

Printing Instructions

You can print your image at the Student Technology Center. The printing will come out of your quarterly printing allowance of 500 black and white prints/quarter.

Haggard Hall 121 (360) 650-4300

www.wvu.edu/techcenter

Office Hours

Mon-Thurs: 8am-8pm

Friday: 8am-4pm

Sunday: 4am-8pm

Instructions:

1. Wait for an opening on workstations 1-4 (located along the wall opposite the entrance).
2. Let a staff member know you need to use the HP Photosmart Printer.
3. Once you are logged on to a computer go to the Applications folder and open Adobe Photoshop CS2.
4. Open you image.
5. Once your image is open go to the *File* drop down menu.
6. Select *Print with Preview*
7. A new Print window will open.
8. In this new window select *Page Set-up...* (button on the right).
9. A new window will open.
10. In this new window select *Printer*.
11. A new window will open.
12. In this new window select *HP Photosmart 7900* from the drop down list.
13. Now select *Properties*.
14. A new window will open.
15. In this new window select *Basics* from the tabs along the top.
16. Make sure the page orientation is *Landscape*.
17. Select *OK* on all (3) windows.
18. When you are back to the original Print window make sure *Scale to Fit Media* is selected.
19. Load your paper in the printer *glossy side down*.
20. Check with the staff that your workstation is selected to print to the HP Photosmart printer.
21. Select *Print*.