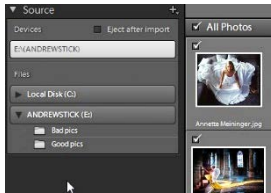

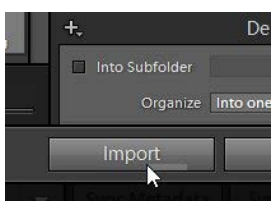

Contents

Starting up	3
Importing pictures	4
Preparing the print	5
Working with color profiles	6
Printing	7
Templates	8
Tools	9
Black and White printing	
Printing on ordinary paper	
Printing a PDF from Acrobat reader	10

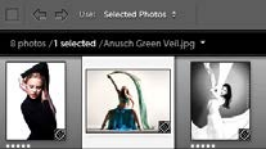
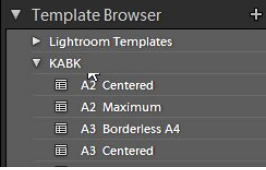
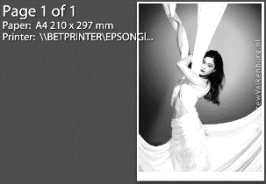
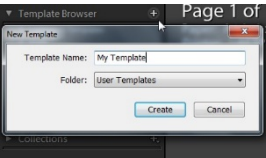
Starting up

	<p>Turn on the computer and monitor; turn on the printer</p>	<p>You can find the monitor's switch at the bottom right corner of the screen</p>
	<p>If necessary, log in as user fotografie and type as password k@bk</p>	
	<p>Put your USB key or memory card into the appropriate slot of the computer</p>	
	<p>Start up Adobe Lightroom</p>	

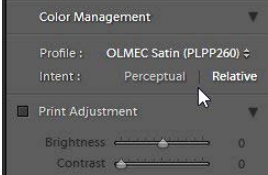

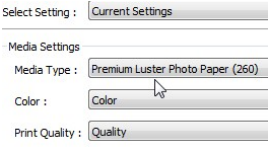
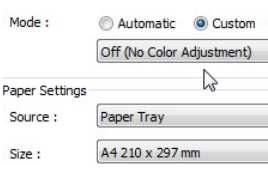
Importing pictures

	<p>In Lightroom click the Library tab (top right)</p>	<p>If you find previous pictures in the filmstrip at the bottom, select them all (Ctrl+A), right-click and choose Remove from disk</p>
	<p>Click Import (bottom left)</p>	<p>This window may open automatically</p>
	<p>All printable files are shown in the window; you can narrow this selection down by navigating to the desired folder in the navigator on the left</p>	
	<p>You can select the files that you want to print by ticking their boxes in the upper left corner</p>	<p>By default all files are selected. So it may be wise to click the Uncheck All button first</p>
	<p>Click Import (bottom right)</p>	
	<p>As soon as the importing process has finished, you can (and should) remove your USB key or memory card</p>	<p>You don't have to click the <i>Eject</i> button at the bottom of the screen</p>

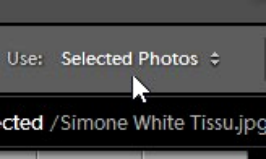
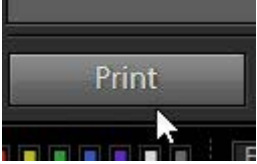
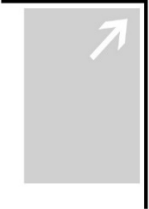
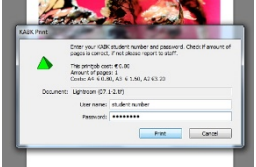


Preparing the print

	<p>In Lightroom click the Print tab (top right); you should see your imported pictures in the <i>filmstrip</i> at the bottom; select the picture(s) you want to print first</p>	<p>You can select a range of pictures by clicking the first one, hold the Shift-key and then click the last one; you can use the Ctrl-key to select or deselect multiple pictures; use Ctrl+A to select all and Ctrl+D to deselect all</p>
	<p>In Lightroom you always have to print from a <i>template</i>; you will find these templates in the bar on the left to use with or without adjustments</p>	<p>In the KABK folder you will find some useful common templates; see page 8 for a brief explanation. Do not use the templates in the Lightroom Templates folder!</p>
	<p>Choose a suitable template and view the example; if necessary, make changes to the layout with the tools in the right bar</p>	<p>You can find a summary of the available tools on page 9</p>
	<p>If you want to save these changes to the template for future use, click the + in the Template Browser on the left, give it a distinctive name and save in the User Templates folder</p>	<p>Never save your own changes to the KABK folder but use the User Templates folder instead!</p>

Working with color profiles

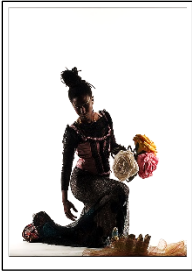

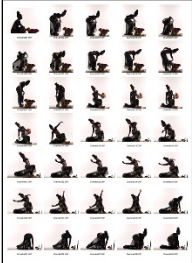
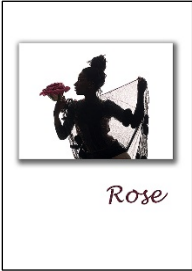
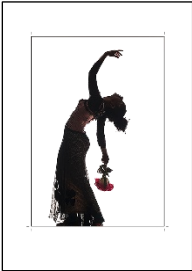
	<p>Start with selecting the correct color profile for your printing paper combined with this Epson printer; near the bottom of the right bar you will find the header Color Management; select the appropriate profile from the drop-down list</p>	<p>If the matching color profile is not in the list, select Other... and try to find (and tick) it over there; if you can't find it there either, choose a similar one or ask an assistant for help. For black & white pictures please go to page 10</p>
	<p>Select the appropriate Rendering Intent: Perceptual or Relative</p>	<p>It is arguable which Rendering Intent works best; broadly speaking Relative works better with neutral colors, Perceptual with vivid colors</p>
	<p>Next go to the Page Setup... button at the bottom left corner and click it. Check if the right printer is selected and click Properties</p>	<p>The printer's name should start with betprinter</p>
	<p>In the printer's dialogue window you usually only have to set/change the matching Media Type</p>	<p>Mostly this Media Type is given between brackets in your color profile; e.g. when your profile is Olmec Satin (PLPP260) you should select Photo Paper, Premium Luster Photo Paper (260) in the drop-down box</p>
	<p>Check if the other settings are correct; Mode must be set to Custom, Off (No Color Adjustment)! Click the OK button</p>	

Printing

	<p>Check if <i>all</i> and <i>just</i> the files that you want to print with these presets, are selected; Use should be set to Selected Photos</p>	<p>We recommend to start with just a single print to make sure that all your settings are okay</p>
	<p>Hit the Print button in the bottom right corner. The printer's dialogue box will appear again; click OK</p>	
	<p>Put your paper in the printer's tray. The paper should always be facing down!</p>	<p>Place the short side in the printer's direction, completely to the back and completely to the right side of the tray</p>
	<p>When the pop-up appears (this may take some time), check the number and size of prints, fill in your student number and password and hit Print</p>	<p>Be sure that you have enough money on your student account! If not, you will not get an error message; the printer just won't start</p>
	<p>After some seconds the printing should start</p>	<p>If not, ask an assistant for help</p>
	<p>When you have finished printing, remove your pictures from Lightroom, close all programs and clean the desktop</p>	<p>Don't forget to log out from personal websites like Hotmail</p>

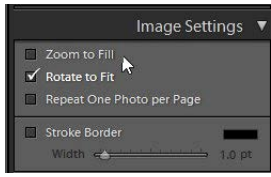
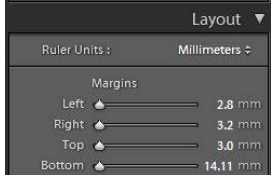
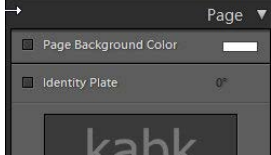
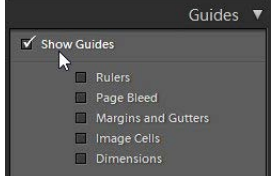
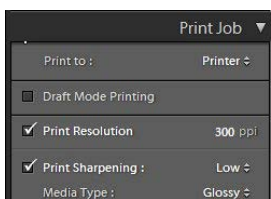
Templates

These templates can be found in the KABK folder. They may be customized to your needs. Keep in mind that this system does not allow you to make (completely) borderless prints, even if you tick the corresponding box.

	<p>Maximum Uses the maximum printing space possible; most suitable for portrait oriented images</p>	<p>The top, left and right border will be around 3 mm, the bottom border approximately 15 mm</p>
	<p>Centered All borders will have the same width; most suitable for landscape oriented images</p>	<p>All borders will be around 15 mm</p>
	<p>Contactsheet Gives an overview of a collection of pictures, together with their filenames</p>	<p>You can adjust the number and size of the pictures and the font size with the tools in the right bar</p>
	<p>Full scale Use this one e.g. when you have exported an A4 or A3 image from another program (like Indesign) and you want it to be printed in exactly the same size</p>	<p>In the printer dialogue window Borderless should be ticked; if you just want to print one or more pictures with specific dimensions, it is easier to make a template in Lightroom with cells that have according dimensions</p>
	<p>Borderless Prints your picture really borderless, including crop marks</p>	<p><i>Attention: you will need paper that is larger than the desired print size (e.g. A4 on A3 paper and A3 on A3+ or A2 paper).</i> In Image Settings Zoom to Fill should be ticked</p>

Tools

With the printing tools in the right bar of Lightroom you can make all kinds of adjustments to the templates on the left. For a detailed description check [Lightroom's Help](#). This is merely a brief description of the most important tools. Note that Lightroom uses the word *cell* for the space that will contain your picture.

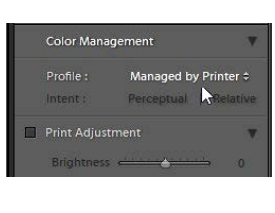
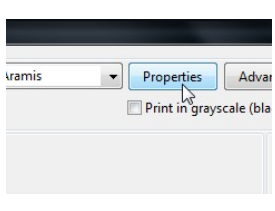

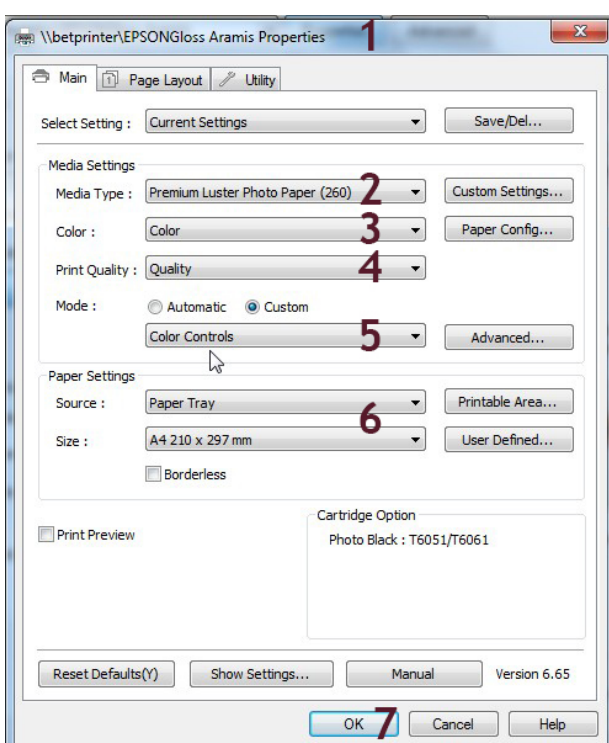
	<p>Image Settings</p> <p>Tick Zoom to Fill if you want the cell to be completely filled (you may lose some of the picture); Rotate to Fit is usually ticked</p>	<p>Zoom to Fill is commonly used when making a series of prints that need to have a consistent look. You can also make a border line around your image here</p>
	<p>Layout</p> <p>Here you can set or change the page margins, number and dimensions of cells, etcetera</p>	<p>You can immediately see the result of adjustments in the preview window</p>
	<p>Page</p> <p>Add or remove filenames, crop marks, etcetera</p>	<p>These extras will be printed</p>
	<p>Guides</p> <p>Hide or reveal lines and boxes that can help you make a nice lay-out</p>	<p>These guides will NOT be printed; <i>Page bleed</i> are the borders of the page that won't be printed even if you tick the Borderless box</p>
	<p>Print Job</p> <p>Set the resolution and sharpening; Color Management, Profile: Do <i>not</i> use Managed by Printer but choose the matching profile from the drop-down list!</p>	<p>Typical resolutions:</p> <ul style="list-style-type: none"> A4 300 ppi A3 240 ppi A2 180 ppi

Black & white printing

Printing on matt or plain paper

Printing a PDF from Acrobat reader

Theoretically all printing of images can be done as described on the pages 4 to 7. However, in reality there are some situations in which - for various reasons - another approach is recommended or needed. In these cases you don't apply color management in Lightroom but in the printer driver's dialogue window. When printing *pdf's* from Adobe Acrobat Reader there is in fact no other option.

	<p>Lightroom</p> <p>Prepare your print as described on the pages 4 and 5 Go to Color Management in the bottom of the right bar and select Managed by Pinter Click the Page Setup button (bottom left); click Properties</p>
	<p>Acrobat Reader</p> <p>Open your PDF; click the Printer symbol  or use Ctrl+P Set the number of copies, Fit or Actual Size, page orientation, etcetera Click the Properties button</p>
	<ol style="list-style-type: none"> 1. Check if the correct printer is selected 2. Select your printing paper (or the Epson equivalent that comes nearest); when using ordinary drawing or office paper, select Plain Paper, Plain Paper 3. Choose Color or Black 4. Set Print Quality to Quality 5. Set Mode to Custom, Color Controls! 6. Check the settings of paper source and size 7. Click OK <p>Continue as described on page 7</p>