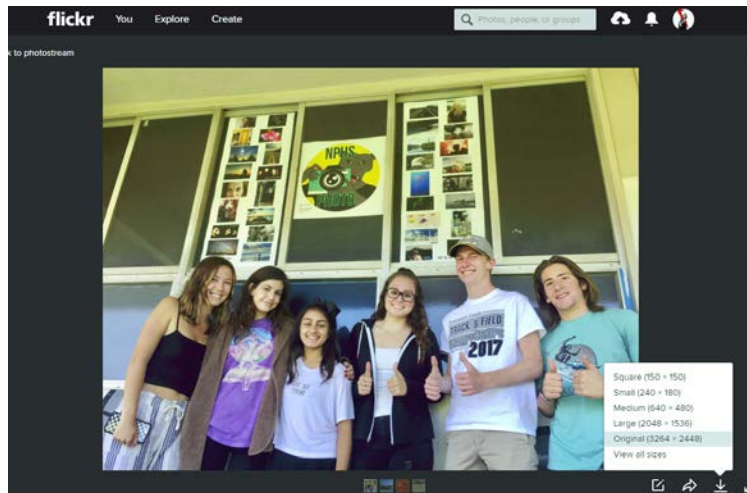


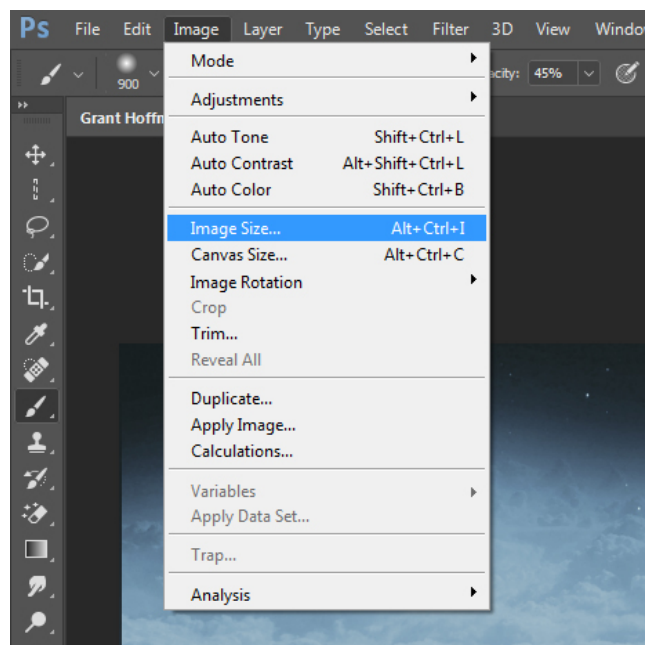
AP-IB Photo

Setting Up Your Print Job For NPHS Photo Department Printing Service

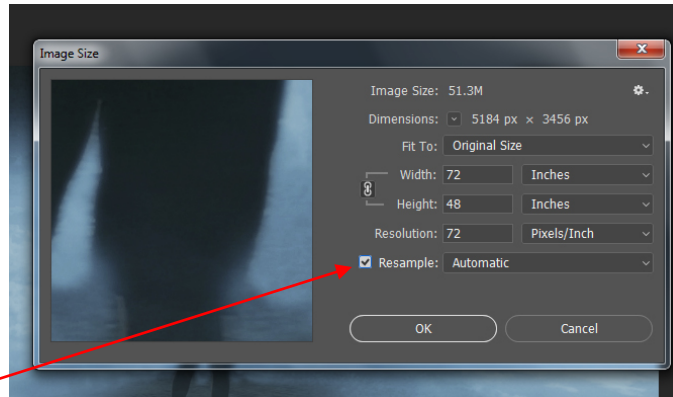
1. Get all of your images on a C24 computer. Be sure you are getting the largest files possible to ensure high quality prints. If your images are pixelated this will have a severe impact on your art show grade. How to do this? You can retrieve your original files (*make sure you use copies of your originals! 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.

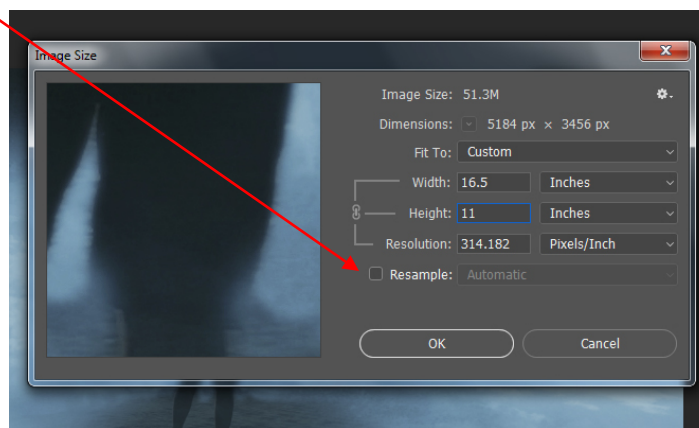


- B. When you are sizing for printing, **make sure Resample is not checked.**



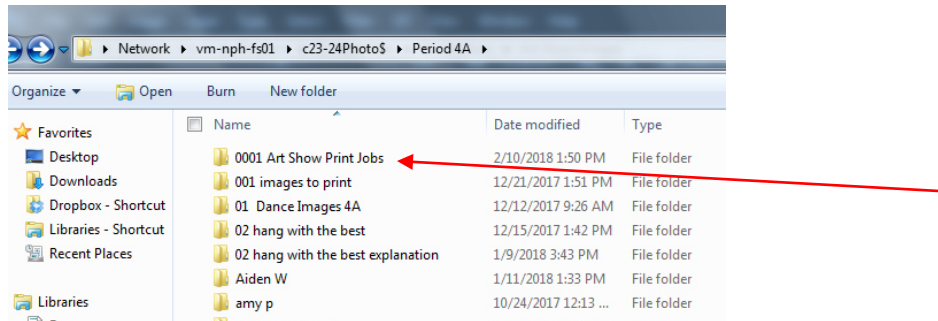
See above – often when you open up a file the dimensions are not what you want to print with and the Resample box being checked is the default setting on Photoshop

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

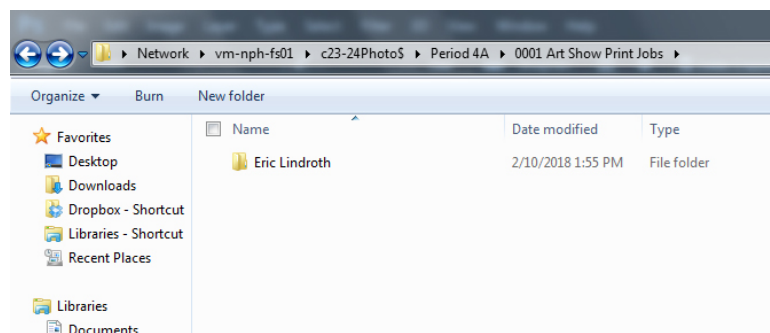


- D. Make sure the Resolution is 150 dpi or higher for your file. If not, try making the print smaller in its dimensions. If you are having trouble with getting a large enough resolution it means you have a small file and you should select another image.
- E. **Do not artificially adjust the resolution 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.

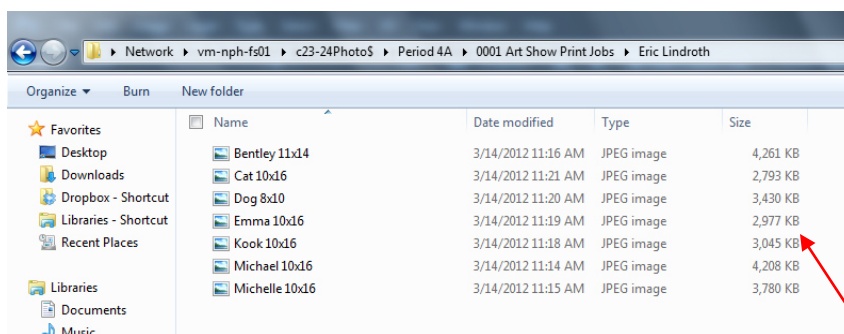
- Put your images in a folder titled with your name on the G drive (in your period) in the folder titled "0001 Art Show Print Jobs" (respective to Period 4A or period 4B folders).



- Then open the "0001 Art Show Print Jobs" folder and create a folder title with your first and last name.



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



**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**

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