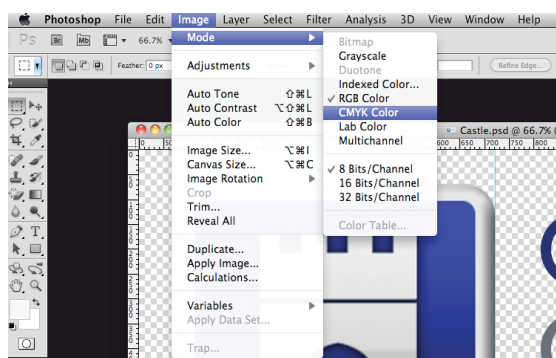


Print Guide Step 1 'Images'

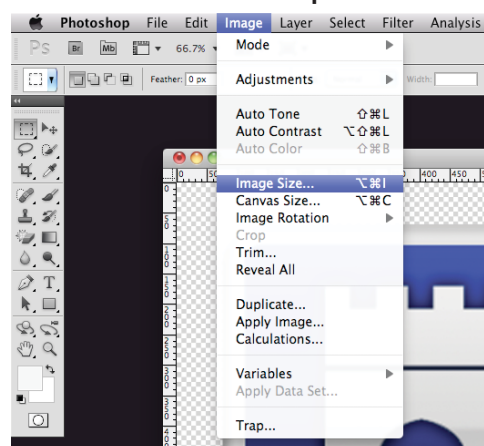
Use Photoshop to convert all your images from 'RGB to 'CMYK'. Then check that they are a minimum of '200dpi'. Then save as 'Tiff' or 'PSD' format.

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!**

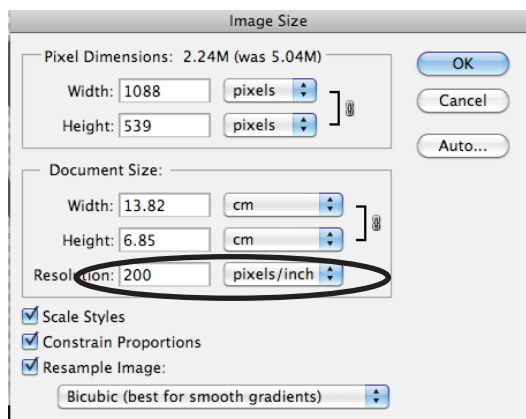
1 Convert Images to 'CMYK'



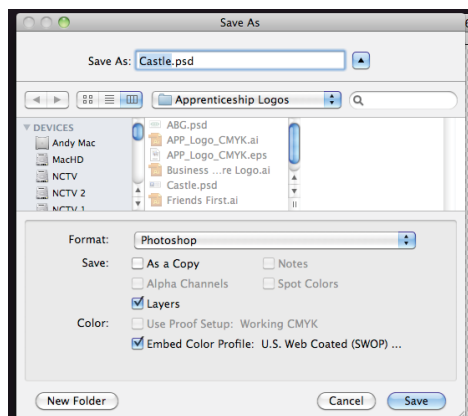
2 Now check the resolution is a minimum of 200dpi



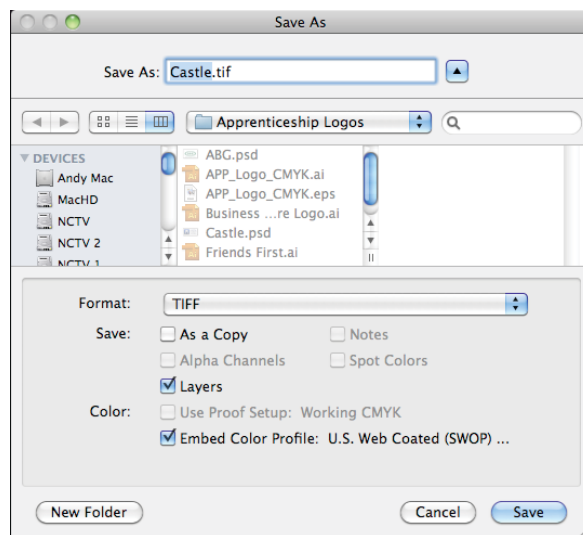
3



5 Do not save as 'Gif, Jpeg, or any other format than **'Tiff or PSD'**



4 Now save your images as **'Tiff or PSD'** format. Use PSD if you have transparency



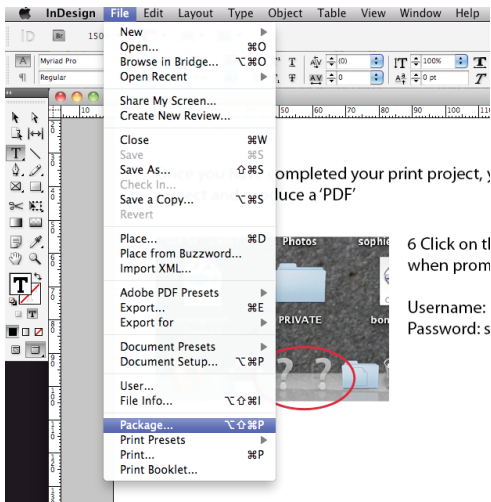
6 Save your images to your project folder.

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

1

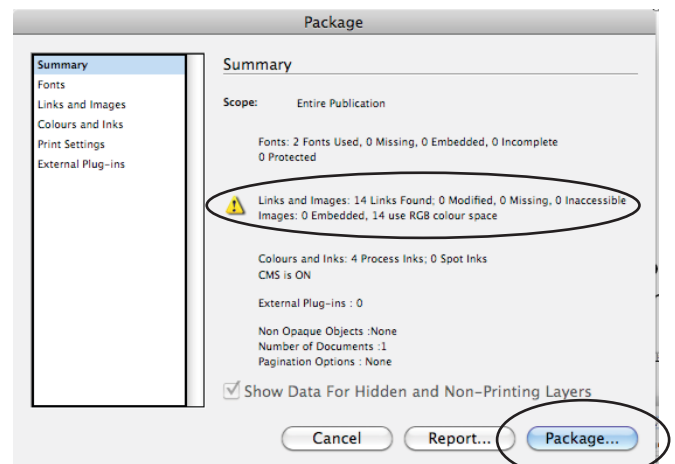


Completed your print project, you will now need to produce a 'PDF'

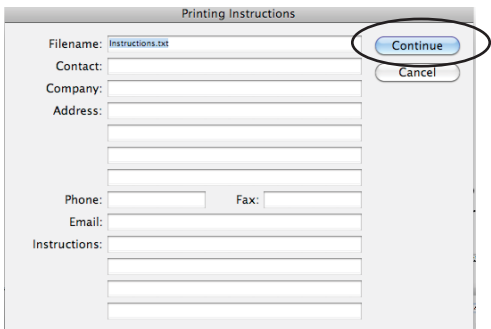
6 Click on the 'Package...' option when prompted

Username: _____
Password: s_____

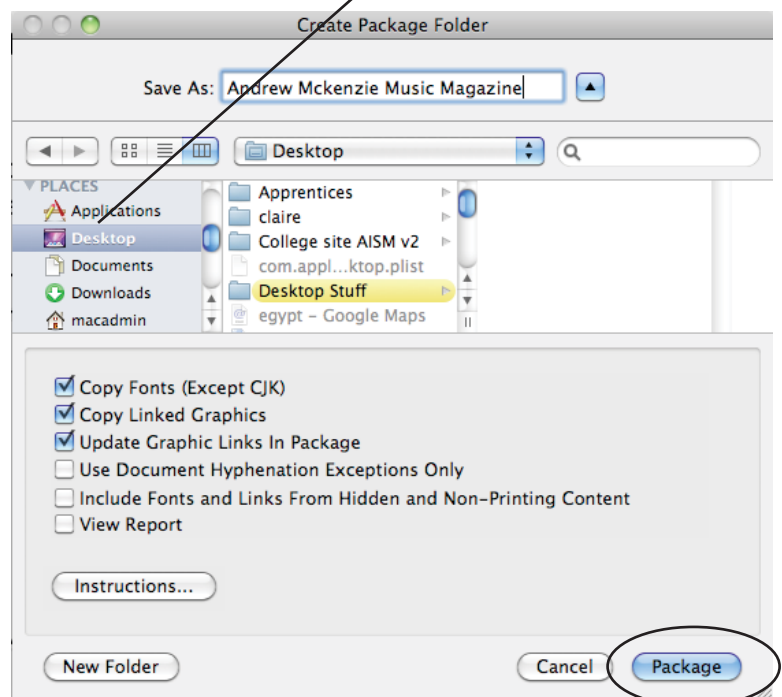
2 At this point a warning will be displayed to let you know if any images are still '**RGB**'. If all images are '**CMYK**' then continue to 'Package'



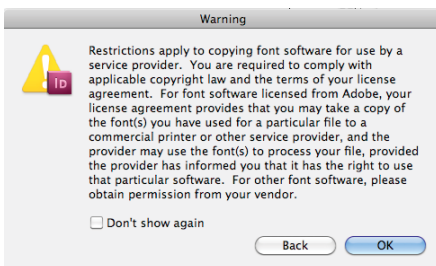
3 Hit continue when you see this dialogue box



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



4 Hit 'Ok' when you see this dialogue box



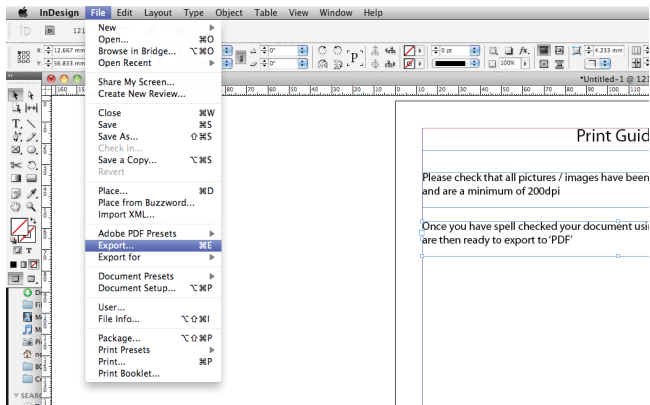
6 InDesign will now create a named folder on the desktop, which will contain the InDesign Project file, all fonts and any images used in your project.

Print Guide Step 3 'PDF'

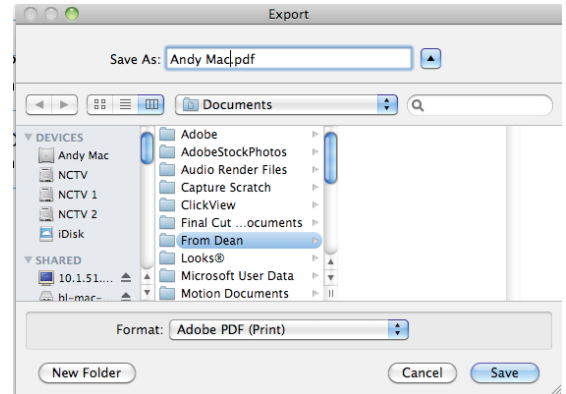
Once you have 'Packaged' your project, you will find your new Packaged Project Folder on the Desktop.

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

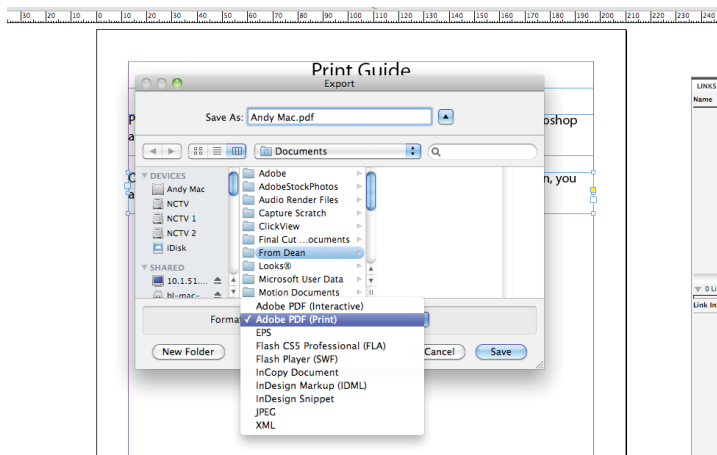
1 From the drop down menu select 'Export'



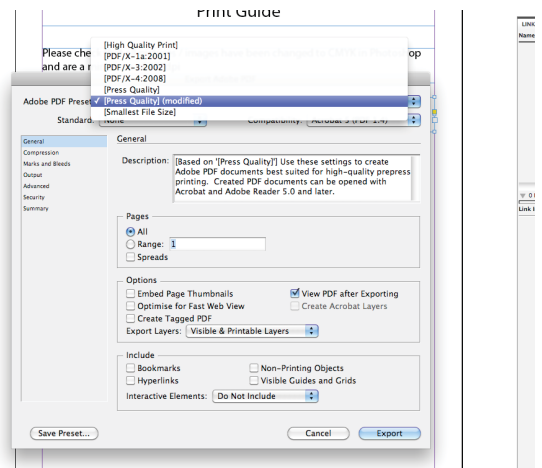
2 Give your 'PDF' a name ie; 'Andy Mac Front Cover', 'Andy Mac Contents Page'



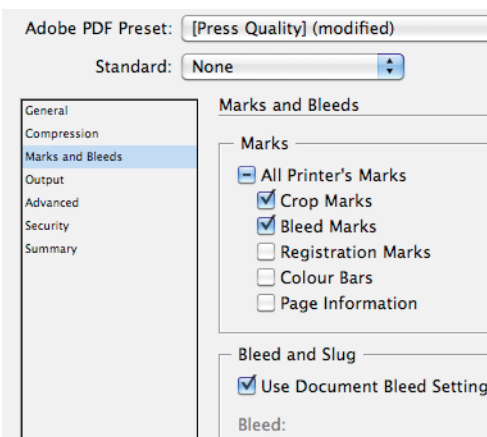
3 From the drop down menu select 'Adobe PDF (Print) not 'Interactive''



4 Then select 'PRESS QUALITY''



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



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 'andy mac for Print' Drop Box'



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

Username: student
Password: student10

7 Copy your work to 'andy mac for print folder

