

## PRINTING PROTOCOL

**write** your **name, your class** and the **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

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 **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 in the Darkroom

**transport** all prints to the Finishing Sinks using a **print viewing tray**

**rinse** all prints from the printing session for 3 minutes  
in the **print viewing tray** with running water

put all prints through the **fixer-remover bath** for another 3 minutes

**rinse** all prints in water again for 3 minutes to remove all **fixer-remover**  
do not place prints directly into the print washer  
if they still have fixer-remover on them

do a **final wash** in the vertical archival 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

*do not save* your test strips *do*  
*not save* your test prints

only place **fully archival prints** on the screens to dry  
or take damp prints home in a blotter book  
dry them on a clothes line, pinned back to back at all 4 corners,

**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

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