

Poster Project—Printing Setup

MEETING THE DEADLINE. Our projects are due PRINTED

and MOUNTED first thing at the START OF CLASS on due

date. *So print and mount at the latest the night before so that you are ready by the start of class, and in time to set up for our client presentation **before** the client arrives.*

Checklist for File Set-Up

Prior to Exporting PDF, you should make sure that...

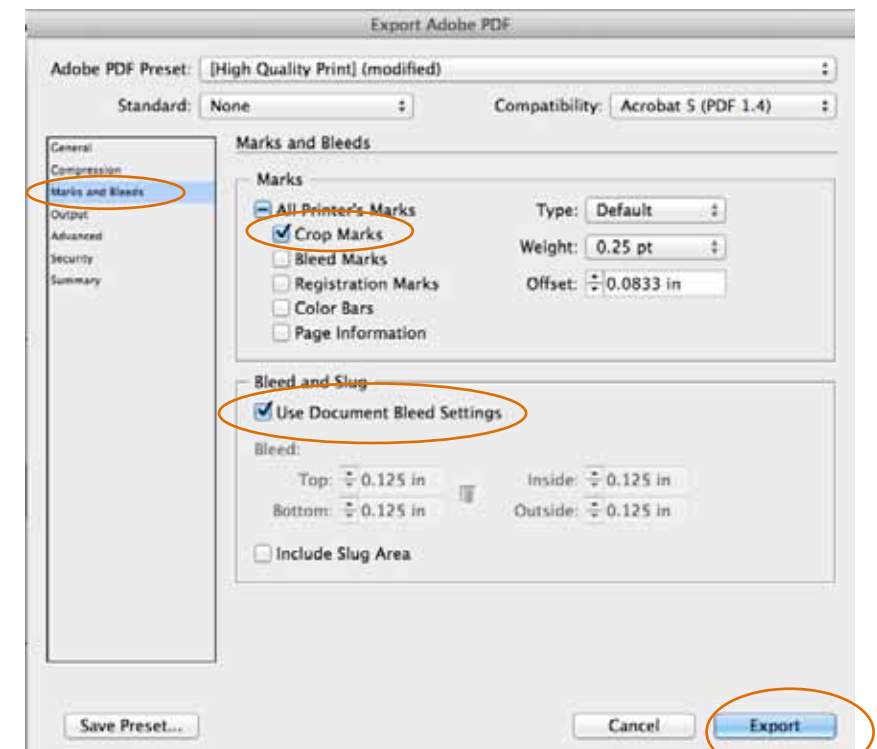
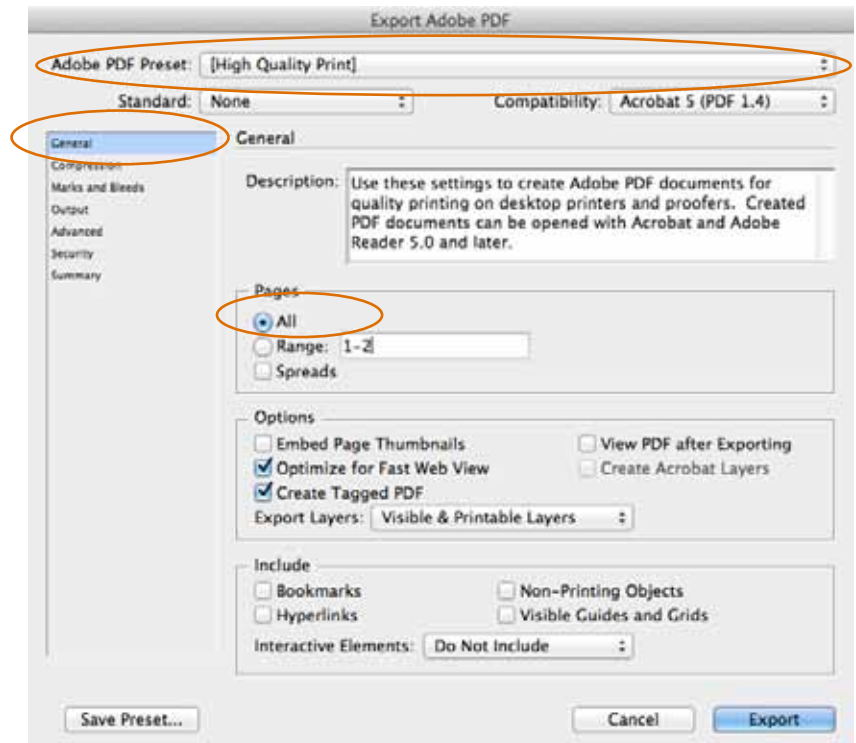
- Both your posters are in one file (2 page document)
 - Your bleeds are set to 1/8 of an inch (File>Document Setup>More Options> Bleed: .125in , then extend bleeding graphics to that red bleed line on the page.
 - All images/artwork are converted to CMYK in Photoshop (Image>Mode>CMYK).
 - Rename your InDesign files as specified on assignment sheet
 - Rename any link images you want to rename
 - Everything is linked correctly (Window>Links see that no yellow caution icons appear, if so, fix problems)
 - You package (File>Package...) your files (to include your original final InDesign document, links & fonts)
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Exporting PDF

After making sure files are packaged appropriately...

Export your files as a PDF to print from and to turn in (Do not print from InDesign file, it is slower & will require installation of fonts):

1. Open your final InDesign Posters Document.
2. File>Export>select Format: Adobe PDF (Print)
3. Click Save.
4. Change settings in “General” Tab & “Marks and Bleeds” Tab as seen on screenshots on right.
5. Click “Export”.



Poster Printing

PRINTING AT KOA 103 LAB (*Preferred Method*)

- **13"x19" Luster Photo Paper** is available for purchase from the labbies for \$2/sheet (*There is a limited supply so try to only print the two sheets necessary*).
- **Print on the Epson 2880 inkjet printers.**
- **Get assistance from labbies on changing printer settings for better quality prints.**

If no more single sheet paper is available, there should be a roll of photo luster paper available which you can print on the large format printer. The cost for the printed paper is \$2/foot. So the print for your poster should also cost you \$2. Pay the labbies.

When the printers at school appear to be out of order, please see the labbies for help. HOWEVER, sometimes the problem cannot be fixed in time for your due date (in particular if you are waiting until the last minute (late the night before or morning of the due date)).

PRINTING AT A SERVICE BUREAU

If problems arise, plan to print at the local Kinko's or similar venue (Other possible *printing locations*). **ASK FOR A LASER PRINT...do not ask for an inkjet print, they are too expensive!!**

Approx COST should be around: \$3/print

What to ask for:

- Ask for a print out of their best laser (such as a Fiery).
- If they can print on 13"x19" to give you a 12"x18" full size final print—great. If not then select 11"x17" size paper (slight file-size reduction is fine)...Make sure to tell them to print with the "Shrink to Fit" setting on, so nothing gets cut off. It is ok if your project is a bit smaller as long as everything is reduced to fit in the space so nothing gets cut off.
- On Glossy or Semi-gloss coated paper (your choice)
- Maybe: 96% brightness, 80lb cardstock (thickness).

If you have questions, CALLLL MEEEEEE! Assuming its a reasonable hour of course so that I answer 808.343.9565 cl. Otherwise, just print out this email and take it with you when you go to print.

Poster Mounting

After printing your design...

Using a straight-edge ruler and x-acto (or a good paper cutter—test it on another paper first),

Crop off excess white edges off BOTH YOUR POSTERS that are not part of your design, so that your posters designs bleed of the edge of the printed page as intended.

Using spraymount only (no rubber cement, glue stick or double stick tape!!)

Mount each poster centered (with a slight float .25” to .5”) onto separate approx. 15”x20” solid black MATT BOARDS (black on both sides), **available at the bookstore**, like the one used for Liz’s class. Approx. \$3 a board. **Do not use foam core.**

Supplies may also be available at:

www.oneshotsupplies.com

www.hawaiiangraphics.com

Save Your Receipts!

The client will be providing each student with a \$10 supplies/printing reimbursement. Save your receipts for your supplies or printing service bureaus. I will supply the receipt for any paper/printing done in lab on your behalf.
