

# Plotting at PennDesign

## Document Preparation

\* Make sure that you have a MASTER copy and a PRINT copy of your document, so that any changes made to your file, in preparation for printing, aren't saved to the original copy.

\*\* Max plotting resolution is **150ppi**

### Adobe Illustrator



#### Crop Art Board to The Correct Size

- Select the Artboard Tool
- Adjust the Artboard Size to the area you want to print

#### Convert Type to Outlines

- Select -> All
- Type -> Create Outlines

#### Flatten All Layers

- Window -> Layers
- Click on the drop-down menu on the top right of the palette window
- Click on Flatten Artwork

#### Embed All Images

- Windows -> Links
- Select all images that are not already embedded
- Click on the drop-down menu on the top right of the palette window
- Click on **Embed Image**  
*If images are already embedded you will not be able to choose this option.*

#### Rasterize All Vectors

- Select All Vectors
- Object -> Rasterize

#### Save As PDF

- File -> Save As...
- Choose **Adobe PDF** as File Format
- Click OK
- On the Pop Up, **Uncheck Preserve Editing Capabilities**

### Adobe InDesign



#### Flatten All Layers

- Window -> Layers
- Click on the drop-down menu on the top right of the palette window
- Click on Merge Layers

#### Embed All Images

- Windows -> Links
- Select all images that are not already embedded
- Click on the drop-down menu on the top right of the palette window
- Click on Embed Link  
*If images are already embedded you will not be able to choose this option.*

#### Save As PDF

- File -> Adobe PDF Presets -> High Quality Print

### Photoshop



#### Flatten All Layers

- Window -> Layers
- Click on the drop-down menu on the top right of the palette window
- Click on Flatten Image

#### Save As PDF

- File -> Save As...
- Choose Photoshop PDF As File Format
- Click OK
- On the Pop Up, Uncheck Preserve Editing Capabilities

### Problem PDF



#### Export to TIFF

- File -> Export To -> Image -> TIFF
- Click on Settings
- Under Conversion, set Resolution to 300 pixels/inch
- Click OK
- Save

#### Convert TIFF to PDF

- Open the TIFF in Photoshop
- Follow the Photoshop instructions to create a new PDF