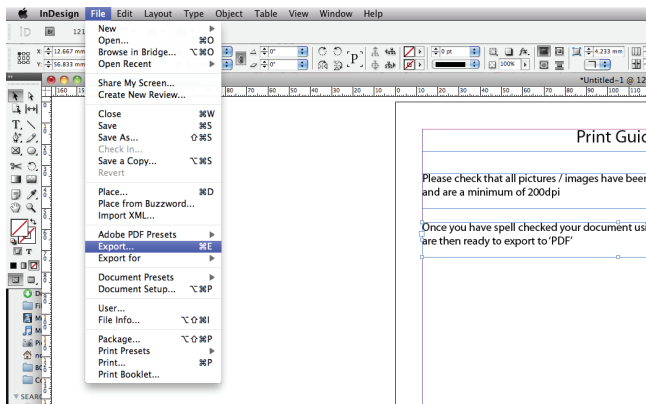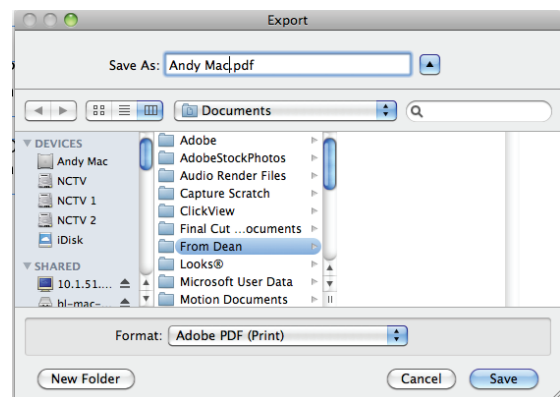# Print Guide

Please check that all pictures / images have been changed to CMYK in Photoshop and are a minimum of 200dpi

Once you have spell checked your document using the 'command i' function, you are then ready to export to 'PDF'
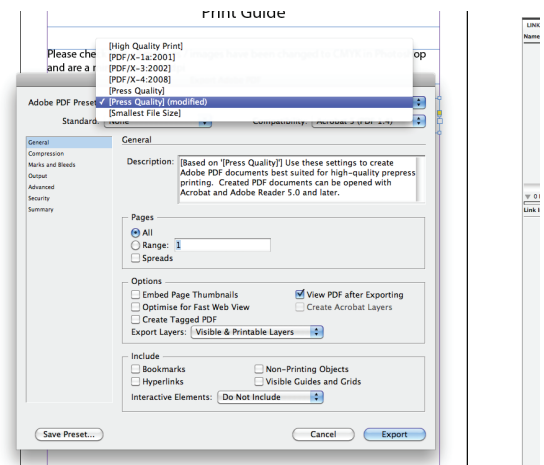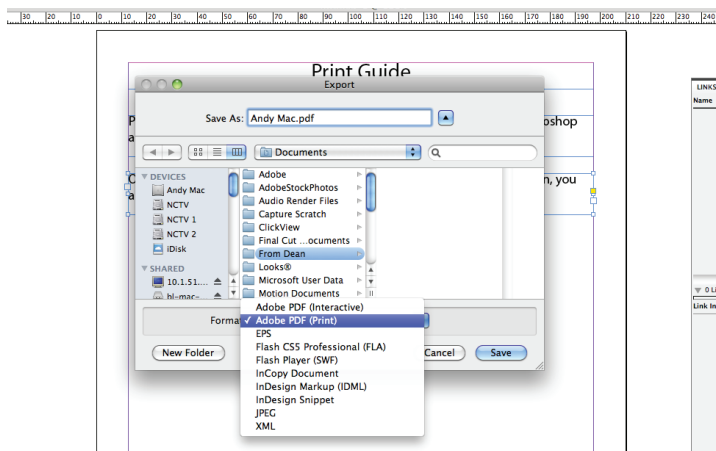
1

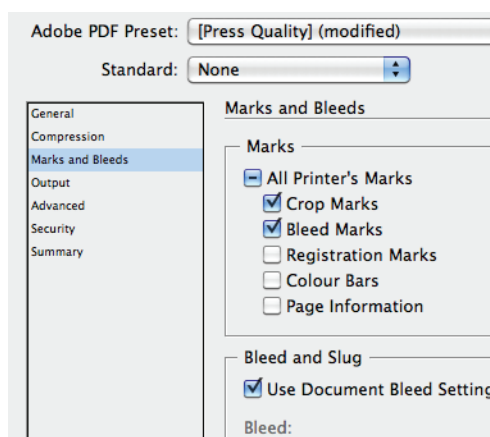2 Give your 'PDF' a name ie; 'Andy Mac Front Cover' ,'Andy Mac Contents Page'

3 From the drop down menu select 'Adobe PDF (Print)

4 Then select 'PRESS QUALITY''

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

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Once you have saved your 'PDF', place your 'PDF's' into 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