Plotting at PennDesign

Document Preparation

* Make sure that you have a MASTER copy and a PRINT copy of your document, so that any changes you make to your file in preparation for printing aren't saved to the original copy. ** Max plotting resolution is 150 dpi

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 (Or Ctrl+A)
- 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

Adobe 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**