

Plotting at Weitzman Design

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 300ppi

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
- Select all your 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 .tiff

- File -> Save As...
- Choose tiff
- 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