

# AAP IT Print Center Instructions

## Prep the File

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### Size the File

Regardless of the program you are using; the first step should always be to size the file(s). All prints are charged by the linear foot. Collage several images or drawings onto one canvas to make full use of the paper's width! For example, in Illustrator, you might collage several drawings onto one 42" wide artboard when printing on bond paper (42" paper).

### Illustrator:

#### 1 Relink Missing Files:

Before you do anything ensure all your image files are linked or embedded in the document.

- Go to the links panel: menu bar > Window > Links.
- If there are yellow triangles next to your image links relink and/or embed the corresponding files. A missing link means that Illustrator no longer knows where the image file is saved on your computer. This occurs when an image files is moved after it is imported.

#### 2 Save As EPS:

- Save a master version of your file first.
- Go to the to the file menu select "Save As".
- Under format select *Illustrator EPS (eps)*
- Check the box *Use Artboard*
- Click save. Another box titled "EPS Options" will pop up, just click OK. If there are any problems with your file you may find out here as it tries to save.

#### 3 Distill the File, see Adobe Distiller section on next page

*Protip:* Do not place pdf's that haven't been through this process into your illustrator document. Worst case scenario make a jpg of the picture before placing (300dpi min if it is line art, 150 dpi for photos)

### Photoshop:



For image files only (no text or drawings) to be printed on the ADMS plotters, save the file as a Tiff and then submit it to be printed. If the resulting file is larger than 100MB save as a Tiff with LZW compression.

#### 1 Save As EPS, (for images with text):

- No need to flatten any layers, this is important for retaining the crispness of any text!
- Save a master version of your file first.
- Go to the to the file menu select "Save As".
- Under format select *Photoshop EPS (eps)*, Click save.
- In the next dialog box, "EPS Options", set "Encoding" to *Binary* and click "Ok". If there are any problems with your file you may find out here as it tries to save. (VIDEO LINK)

#### 2 Distill the File, see Adobe Distiller section on next page

*Protip:* Photoshop is not a layout tool. Use it to fix single or a mash up of media before you pull into

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## Create the PDF

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### *Acrobat Distiller:*

- 1 The Adobe Illustrator EPS and Photoshop EPS files need to be distilled into a PDF before you can submit the files for printing. Distiller comes standard with Adobe Acrobat.
  - Open Adobe Distiller
  - Set the Default Settings dropdown to *Standard*.
  - Drag and drop the EPS file you created in the above instructions onto the distiller window (big white empty box).

Here is the moment of truth. Problems with your file will present themselves here. Typically it will be a font issue or a corrupted jpg/tiff. Easiest way to narrow it down is to remove one image from your file at a time and repeat the process. If you still have trouble take the EPS you made and put it into Photoshop at 300dpi. Flatten and save as an EPS and then Distill.

### *InDesign:*

- 1 **Relink Missing Files:**  
Before you do anything ensure all your image files are linked or embedded in the document.
  - Go to the links panel: menu bar > Window > Links.
  - If there are yellow triangles next to your image links relink and/or embed the corresponding files. A missing link means that InDesign no longer knows where the image file is saved on your computer. This occurs when an image files is moved after it is imported.
- 2 **Save As PDF:**
  - Save a master version of your file
  - Go to: File>Adobe PDF Presets>[High Quality Print]. Use the default setting.

## Submit to the Print Center

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Submit your file online: <https://sf-ambrosia04.serverfarm.cornell.edu/apps/printcenter/upload.html>

- 1 **Check your File Type**  
HPs & OCE Plotters = PDF File, less than 50mbs  
ADMS Printers = TIF
- 2 **Complete the online Form**  
*Paper Width is the width of the paper NOT your file*
  - 42" for Bond and Photo on the HP & OCE printers
  - 36" for Mylar and Transparency on the HP printers
  - 44", 24", or a custom size for BYOP io the ADMS printer

Your print will be printed in the order that it is received. You will receive an email when your print has been queue and another when it is ready for pickup.

DO NOT hover by the printers or the print pickup area. This rule will be strictly enforced!