

## Section 5—Output

### Digital Imaging Workflow for Treatment Documentation

Conservation Division, Preservation Directorate, Library of Congress

#### OUTPUT

# Section 5—Output

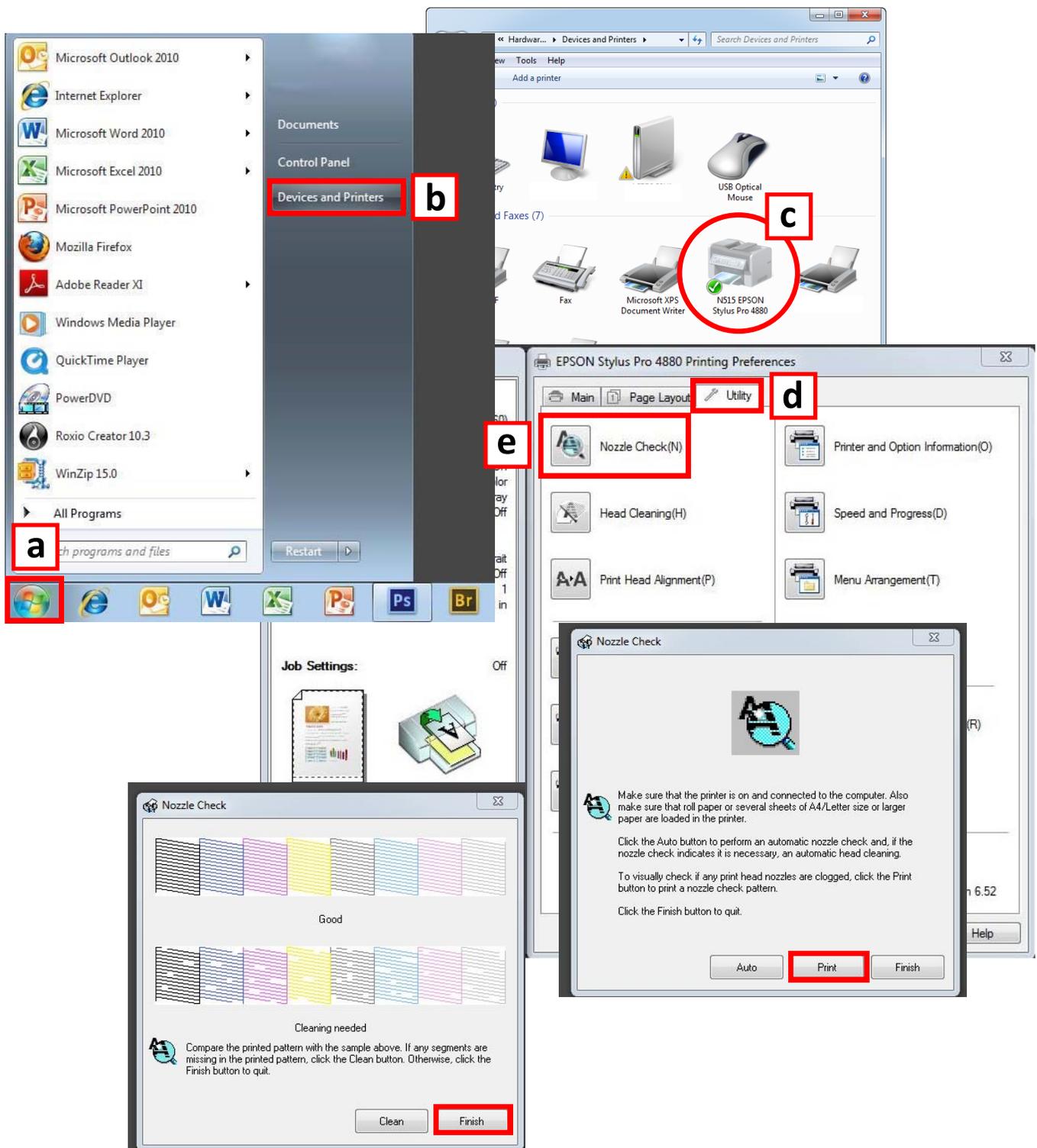


Figure 5.01

## Section 5—Output

### Run a Nozzle Check

---

1. Turn on the **EPSON Stylus 4880** printer (the power button is labeled).
2. Lift the clear gray cover between the ink cartridges and confirm there is Epson paper in the tray, back of the paper (with Epson logo) facing up.
3. Look at the Nozzle Check Calendar above the printer. If someone has put their initials next to today's date, you can skip the rest of the steps (4-11) on this page.
4. Lift the clear gray cover between the ink cartridges to put a single sheet of **nozzle check paper** (regular photocopier paper) on top of the Epson paper.
5. Log onto one of the two image processing computers.
6. Click **Windows** Start button (fig. 5.01a) → *Devices and Printers* (fig. 5.01b).
7. Right click icon: *N515 - EPSON Stylus Pro 4880* (fig 5.01c). Left click: *Printing Preferences*.
8. Click the *Utility* tab (fig. 5.01d) → Click *Nozzle Check* (fig 5.01e).
9. Before clicking *Print* in the window that pops up, confirm that the printer LCD screen says "Ready."
10. If the nozzle check printout looks good, click *Finish* and initial the Nozzle Check Calendar. You are ready for printing.
11. If there are skips in the printout, click *Head Cleaning*; you should get a clean nozzle check printout after head cleaning, if not, ask the iDoctor on call for help.

**Troubleshooting:** The printer is ready when the LCD says "Ready" and no indicator lights are on.

**Blinking light under the droplet icon:** Low ink; consult an iDoctor.

**Solid light under the droplet icon:** No ink; consult an iDoctor.

# Section 5—Output

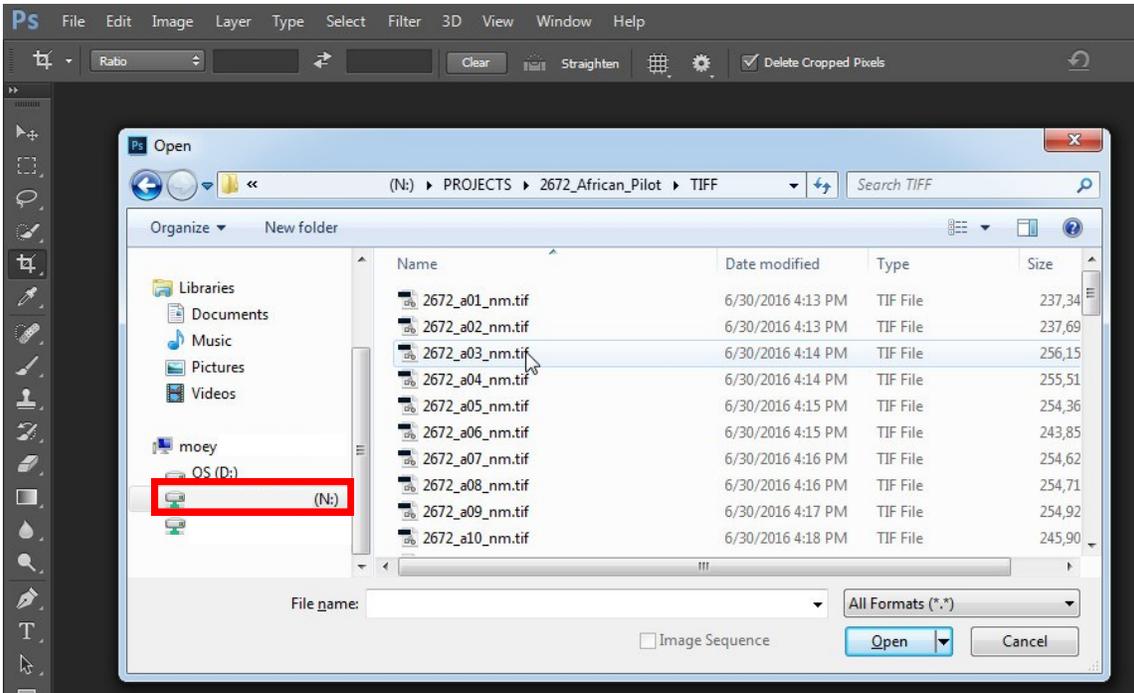


Figure 5.02

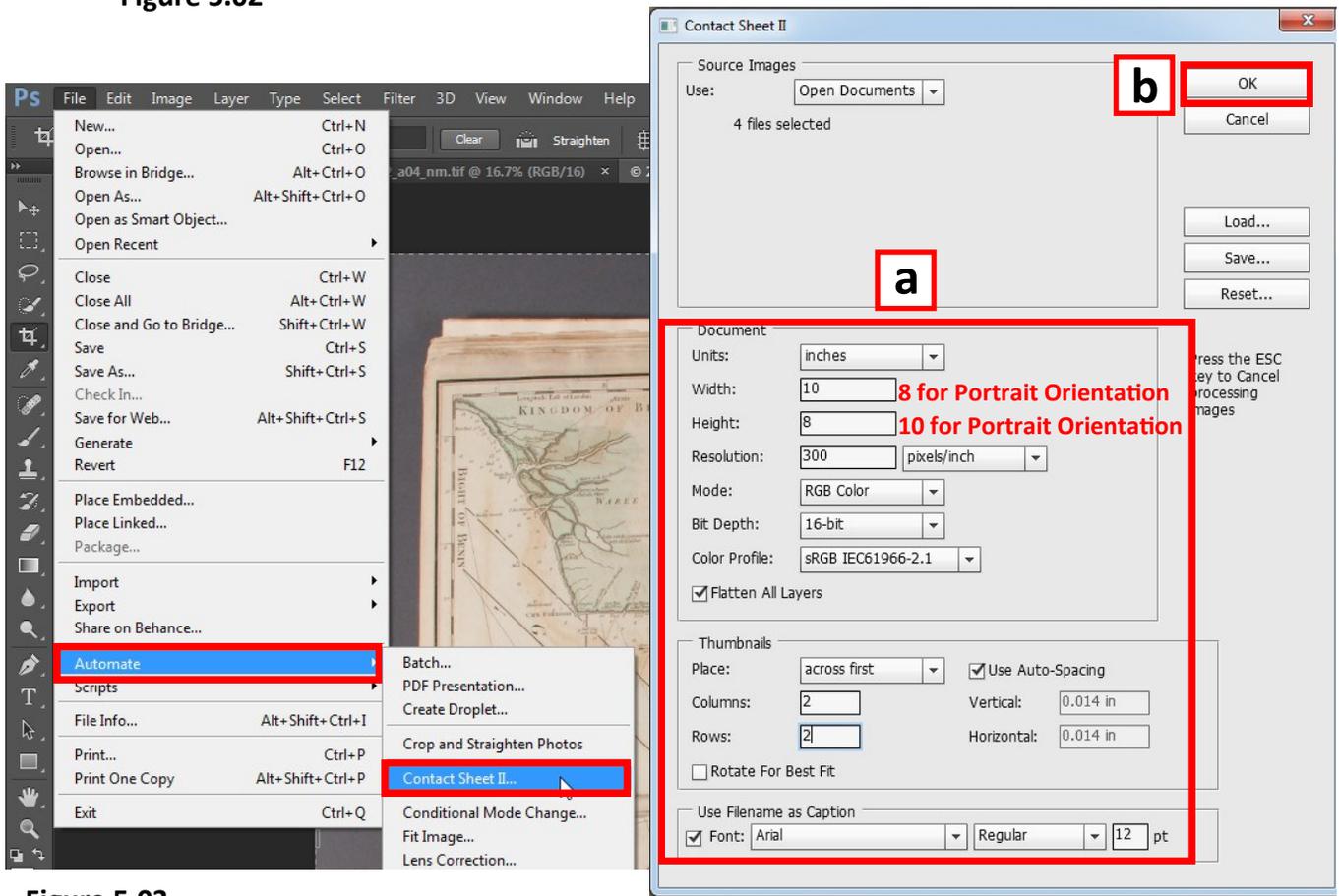


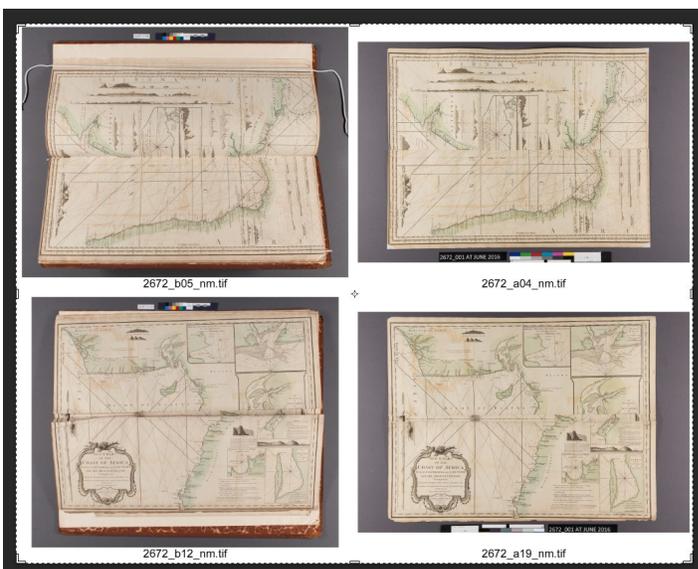
Figure 5.03

## Section 5—Output

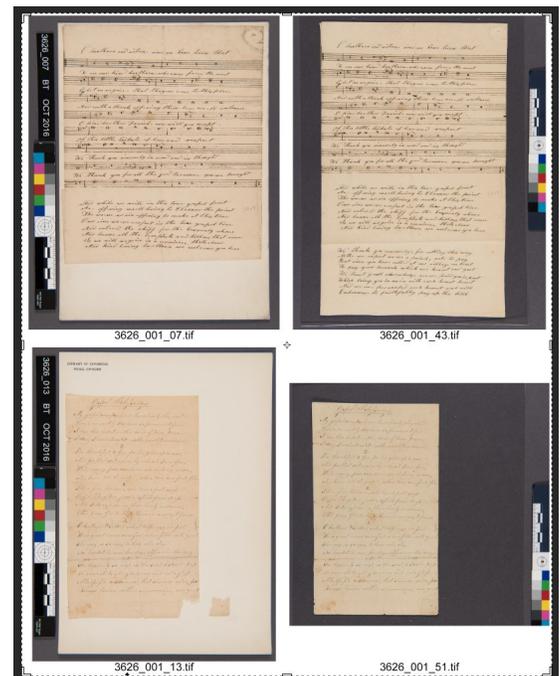
### Print Images (Bridge and Photoshop)

**NOTE:** Printouts are reference copies; the archival copy is the .dng file on the N: drive.

1. In **Bridge**, click *PROJECTS* on the *N: > PROJECTS* string under *ESSENTIALS*. Wait for the folder contents to load in the center *CONTENT* panel, then scroll down and click through to open the project TIFF folder and view all images
2. Identify four images you want to print together on one sheet.
3. In **Photoshop**, press keys Ctrl O.
4. Click through to *N: > PROJECTS > [project number] > [item subfolder] > TIFF* (fig. 5.02), then double click on the first image you want to print.
5. Repeat steps 3-4 to open the other three files in the order you want them laid out on the page.
6. Click: *File* → *Automate* → *Contact Sheet II* (fig. 5.03).
7. Confirm or populate all the fields as shown in Figure 5.03a.
8. Click *OK* (fig. 5.03b) and wait for the Contact Sheet to load.



Landscape Orientation



Portrait Orientation

# Section 5—Output

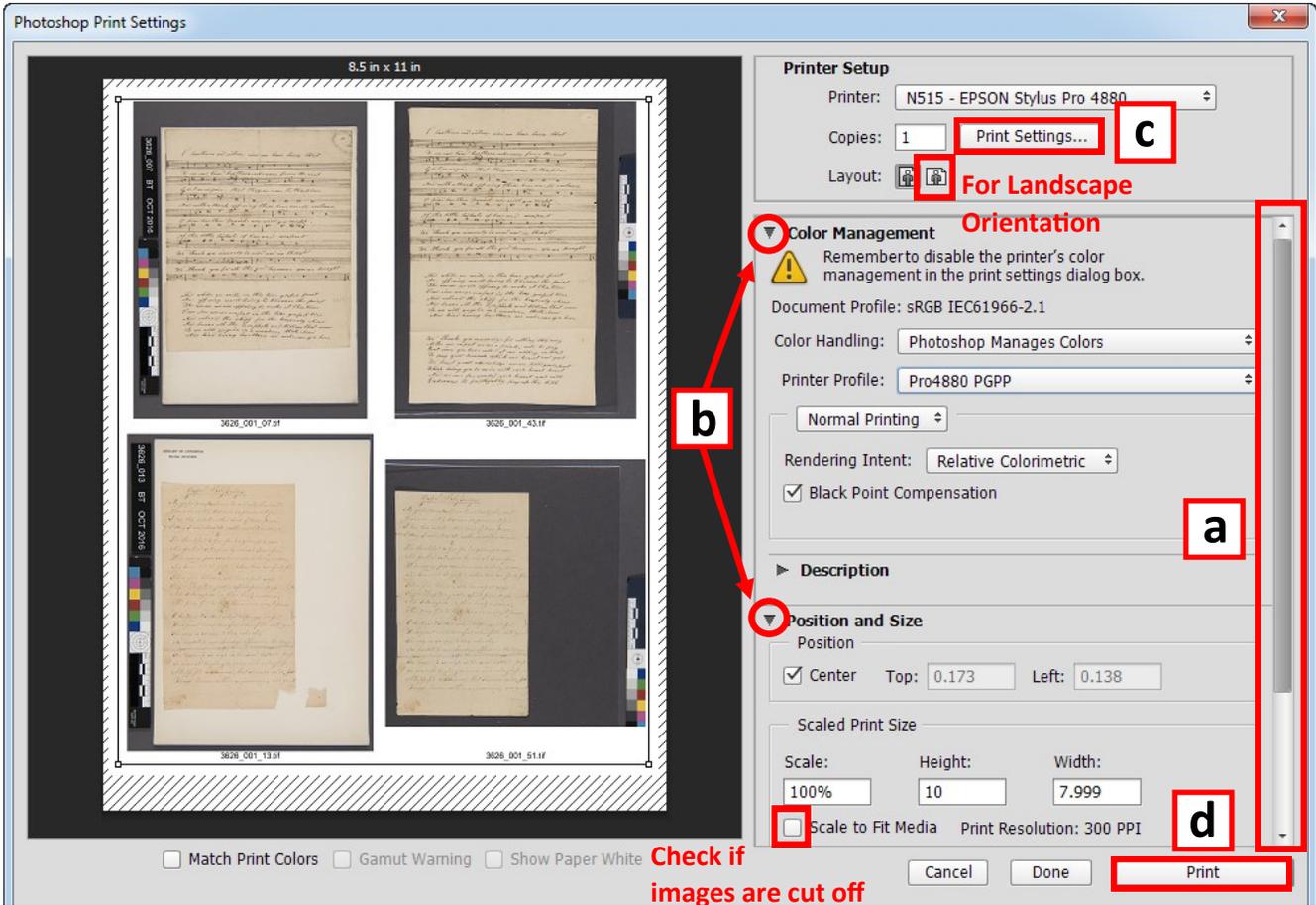


Figure 5.04

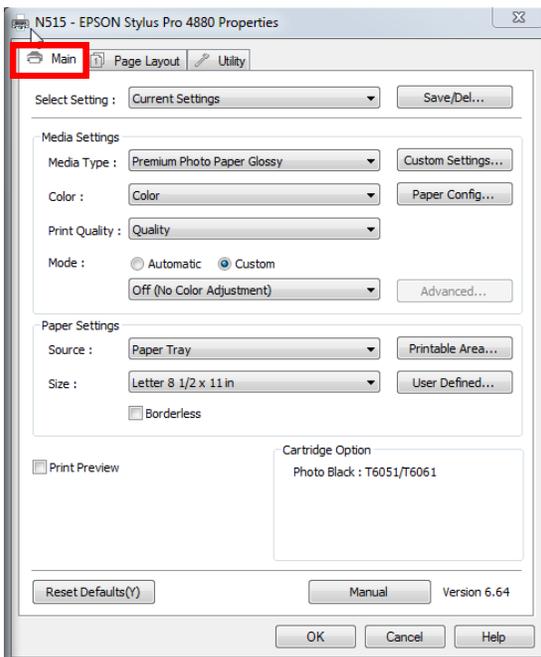


Figure 5.05

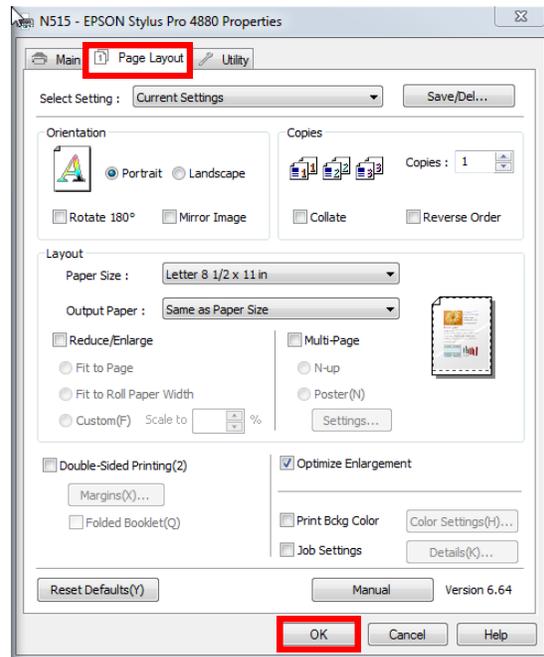


Figure 5.06

## Section 5—Output

### Print Images (Photoshop), continued

---

9. Click *File* → *Print*.
10. Select all the fields as shown in Figure 5.04; you may need to scroll down (fig. 5.04a) and/or click on the black triangles (fig. 5.04.b) to expand the menus.
11. Click *Print Settings* (fig. 5.04c).
12. On the *Main* tab, confirm or populate all the fields as shown in Figure 5.05.
13. On the *Page Layout* tab, confirm or populate all the fields as shown in Figure 5.06.
14. Click *OK* (fig. 5.06).
15. In the Photoshop Print Settings window, click *Print* (fig. 5.04d).
16. Check your printout (avoid touching the image areas).

**NOTE:** Allow the printout to dry overnight before putting it into a plastic sleeve.