## **AP-IB Photo**

## Setting Up Your Print Job For NPHS Photo Department Printing Service

1. Get all of your images on a C24 computer. Be sure you are getting the largest files possible to ensure high quality prints. If your images are pixelated this will have a severe impact on your art show grade. How to do this? You can retrieve your original files (*make sure you use copies of your originals! In case you mess up something when doing this*) or you can download them from flickr. If you download from flickr make sure you download the largest file possible. Below the Original size is the largest file:



- 2. 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.* 



See above – often when you open up a file the dimensions are not what you want to print with and the Resample box being checked is the default setting on Photoshop

C. Uncheck Resample and enter the dimensions you wish to print.

nage Size				×
	Image Size:	51.3M		\$.
	Dimensions:	⊻ 5184 px	× 3456 px	
	Fit To:	Custom		
	Width:	16.5	Inches	
	8 — Height:	11	Inches	
	Resolution:	314.182	Pixels/Inch	
	📕 🗌 Resample:			
	ОК		Cancel	

- D. Make sure the Resolution is 150 dpi or higher for your file. If not, try making the print smaller in its dimensions. If you are having trouble with getting a large enough resolution it means you have a small file and you should select another image.
- *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.
- F. You can submit your files as a JPEG or TIFF. PSD files are permitted, but one of the other two file types are preferred.
- G. Title all of your files with a word(s) that describes the image and then include the dimensions of the file rounded to nearest whole number. For example, this image above I would title the file: "Dark dude 11x17." It does not matter if you put the height or width first in the file name.

3. Put your images in a folder titled with your name on the G drive (in your period) in the folder titled "0001 Art Show Print Jobs" (respective to Period 4A or period 4B folders).

Solution Street	▶ vm-nph-fs01 ▶ c23-24PhotoS ▶ Period 44	A •	
Organize 👻 🔚 Open	Burn New folder		
🔆 Favorites	Name	Date modified	Туре
🧮 Desktop	퉬 0001 Art Show Print Jobs 🛛 🚽	2/10/2018 1:50 PM	File folder
鷆 Downloads	퉬 001 images to print	12/21/2017 1:51 PM	File folder
踜 Dropbox - Shortcut	퉬 01 Dance Images 4A	12/12/2017 9:26 AM	File folder
词 Libraries - Shortcut	퉬 02 hang with the best	12/15/2017 1:42 PM	File folder
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4. Then open the "0001 Art Show Print Jobs" folder and create a folder title with your first and last name.

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C C V Vetwork	vm-nph-fs01 > c23-24Photo\$ > Period 4A	0001 Art Show Print Jobs
Organize 🔻 🛛 Burn	New folder	
🔆 Favorites	Name A	Date modified Type
🧮 Desktop	鷆 Eric Lindroth	2/10/2018 1:55 PM File folder
鷆 Downloads		
踜 Dropbox - Shortcut		
🥽 Libraries - Shortcut		
🖳 Recent Places		
🥽 Libraries		
Documents		

5. Move all of your properly sized and titled files into this folder.

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E Desktop	🔛 Bentley 11x14	3/14/2012 11:16 AM	JPEG image	4,261 KB			
鷆 Downloads	<b>Cat 10x16</b>	3/14/2012 11:21 AM	JPEG image	2,793 KB			
눩 Dropbox - Shortcut	🔛 Dog 8x10	3/14/2012 11:20 AM	JPEG image	3,430 KB			
🥃 Libraries - Shortcut	🔛 Emma 10x16	3/14/2012 11:19 AM	JPEG image	2,977 KB			
📃 Recent Places	Kook 10x16	3/14/2012 11:18 AM	JPEG image	3,045 KB			
	🔛 Michael 10x16	3/14/2012 11:14 AM	JPEG image	4,208 KB			
🥽 Libraries	Michelle 10x16	3/14/2012 11:15 AM	JPEG image	3,780 KB			
Documents							
J Music							

Be sure your files are at least one MB (1000 KB) or larger If a file is smaller than this, the quality may be low. This should have been discovered while sizing in Photoshop

6. Fill out your Digital Printing Order Form listing the titles and dimensions of your images.