College for Creative Studies

Xerox Color Printing in CCS Labs

A guide to setting up your print jobs on the color Xerox printers

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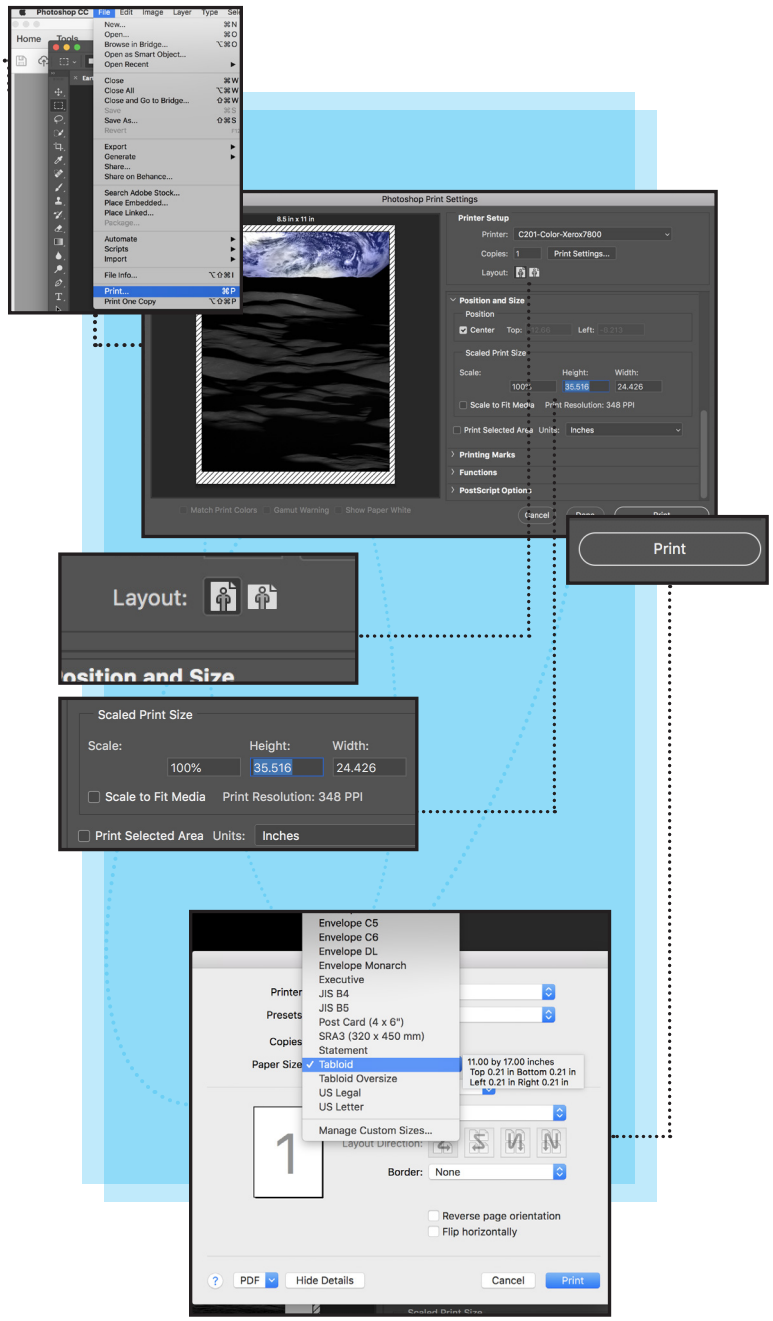
Xerox prices for the 24-hr labs - Current rates per sheet:

Paper Size	Color	Black & White
Letter (8.5x11)	$0.20	$0.00 (Free)
Tabloid (11x17)	$0.20	$0.00 (Free)

Some CCS labs, like the 24-hour labs, have color Xerox printers with the additional option to print on Tabloid (11” x 17”) paper. The following is a series of instructions to properly set up your print jobs to the color Xerox printers, categorized by application.

Adobe Photoshop



Click the File menu, and select **Print**. In the print window, you may set multiple options for your print job.

The preview image displays your image with the current page size.

Select Portrait or Landscape:
Click either of the icons next to **Layout** icon to set it to **Portrait** or **Landscape**.

Scale the image: If the image size is larger than the paper size, manually edit the scale settings (or click *Scale to Fit Media)*.

Choose the color Xerox printer: Select the Color Xerox7800 from the **Printer** drop-down menu.

(Optional) To change to 11x17:

(Mac) Click the **Print** button at the bottom-right corner. After a print dialog window pops up, click the **Paper Size** drop-down menu to select **Tabloid**.

If you do not see **Tabloid** as an option, make sure the Xerox color printer you are printing to is selected in the **Printer** field.

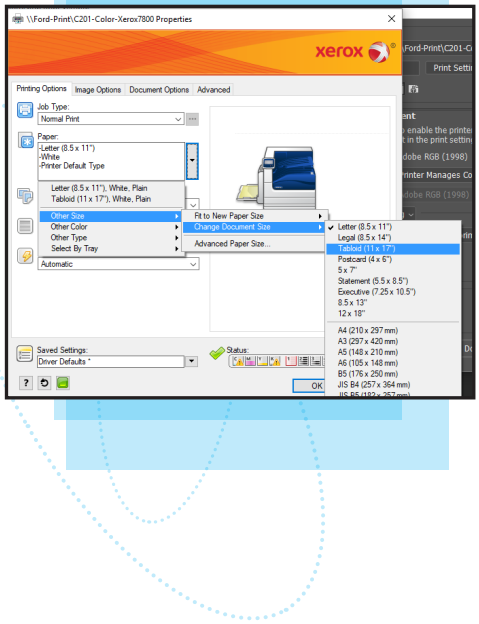
Click **Print** to send the print job.

(PC) Within the Photoshop print dialog window, click the **Print Settings** button.

After the Xerox printer properties window pops up, click the **Paper** drop-down menu and select **Other Size**--> Change Document Size --> Tabloid (11x17).

Click **OK** to return to Photoshop's print dialog.

The print preview should have updated with the paper size. Make any further adjustments in scale, and finally, click **Print** to print your document.

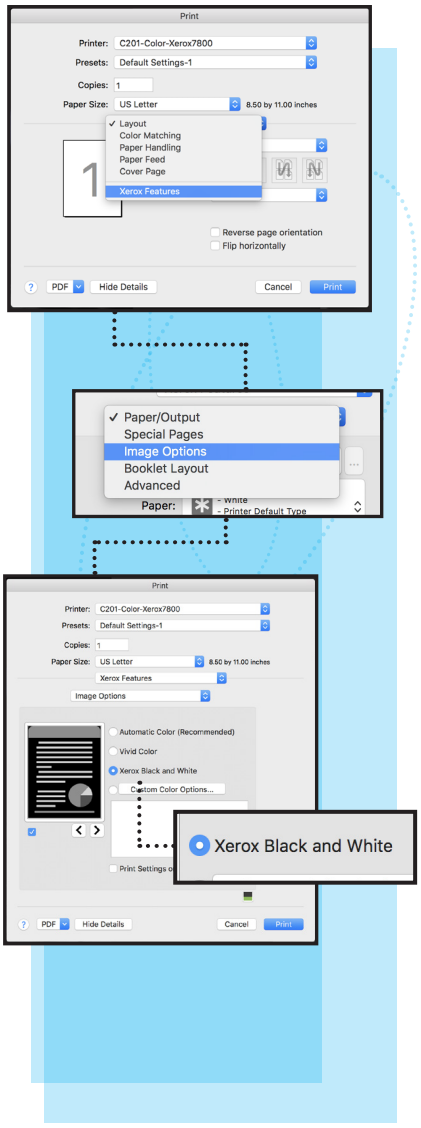


(Optional) To print Black & White:

(Mac) Within the Photoshop print dialog, click **Print Settings**. Within the Print Settings dialog, click the menu just **below** the Paper Size menu (whose default selection is **Layout**).

Select **Xerox Features**. Click the submenu just below and choose **Image Options**.

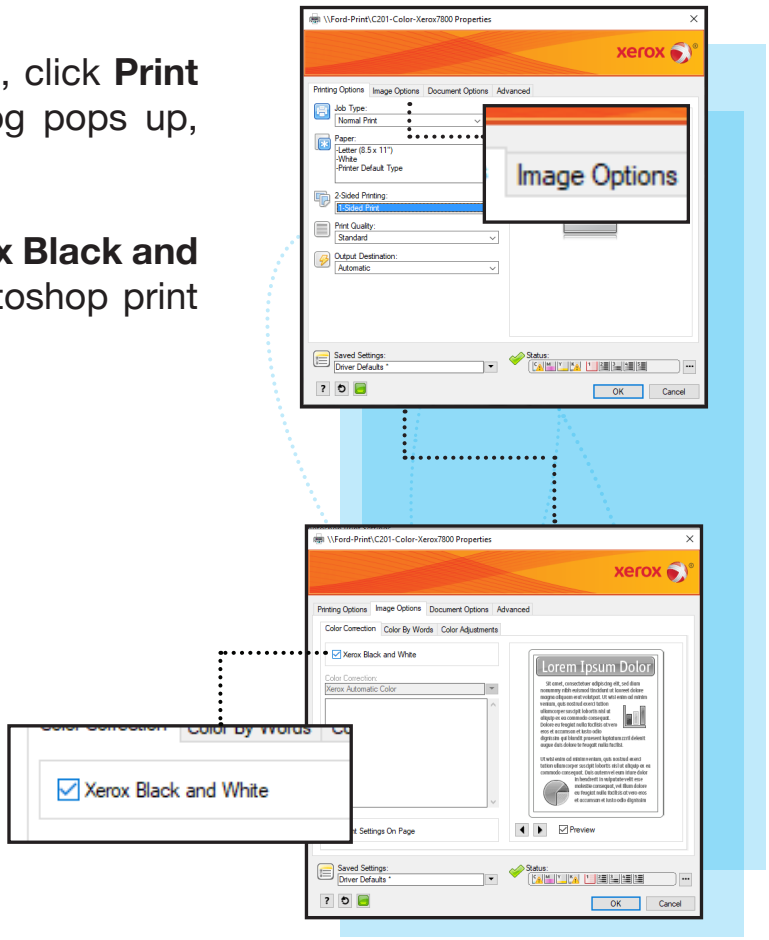
Select **Xerox Black and White**, then click **Print**.



(PC) Within the Photoshop print dialog, click **Print Settings**. When the Xerox print dialog pops up, click the Image Options tab.

In the Color Correction tab, check **Xerox Black and White**. Click **OK** to return to the Photoshop print dialog.

Click **Print** to send your print job.

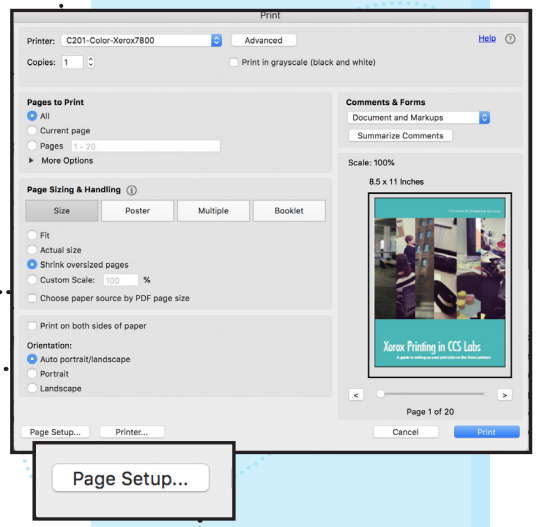


Adobe Acrobat

To print in Adobe Acrobat, click the File menu and select **Print**.

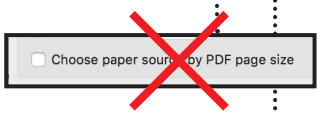
The preview image displays at the bottom-right of the window, at **Letter (8.5 x 11) size**.

Set the image's scale under the **Size** tab. You can select *Fit* to scale the image to fit to page, or *Custom Scale* to set the image's scale as a percentage.

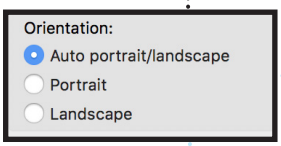


Note: Do NOT check "Choose paper source by PDF page size".

This will **hang** your print jobs at the Xerox searching for unavailable paper sizes.

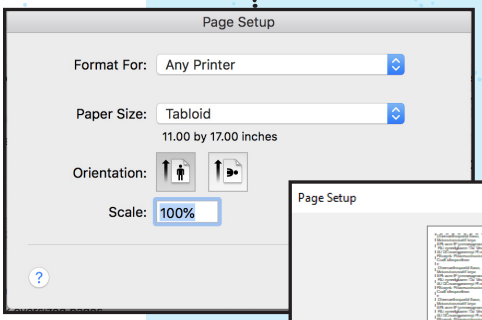


Select Portrait or Landscape: the radio buttons available at the bottom-left portion of the print dialog window.

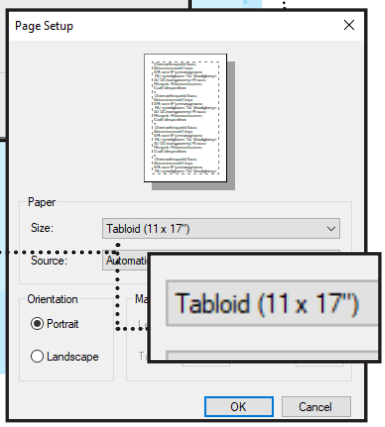


(Optional) To change to 11x17:
Click **Page Setup** in the bottom-left corner.

(Mac) Click the **Paper Size** drop-down menu and select Tabloid. If Tabloid is not available, make sure that the default printer is set to the preferred color Xerox printer.



(PC) Click the **Size** drop-down menu in the **Paper** section, and select Tabloid.



Click **OK** to confirm.

Check the *Print as Image* button:

In the print window, click the **Advanced** button, then check **Print as Image**. This flattens the print job so the PDF prints without problems. Click **OK**.

Click **Print** to confirm all of your settings and send your print job.

(Optional) To print Black & White:

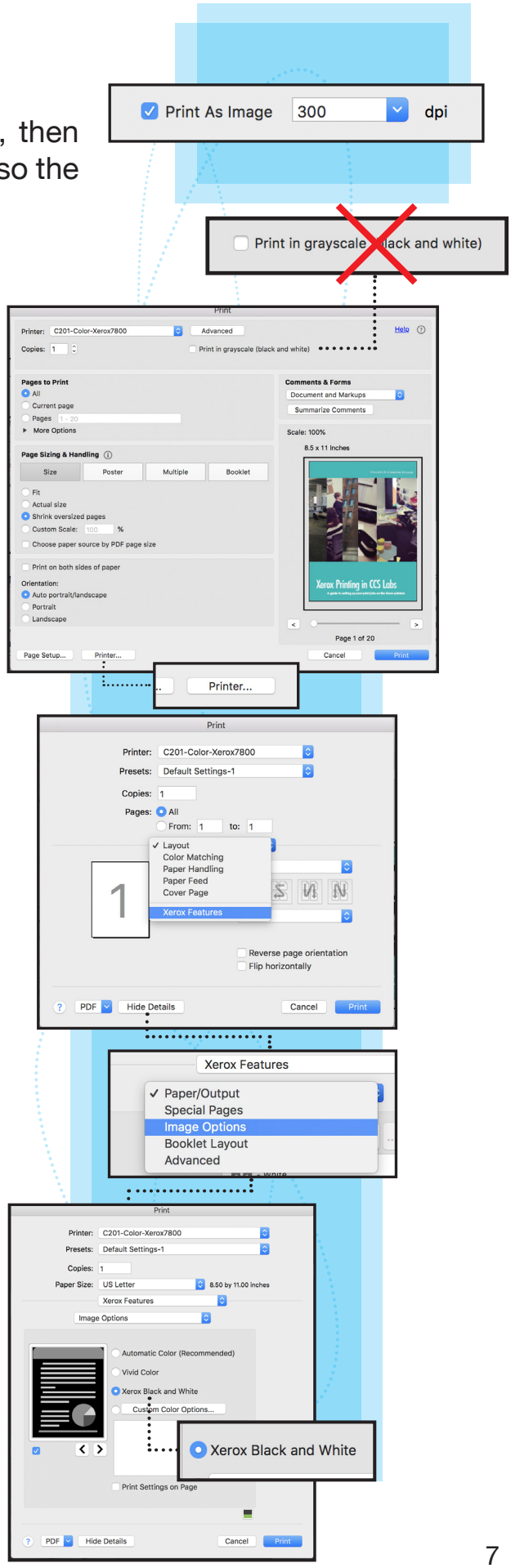
(Mac) Within the print dialog, do **NOT** click the **Print in grayscale** checkbox. ***You will still be charged the color price this way.***

Instead, click the **Printer** button located on the bottom of the window.

Within the Print Settings dialog, click the menu below the Paper Size menu (whose default selection is **Layout**). Select **Xerox Features**.

Within this submenu, choose **Image Options**. In the next dialog, select **Black and White**.

Click **Print** to return to the previous dialog, then click **Print** here to send your print job.



(PC) Within the print dialog, do **NOT** click the **Print in grayscale** checkbox. ***You will still be charged the color price this way.***

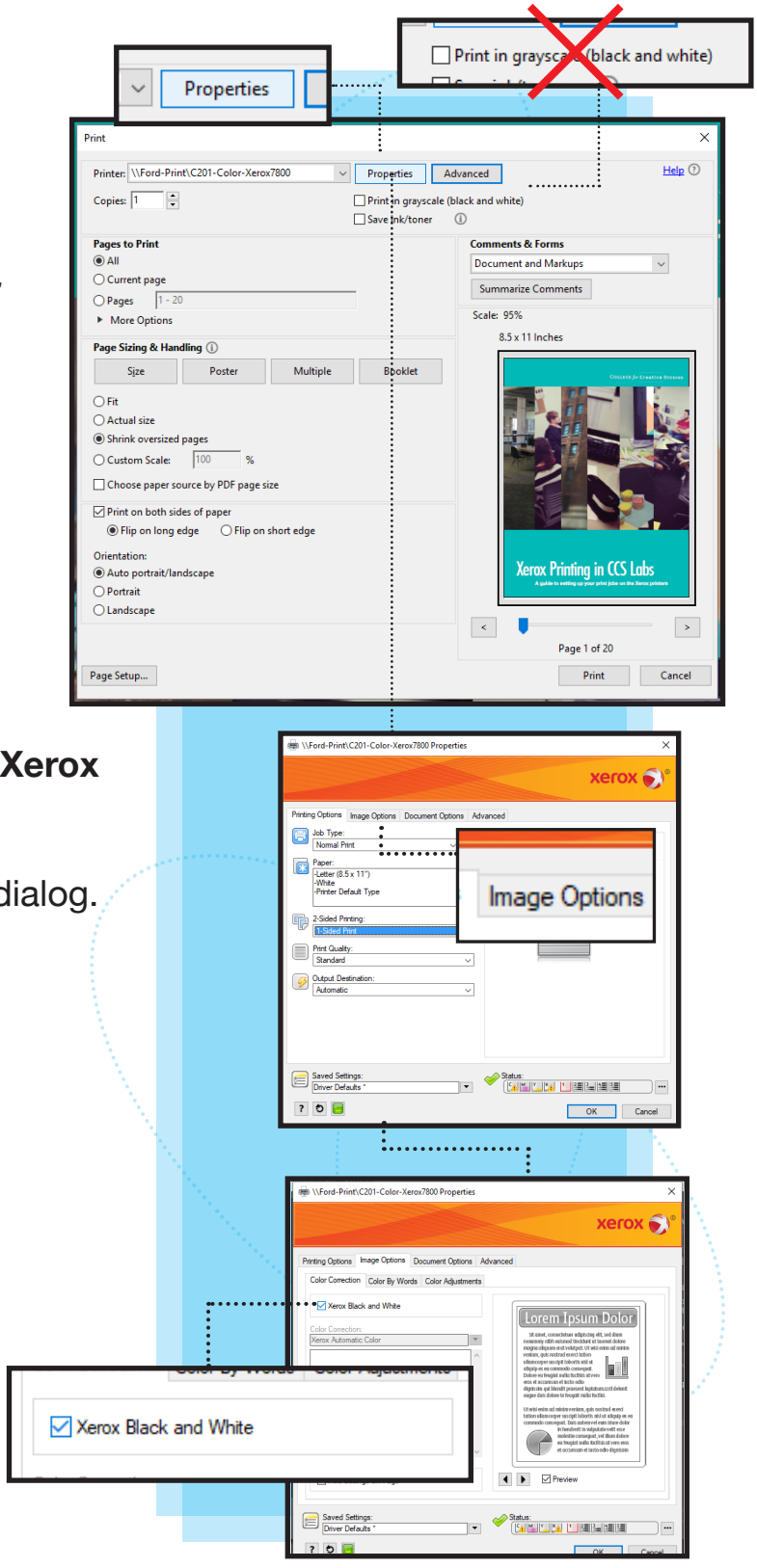
Instead, within the print dialog, click the **Properties** button located to the right of the Printer along the top of the window.

When the Xerox print dialog pops up, click the **Image Options** tab.

In the Color Correction tab, check **Xerox Black and White**.

Click **OK** to return to the Acrobat print dialog.

Click **Print** to send your print job.



Adobe Illustrator

Click the **File** menu in the Adobe Illustrator menu and select **Print** to open its print dialog window.

The print preview image displays how the image on the selected paper size will print.

Set the **Scaling** on the right, in the **Options** section.

(Optional) To change to 11x17:
(Mac) Click the **Page Setup** button at the bottom-left portion of the window.

Click the **Paper Size** drop-down menu to select Tabloid. If Tabloid is not available, make sure that the color Xerox printer is selected in the previous window. Click **OK**.

The print preview should now match the paper size. Click **Print** to send the print job.

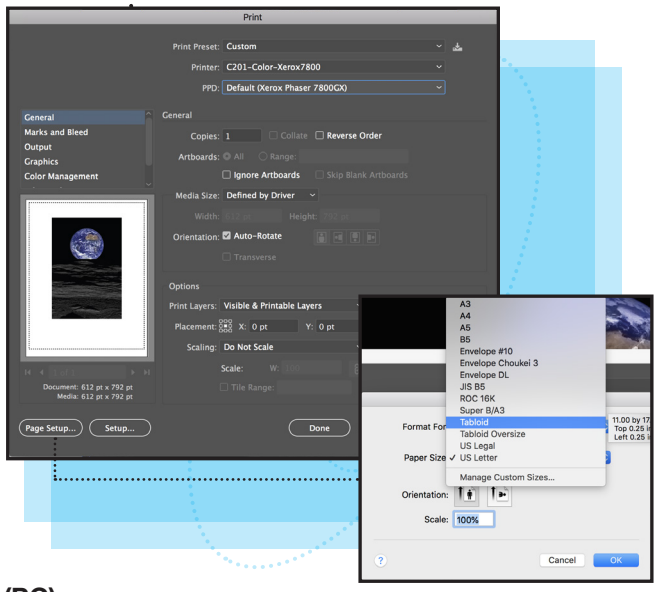
(PC)
(1) Click the **Media Size** drop-down menu near the middle of the window, and set it to **Tabloid (11”x17”)**. *Now the print preview matches the paper size.*

(2) Click the **Setup** button at the bottom-left corner.

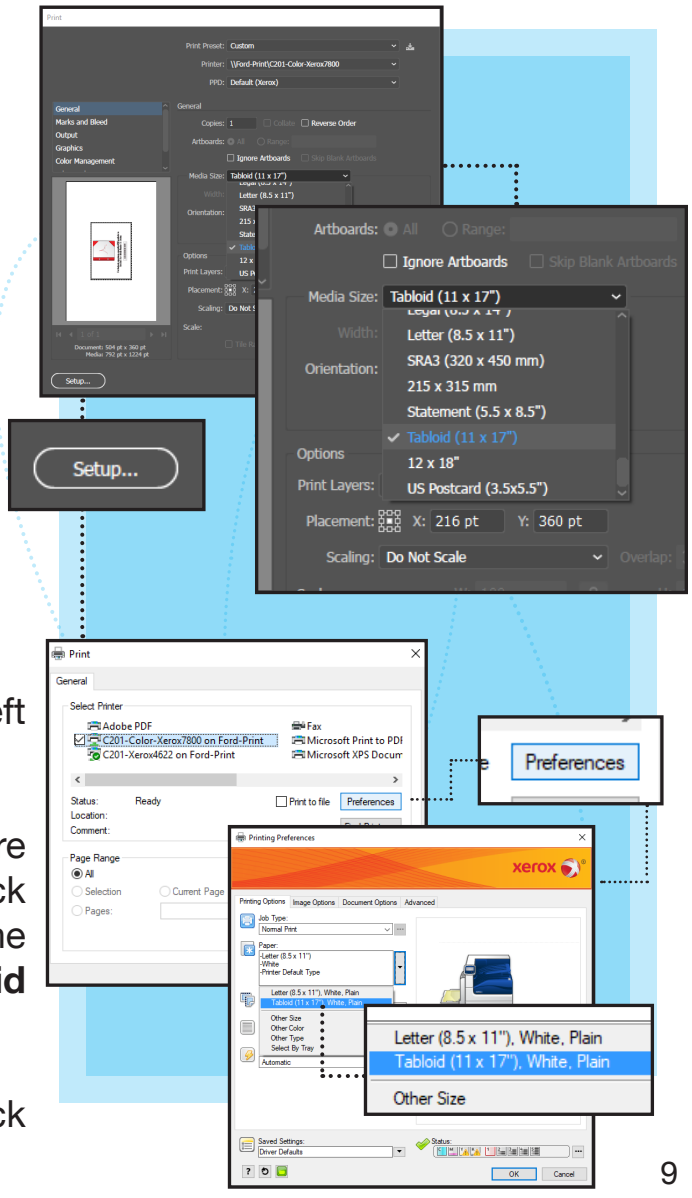
In the print properties window, make sure the color Xerox printer is selected, then click **Preferences**. In the next window, click the **Paper** drop-down menu to select **Tabloid (11x17)**. Click **OK**.

Once back in the Illustrator print dialog, click **Print** to send the print job.

(Mac)



(PC)



To print Black & White to the Xerox:

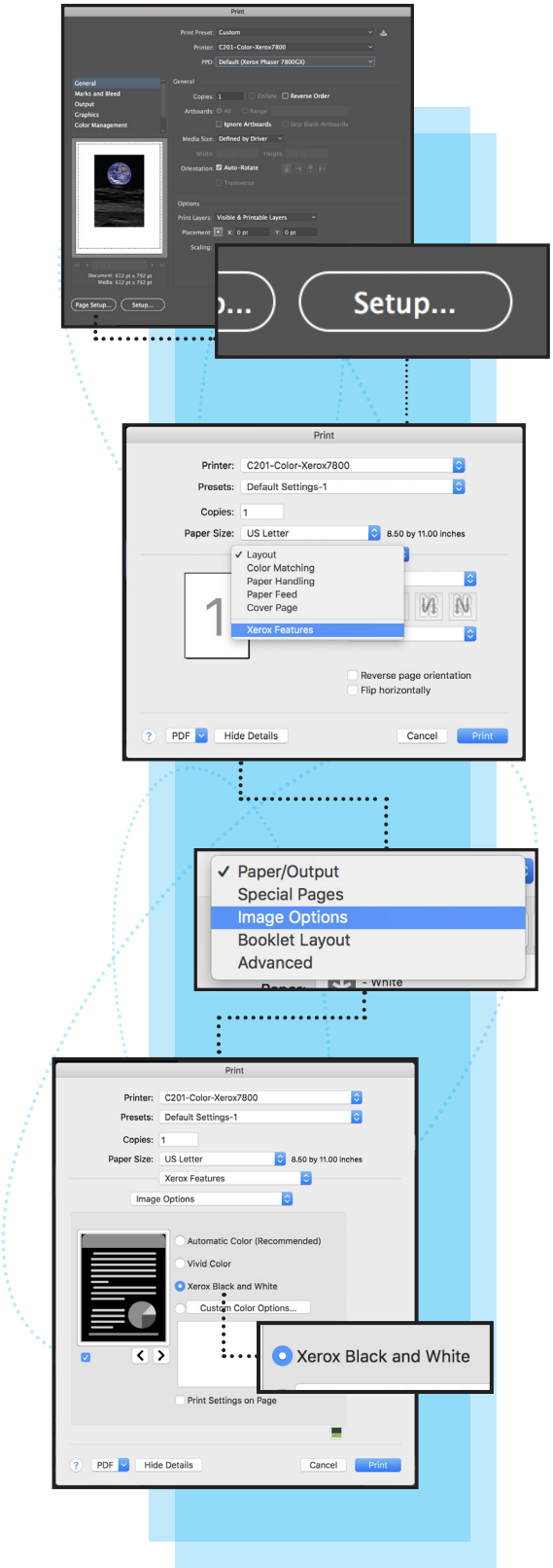
(Mac) Within the Print Settings dialog, click the Setup button located to the right of the Page Setup button along the bottom of the window.

Within the Print Settings dialog, click the menu below the Paper Size menu (whose default selection is **Layout**).

Select **Xerox Features**. Within this submenu, choose **Image Options**.

In the next dialog, select **Xerox Black and White**.

Click **Print** to return to the previous print dialog, then click **Print** to send your print job.



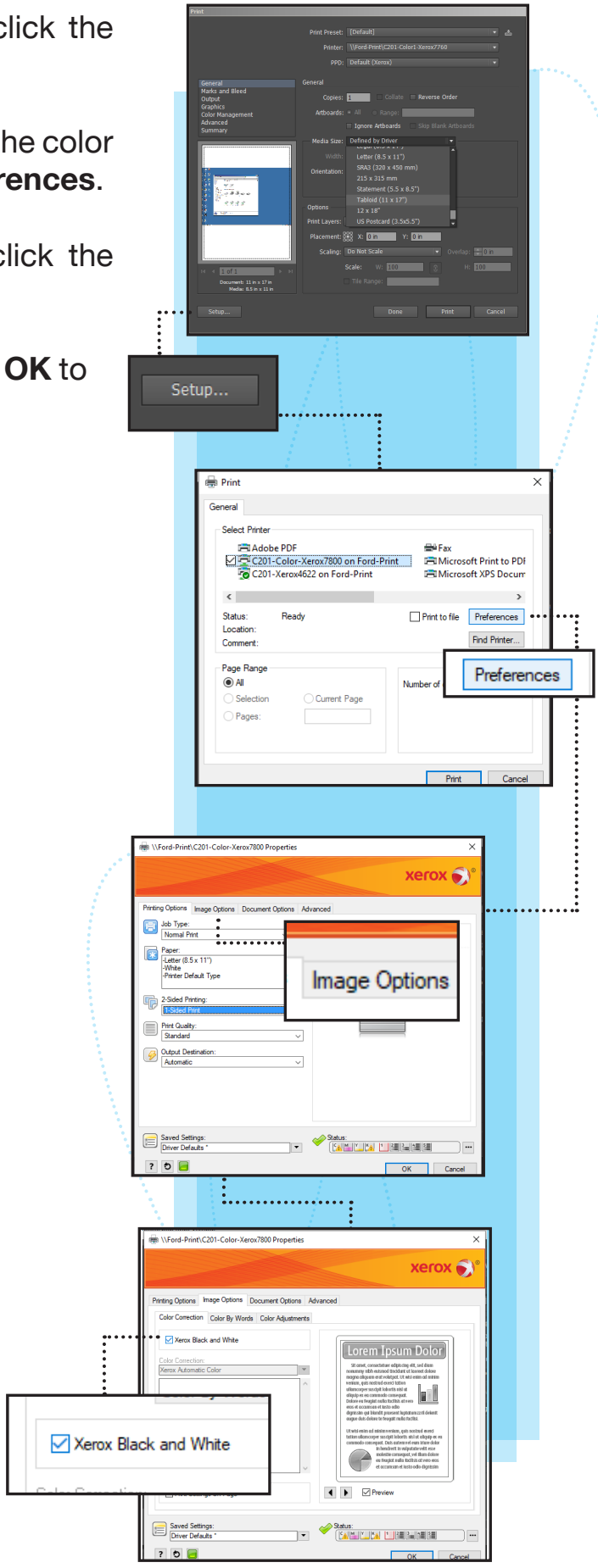
(PC) Within the Illustrator print dialog, click the **Setup** button on the bottom-left corner.

In the print properties window, make sure the color Xerox printer is selected, then click **Preferences**.

When the Xerox print dialog pops up, click the **Image Options** tab.

Check **Xerox Black and White**, then click **OK** to return to the Illustrator print dialog.

Click **Print** to send your print job.

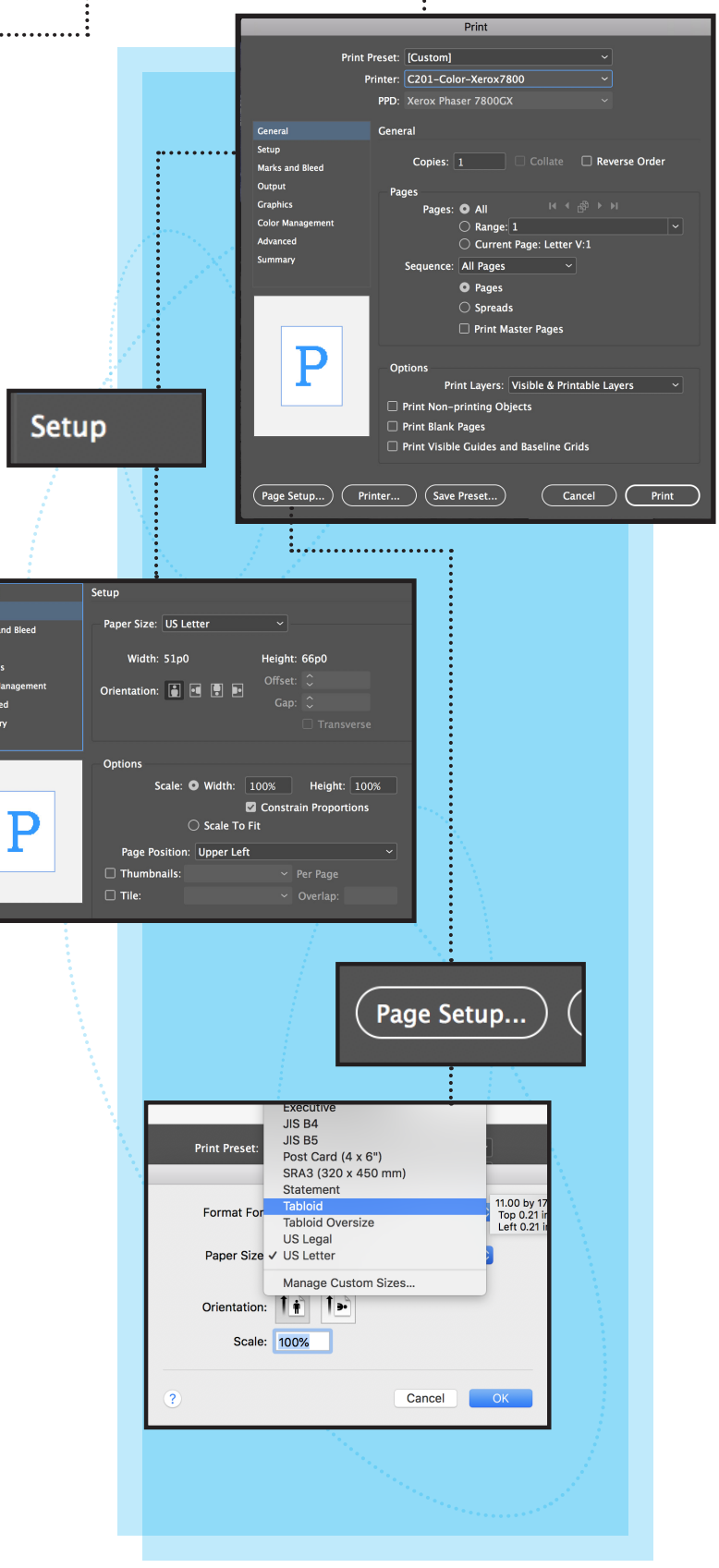


Adobe InDesign

Click the **File** menu in the Adobe InDesign menu and select **Print** to open its print dialog window.

The print preview is in the bottom left corner of the window.

Click the **Setup** tab to change the **scale**, set its **orientation**, and adjust its **position** on the page.



(Optional) To change to 11x17:
(Mac) Click the **Page Setup** button in the bottom-left corner.

In the following window, click the **Paper Size** drop-down menu and select the desired paper size, such as **Tabloid**.

If **Tabloid** is not available, make sure that the default printer is set to the color Xerox printer.

Click **OK** to confirm and return to the InDesign print dialog.

Click **Print** to send the print job.

(PC) (1) Click the **Setup** tab along the left (just under **General**).

Click the **Paper Size** drop-down menu and choose your preferred paper size, such as **Tabloid (11”x17”)**.

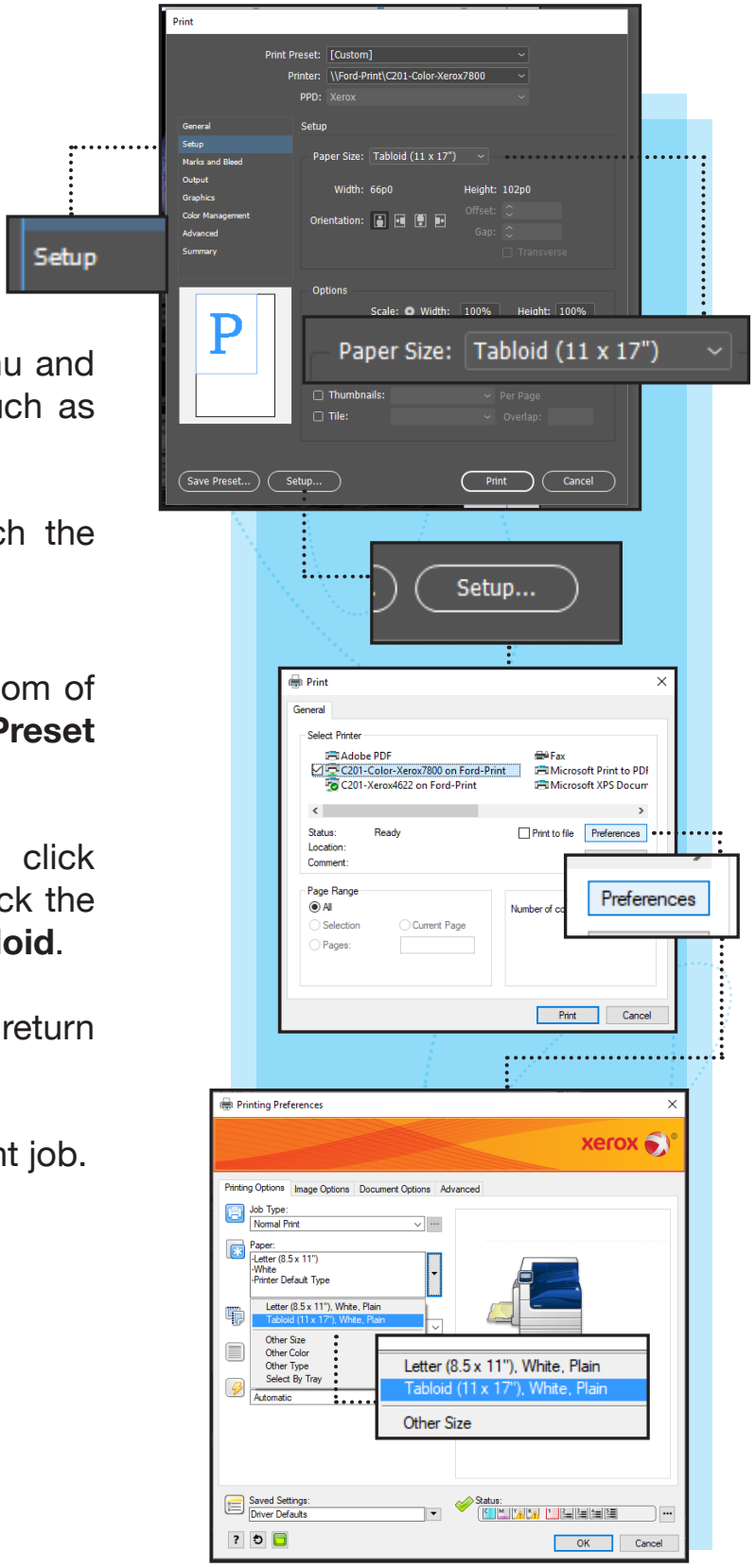
(The print preview should now match the paper size.)

(2) Click the **Setup** button at the bottom of the print dialog (next to the **Save Preset** button).

Select the color Xerox printer, then click **Preferences**. In the next window, click the **Paper** drop-down menu to select **Tabloid**.

Click **OK**, and click the **Print** button to return to the InDesign print dialog.

From there, click **Print** to send the print job.



To print Black & White to the Xerox:

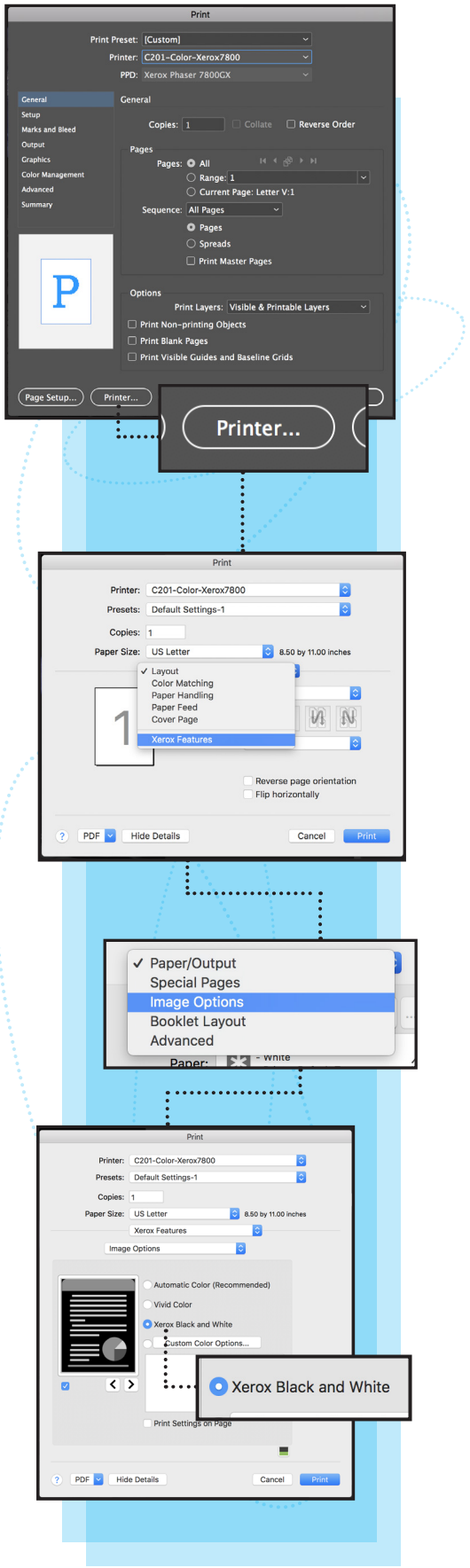
(Mac) Click the **Printer** button located along the bottom of the window.

Click the menu below the **Paper Size** menu (whose default selection is **Layout**).

Select **Xerox Features**. Within this submenu, choose **Image Options**.

In the next dialog, select **Black and White**.

Click **Print** to return to the InDesign print dialog, then click **Print** again to send your print job.



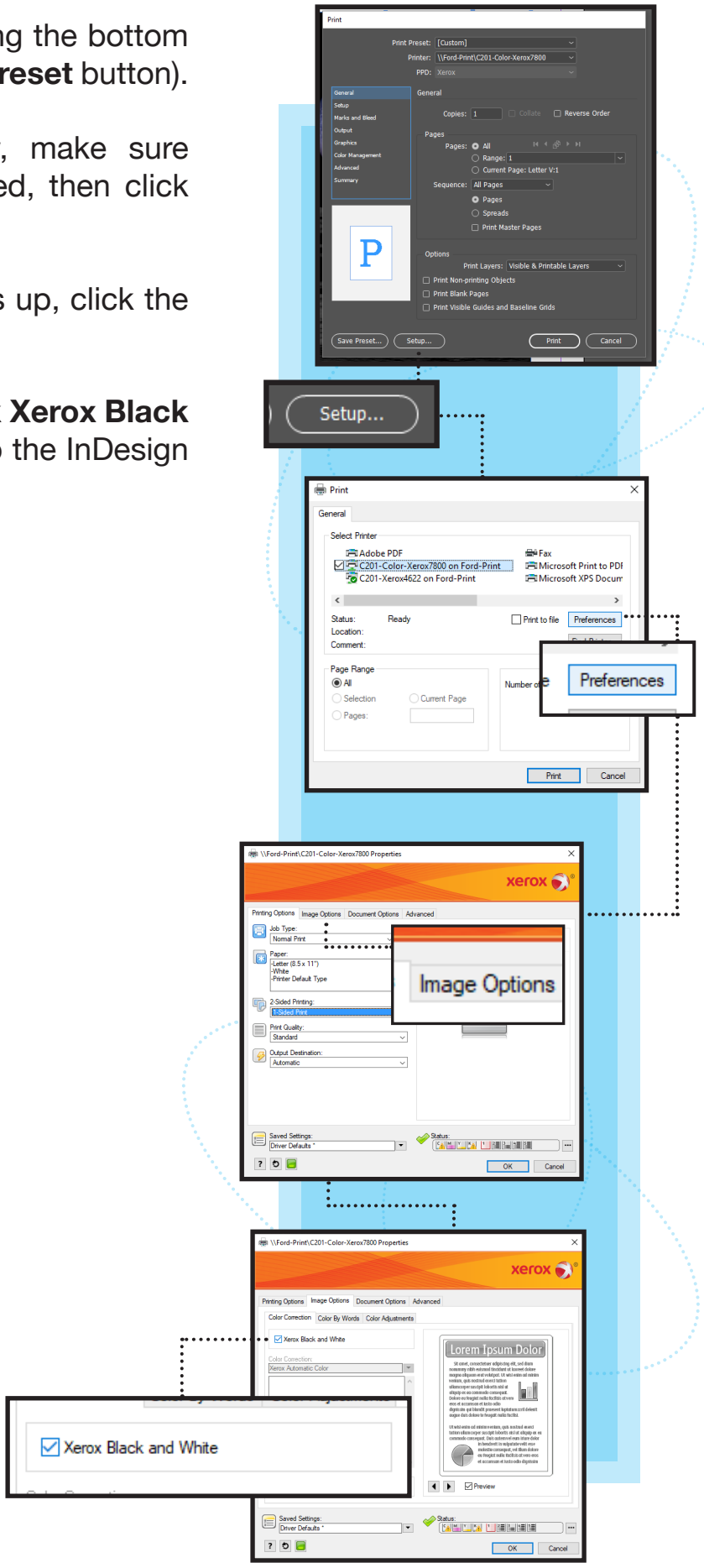
(PC) Click the **Setup** button along the bottom of the window (next to the **Save Preset** button).

In the print properties window, make sure the color Xerox printer is selected, then click **Preferences**.

When the Xerox print dialog pops up, click the **Image Options** tab.

In the Color Correction tab, check **Xerox Black and White**. Click **OK** to return to the InDesign print dialog.

Click **Print** to send your print job.



Microsoft Word

To print from Microsoft Word, click the **File** menu and select **Print**.

You may set options within the print dialog, such as the orientation or paper size.

(Optional) To change to 11x17:
(Mac) Click the File menu and select **Page Setup**.

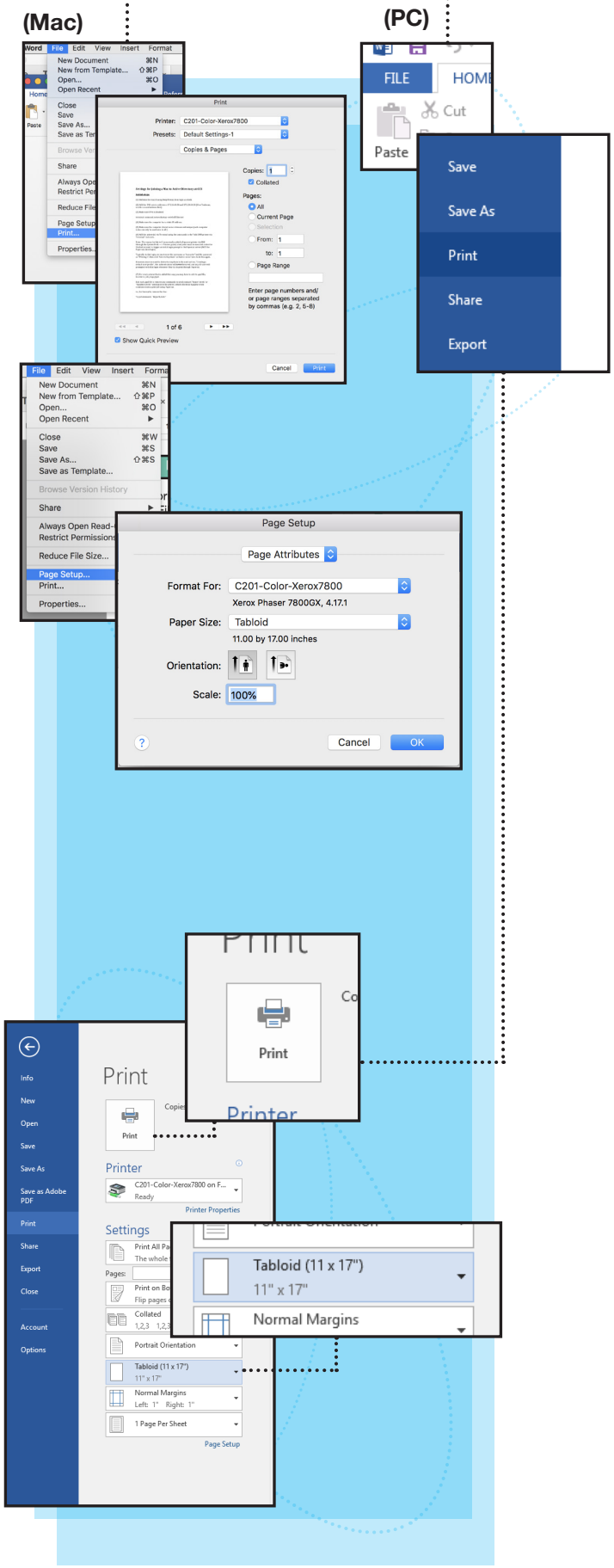
Click the **Paper Size** drop-down menu and select **Tabloid**.

If **Tabloid** is not available, make sure that the default printer is set to the color Xerox printer.

Click **OK** to confirm your settings and return to your Word document.

(PC) Under the **Settings** section, click the paper size drop-down menu and select **Tabloid (11”x17”)**.

The print preview should now match the paper size. Click **Print** to send the print job.



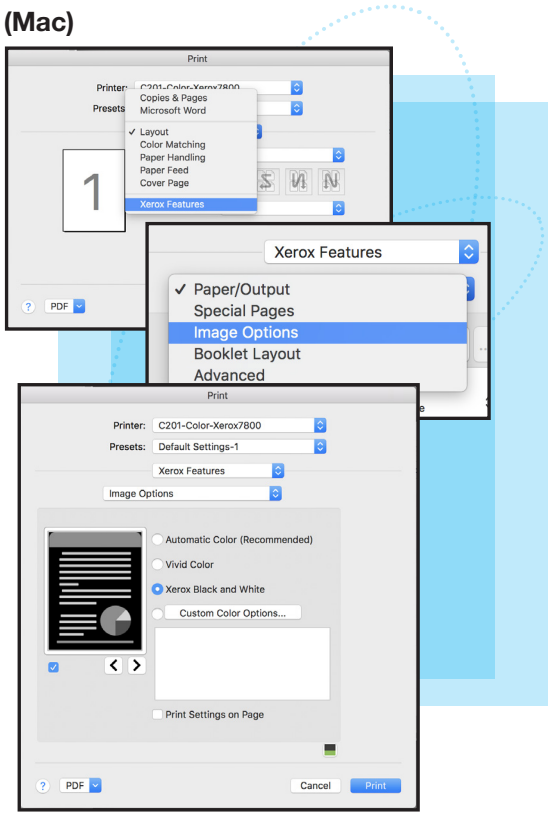
To print Black & White to the Xerox:

(Mac) Click the drop-down menu just below the **Presets** menu (labeled **Layout**) and select **Xerox Features**.

Within this submenu, select **Image Options**.

In the next dialog, select **Xerox Black and White**. Click **Print**.

(Mac)



(PC) Click **Printer properties** link just below the color Xerox printer selection.

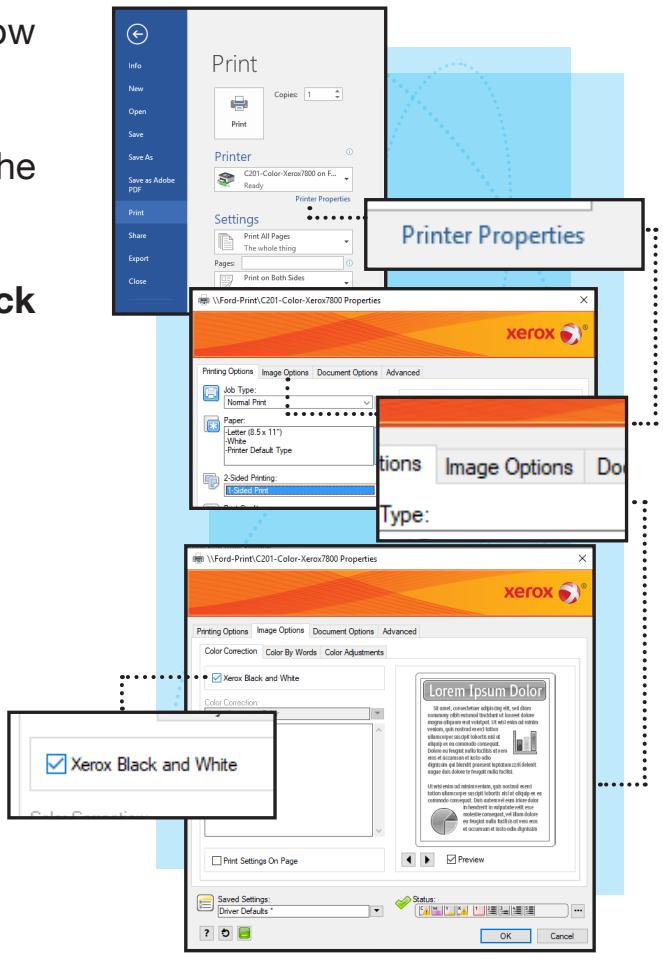
When the Xerox print dialog pops up, click the **Image Options** tab.

In the Color Correction tab, check **Xerox Black and White**.

Click **OK** to return to the Word print dialog.

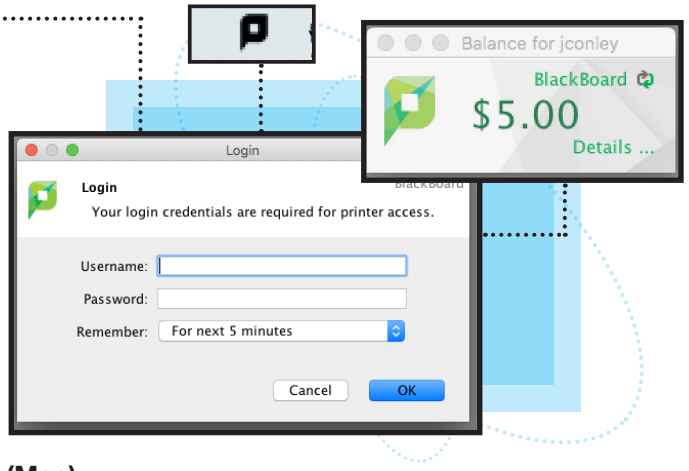
Click **Print** to send your print job.

(PC)



Printing issues

After sending a print job, you'll receive the **Papercut** login window.



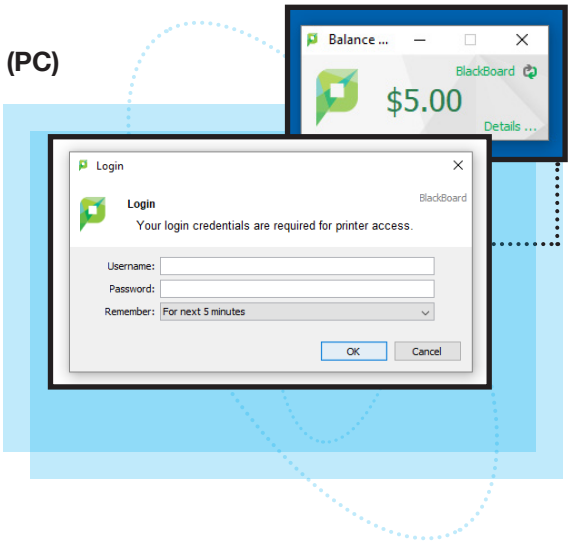
(Mac)

Enter your name and password, then click **OK**. You will then be prompted with a confirmation window, which will display the print job and its cost. Click **OK** to print.

Also note your **Papercut balance**, which shows the funds you have left to print.

This window is visible at the top-right corner of the screen, whether logged in on a mac or PC.

(PC)



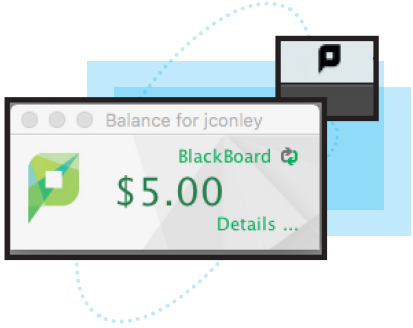
If the Papercut login window does not appear after sending a print job:

• Check the network and send the job again.

Open an internet browser to check if you have a network connection.

Check that the ethernet cord is firmly connected on the back of the computer. Try sending the print job again.

• Check that Papercut is running.
If the **Papercut balance** window is missing, **(1) save** your files to your own media and **(2) reboot** the computer.



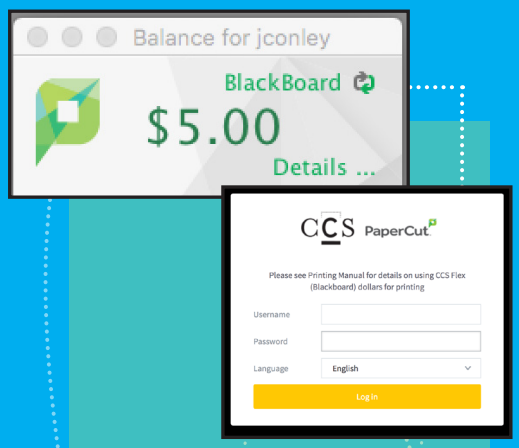
After logging in, Papercut should startup automatically. Try sending the print job again.

• If all else fails ... Put in a help desk ticket.
Login to **helpdesk.collegeforcreativestudies.edu**. Create a new ticket detailing the computer you're having problems with.

To request a refund:

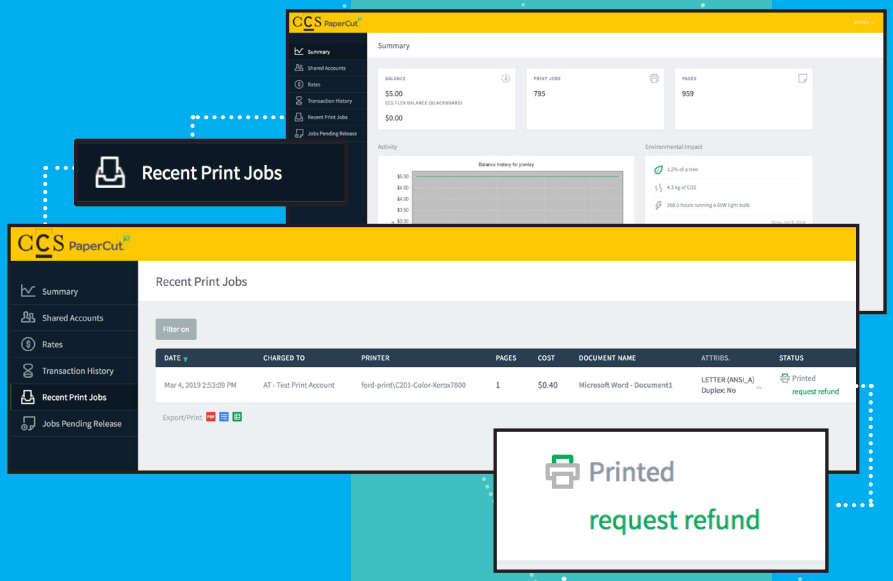
If you sent print jobs that never came out, you may request a refund.

Click the **Details** link located at the bottom corner of the PaperCut window. Log in through the pop-up browser window.

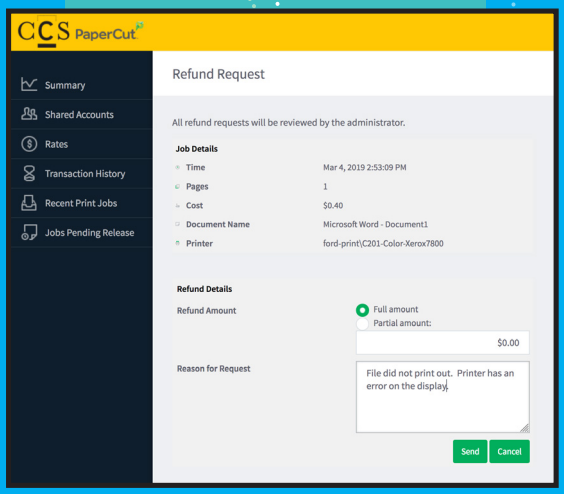


On the Summary page, click the **Recent Print Jobs** link located in the left-hand column.

To request a refund for a specific print job, click the **Request Refund** link in the rightmost column of that job.



Select the **Refund Amount**, and type in a detailed reason in the **Reason for Request** field.

Click the **Send** button.
(**Refund requests** are reviewed once a week.)

If your request is approved, your print job will be tagged as **Refunded**, and your account will be credited with the amount requested.