**Steps to making a print**



1. Remove the negative tray by pulling the lever on the left side of the enlarger towards you.
2. Place your negative in the tray glossy side up. Use the sable brush and rubber blower to clean off your negative.
3. Put the negative tray back in to the enlarger and set your timer to focus.
4. Open the aperture on the enlarger all the way by gently twisting it as far as you can to the left, letting in the most light.
5. Crop the image in the 5x7 opening of your easel by raising and lowering the enlarger. Focus your negative by turning the knob located on the right side of the enlarger. Check the focus of your image by using the grain focuser.
6. Close your aperture down three stops to your point of departure. Set your timer to three seconds and the timer switch to time.
7. Cut one to two sheets of paper at a time when you run out. Make sure that the enlarger next to the paper cutter is off when cutting to prevent exposing paper. From each sheet you cut you will have two 5x7 sheets and two 1” test strips. Read the directions on the paper cutter if you forget and keep your finders off the metal area of the paper cutter when cutting. All paper needs to be put in to the light tight black bag. Always fold the edge of the bag over to protect your paper.
8. Remove one test strip from your bag and place it glossy side up on your easel. Take a piece of matboard from the box of tools next to your enlarger and cover all but 1 inch of your test strip. Gently press the print button and expose the uncovered portion of your test strip for three seconds. After exposing the paper, hold down your test strip and move your matboard 1 inch to the right. Expose your paper for three seconds. Repeat this process three more times until the entire test strip is exposed. Your test strip will have areas that have been exposed for 3…6…9…12… and 15 seconds.
9. Process your test strip for 60 seconds in the developer and time warp your test strip through the rest of the developing process. After time warping your test strip through stop bath, fixer, and water, place your test strip on a piece of paper towel and look at it under the spare enlarger next to the paper cutter. Make sure that nobody is cutting paper when you turn the enlarger on. NEVER bring a wet test strip to YOUR enlarger!
10. Now read the test strip. After you have decided on the exposure time, adjust your timer to the correct time and turn the light switch from focus to time.
11. Remove a 5x7 sheet from your paper bag and place glossy side up on your easel. Expose your paper by gently pressing the button on your timer.
12. Develop your paper according to the directions found above the large sink. All chemicals should be used for the full time.
13. After you place your photo in the fixer, remove your photo and place it on paper towels in a tray and look at it under the spare enlarger. Check to see if your photo needs adjustments. Dodging and burning areas of your image may be needed. If the image is too light or dark you may have to open or close the aperture and do a new test strip. If your image comes out properly exposed, put the photo back in to the fixer and wash according to the directions for processing. After the wash hang your photo above the sink with your class hour tag on the back.
14. Begin this process all over again with another negative. You will be asked to develop at least two photos each time you rotate into the darkroom.

**Use your time wisely!**

* When a photo is in the fixer or wash, use your time for re-exposing for dodging/burning or preparing for your next rest strip/photo.
* Clean up your work area by returning all items back in to the tool box if finished and put paper away.
* Remove your negatives from the enlarger.

**Housekeeping and clean up**

* Never bring a wet test strip or photo over to your easel. Getting easels wet will cause them to rust!
* Always put your enlarger tools back in their place for easy use and location.
* Don’t forget to remove your negative from the enlarger at the end of class.
* Make sure the developer tray is not covering the drain to the sink.

**Watch the clock! You must be out of the darkroom**

**5 minutes before the bell rings!**

**Communicate with other individuals in the darkroom.**

**Ask for help via the walkie talkie when needed.**