

**AP-IB Photo
Setting Up Your Print Jobs**

- 1. Size all of your files in Photoshop to the size you want them printed. To do this:**
 - A. On the top bar Click on Image > Image Size.
 - B. When you are sizing for printing, ***make sure Resample is not checked.***
 - C. Enter the dimensions you wish to print.
 - D. Make sure the Resolution is 150 dpi or higher. If not, try making the print smaller in its dimensions.
 - E. Do not artificially adjust the resolution by checking the Resample and setting the resolution higher – this will not work, in fact it will make things worse.

- 2. Put your images in a folder titled with your name on the G drive (in your period) in the folder titled “NPHS Art Show Print Jobs (4A or 4B).”**

- 3. Fill out your Digital Printing Order Form listing the titles and dimensions of your images (be sure to click on the far right column if you are filling out the Excel Spreadsheet on the computer to make sure the total is tallied properly).**

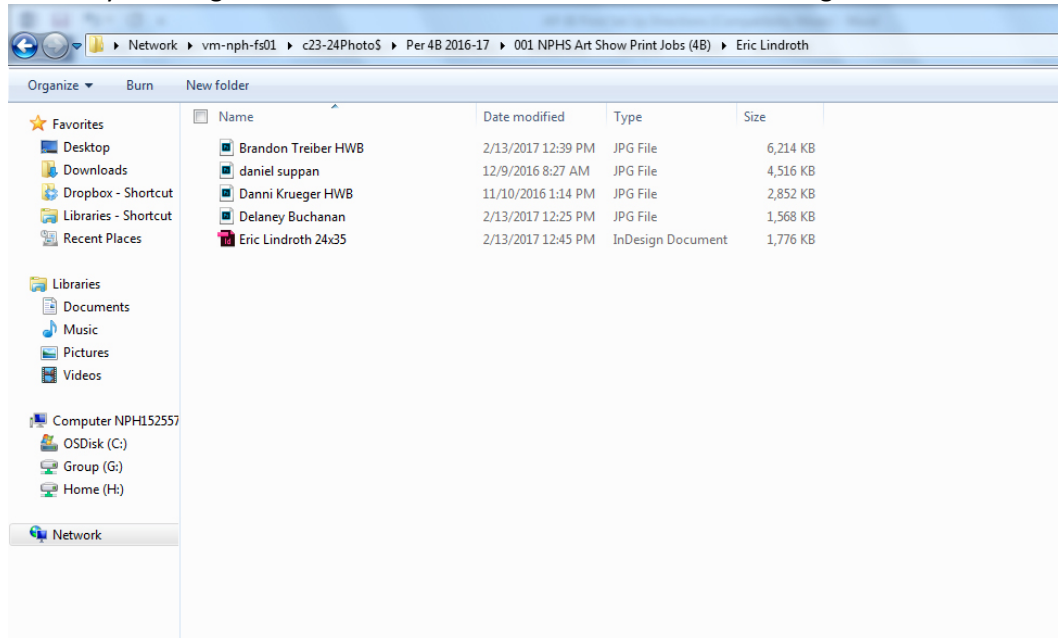
- 4. Opening Adobe InDesign and preparing the file:**
 - A. Either go to the Create New opening screen and click on Document or go to the File menu and click on New > Document
 - B. Go to the Edit menu and then hold mouse arrow over Preferences then click on Units and Increments
 - C. Change the Horizontal and Vertical to inches (click on the down arrow to the right of the Horizontal and Vertical windows and you click on inches)
 - D. Go to File and click on Document Setup
 - E. If you are printing on the big printer, make the horizontal 24 inches. As for the vertical, make it as large as you think for the amount of photos and dimensions you have. You need to make it slightly larger than the actual image sizes so you have space between your photos when you lay them out. Your InDesign dimensions can be changed later if you need more or less space.

5. Placing photos into InDesign

- A. Go to the File Menu and click on Place
- B. Browse on your computer until you find the folder with the images you wish to print
- C. Open the folder
- D. Select all the photos and click Open
- E. Start setting the images down on the InDesign Document (these do not have to be placed perfectly just yet)
- F. Now arrange the photos on the document in the most efficient way. To rotate your images, right click on them and go to Transform. You can Rotate it CW (clockwise) 90° or Rotate it CCW (counter clockwise) 90°. There are also shortcut rotate symbols at the top of the InDesign tool panel.
- G. Make sure that the top arrow on the sidebar menu is active when moving your photos around. You will see a blue outline around the photo when the top arrow is active. If there is a yellow outline around the photo then it will not move properly and this means the lower arrow is active. Just click the upper arrow and proceed.
- H. If you find that the document vertical dimension of the InDesign document is too large or too small, then you must go back to the File Menu and click on Document Set Up and change the vertical dimension. You will need to reposition the photos so they are centered properly.

6. Preparing for the printing

- A. Save your InDesign Document(s) on the G Drive in your period in the folder titled “NPHS Art Show Print Jobs (4A or 4B)”
- B. Be sure your images are in the same folder. It should look something like this:



7. Printing

Depending on availability, you may get to print your files yourself, but more likely Mr. Lindroth will do it on his own time.