Follow these steps to prepare your file for Plotting to the Large Format Printers at Weitzman.

*tips
- save your file to the local drive or desktop before printing
- do not print over wifi
- do not print jpgs
- follow these steps and make sure to rasterize, embed links, and flatten files

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

*Use Photoshop If you are having trouble printing your PDF.
It is likely the file has not been flattened or rasterized properly.

Use Photoshop to fix the file by opening the problematic pdf in photoshop. Check and make sure your file is flattened. Check your image size. If the file is larger than 500 MB, change the resolution to be 150-200 DPI.

Save this file as a .tiff and print from Photoshop.

Check your file rotation, Photoshop will not auto rotate your file, so you must rotate and save the file before printing.