

PRINTING PROTOCOL

write your name and date on the back of each print
before you process it in the photo chemicals

write the exposure; *f*/stop, time and filter number
on the back of the print as well (as needed)

write small, along the edge,
to avoid compromising the archival quality of the print
using either Pencil or a Sharpie
(never an ink pen that will contaminate the chemistry)

develop, stop and double fix
as prescribed by the paper manufacturer
(read the data sheet that comes with the paper for exact times,
every paper is slightly different)

do a **short wash** at the end of the processing

collect all prints of your printing session
in a **holding tray** filled with water

put all prints through a **fixer-remover bath**

rinse all prints for 1 minute, before the final wash
do not place prints with fixer-remover on them
directly into the print washer

do a **final wash** in the vertical washer for at least 30 minutes
never add prints to a washing session already in progress
the wash time will have to start all over again

discard your test strips and test prints, or take them home

only place **fully archival prints** on the screens to dry
place them as close together as possible
since many people have to share these screens
or take damp prints home in a blotter book
dry them on a clothes line, pinned at all 4 corners, back to back

pick up all prints the next day, preferably in the morning
any print left longer than 1 day will be discarded
there is not enough room on the screens
this is not a storage facility

do not move prints made by other students, unless the screens are really full

flatten prints under a stack of books
or in a dry mount press, at low temperature
between 2 sheets of archival drawing paper