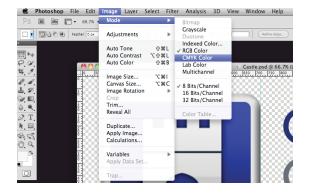
#### Print Guide Step 1 'Images'

Use Photoshop to convert all your images from 'RGB to 'CMYK'. Then check that they are a minimum of '200dpi'. Then save as 'Tiff' or 'PSD' format.

Do not use screen grabs from the internet as the resolution will only be 72dpi and will print badly. *You will loose marks for using Low Res Images!* 

1 Convert Images to 'CMYK"



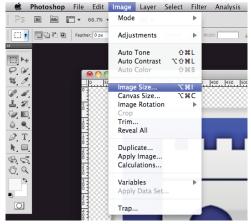
#### 3

Image Size	
Pixel Dimensions: 2.24M (was 5.04M) Width: 1088 pixels Height: 539 pixels Document Size:	OK Cancel Auto
Width:     13.82     cm     Image: Common state stat	
<ul> <li>✓ Scale Styles</li> <li>✓ Constrain Proportions</li> <li>✓ Resample Image:</li> <li>Bicubic (best for smooth gradients)</li> </ul>	

## 5 Do not save as 'Gif, Jpeg, or any other format than <u>'Tiff or PSD'</u>

000	Save As 6
Save As: Castle.psd	
	Apprenticeship Logos     Q
V DEVICES Andy Mac MacHD NCTV NCTV 2 NCTV 1	AGC.pd     AGC.pd     AGC.pd     AGP.logo_CMYK.ai     APP.logo_CMYK.eps     Businessret logo.ai     Caster.psd     Firends First.ai
Format:	Photoshop
Save:	As a Copy Notes
Color:	Alpha Channels
New Folder	Cancel Save

# 2 Now check the resolution is a minimum of 200dpi



4 Now save your images as <u>'Tiff or PSD'</u> format. Use PSD if you have transparency

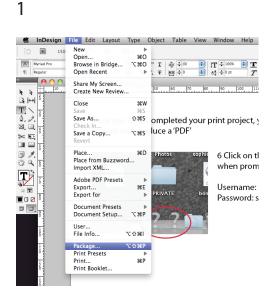
000	Save As
Save As: Castle.tif	
	Apprenticeship Logos
V DEVICES Andy Mac MacHD NCTV NCTV 2	ABG.psd APP_Logo_CMYK.ai APP_Logo_CMYK.eps Businessre Logo.ai Castle.psd Castle.psd Friends First.al
Format:	TIFF
Save:	As a Copy Notes
Color:	<ul> <li>Alpha Channels</li> <li>Spot Colors</li> <li>Layers</li> <li>Use Proof Setup: Working CMYK</li> <li>Embed Color Profile: U.S. Web Coated (SWOP)</li> </ul>
New Folder	Cancel Save

6 Save your images to your project folder.

## Print Guide Step 2 'Packaging'

Once you have completed your print project, you will then need to 'Package' your project and produce a 'PDF'. Before 'Packaging' make sure all images are at the correct resolution and saved in the correct format.

Don't forget to spell check. Shortcut for this is 'cmd' i or 'apple' i, before packaging

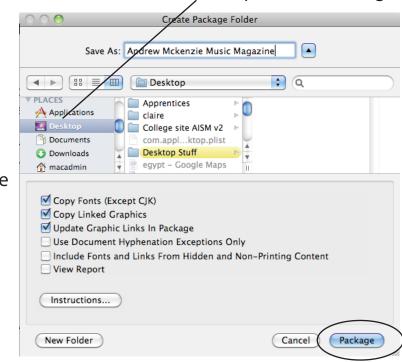


2 At this point a warning will be displayed to let you know if any images are still <u>'RGB'</u> If all images are 'CMYK then continue to 'Package'

Package	
Summary	Summary
Fonts Links and Images Colours and Inks Print Settings External Plug-ins	Scope:       Entire Publication         Fonts: 2 Fonts Used, 0 Missing, 0 Embedded, 0 Incomplete       0 Protected         Inks and Images: 14 Links Found; 0 Modified, 0 Missing, 0 Inaccessible       Images: 0 Embedded, 14 use RGB colour space         Colours and Inks: 4 Process Inks; 0 Spot Inks       Colours and Inks: 4 Process Inks; 0 Spot Inks
	CMS is ON External Plug-ins : 0 Non Opaque Objects :None Number of Documents :1 Pagination Options : None
	Cancel Report Package

3 Hit continue when you see this dialogue box

4 Give your folder your name and select to save to the desktop. The hit 'Package'



6 InDesign will now create a named folder on the desktop, which will contain the InDesign Project file, all fonts and any images used in your project.

# Printing Instructions Filename: Instructions Continue Contact: Company: Address: Phone: Fax:

Email

Instructions

4 Hit 'Ok' when you see this dialogue box

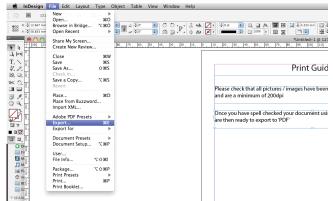


## Print Guide Step 3 'PDF'

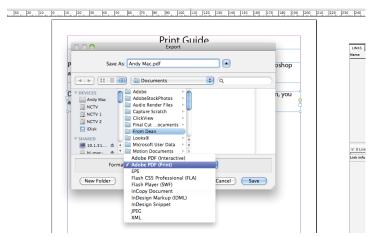
Once you have 'Packaged' your project, you will find your new Packaged Project Folder on the Desktop.

You now need to create the 'PDF' of your pages.

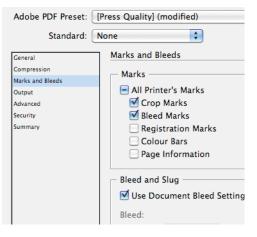
1 From the drop down menu select 'Export'



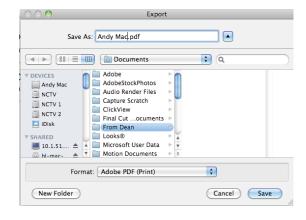
3 From the drop down menu select 'Adobe PDF (*Print*) *not 'Interactive*'



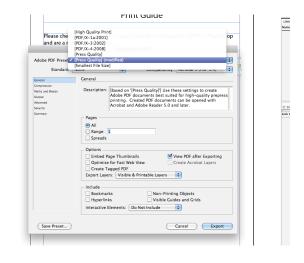
5 Select 'Marks and Bleed' and tick Crop Marks, Bleed Marks and 'Use Document Bleed'



2 Give your 'PDF' a name ie; 'Andy Mac Front Cover' ,'Andy Mac Contents Page'



#### 4 Then select 'PRESS QUALITY''



6 Now save the 'PDF to your newly Packaged Project Folder on the Desktop.

#### Print Guide Step 4 Server 'Drop Box'

Once you have saved your 'PDF', to your Packaged Project Folder on the Desktop You will then need to put your Project Folder onto the Server in the <u>'andy mac for Print'</u> <u>Drop Box'</u>



6 Click on the ? icon in the tool bar and when prompted enter

Username: student Password: student10

