Digital Tips

File Management

- · keep all of your original images in one folder
- · keep all of the adjusted images in another folder
- keep all of your document files in two nested folders:
 - DOCUMENT FOLDER
 - document title.indd
 - ADJUSTED IMAGES FOLDER
 - plan.tif
 - section.tif
 - etc.
- back up your files in two locations; one can be kept in Dalhousie's NetStorage (http://my.dal.ca > login > Services > NetStorage); it's accessible from anywhere via the Web and is backed up daily

Photoshop Settings

- save all images in TIFF format (not JPEG), without compression, so that image quality will not diminish if the files are resaved
- save tonal images in Grayscale mode, 8-bit
- save colour images in RGB mode, 8-bit
- resolution for grayscale images and colour images: 200 pixels per inch, at the final image size (for an 8.5" x 11" document, the maximum image size on a page is 6" x 9" = 1200 x 1800 pixels)
- to avoid "jaggies" in monochrome line drawings, use a higher resolution: 600 pixels per inch, at the final image size (for an 8.5" x 11" document, the maximum image size is 6" x 9" = 3600 x 5400 pixels)
- don't retain multiple layers unless you are continuing to work on different parts of an image; flatten each image into a single layer to minimize its file size and printing time
- if colour accuracy is important, see Ken Kam to calibrate the colour balance of your monitor before you start making colour adjustments in Photoshop; confirm that your colour settings are accurate by making a few test prints

InDesign Settings

- don't copy and paste images into an InDesign file; instead, use the Place command to create external links to TIFF files
- use InDesign only for layout; change image settings (image size, levels, contrast, etc.) in Photoshop before placing an image into InDesign
- don't place a large image into InDesign and then shrink it, as the file size would remain large and slow down the printing; instead, reduce the image size in Photoshop before placing it into InDesign

PDF Settings

- in InDesign, use File > Export to save your file as a PDF for printing
- for the correct PDF settings for Compression and Output, refer to the screen shots on the next page
- when printing a PDF, retain the 100% page size by setting Page Scaling to "none"

	2	Export Adobe PDF	
	Adobe PDF Preset:	(High Quality Print) (modified)	•
	Standard		ñ
	General	Compression	
Compression settings	Compression	Color Images	
for exporting a PDF	Marks and Elects Output	Bicubic Downsampling to 200 pixels per inch	
	Advanced	for images above: 300 pixels per inch	
	Security	Compression: Automatic (PEC) 1 Tile Size: 128	
	Summary	Image Quality: Maximum	
		Grayscale Images	
		Bicubic Downsampling to 200 pixels per inch	
		for images above: 300 pixels per inch	
		Compression: Automatic (PEC) Tile Size: 128	
		Image Quality: Maximum	
		Monochrome Images	
		Bicubic Downsampling to 600 pixels per inch	
		for images above: 900 pixels per inch	
		Compression: CCITT Group 4	
	Adobe PDF Preset:	Export Adobe PDF [High Quality Print] (modified)	•
	Standard	None Compatibility: Acrobat 7 (PDF 1.6)	•
	General	Output	
	Compression	Color	
Output settings	Marks and Bleeds Output	Color Conversion: Convert to Destination (Prese	
for exporting a PDF	Advanced	Destination: Adobe RGB (1998)	
	Security Summary	Profile Inclusion Policy: Don't Include Profiles	
	Second Second	Simulate Overprint	
		PDF/X	
		Output Intent Profile Name: N/A 0	
		Output Condition Name: N/A	
		Output Condition Identifier: N/A	
		Registry Name: N/A	
		Description Position the pointer over a feading to view a description.	
	(Save Preset)) Cancel Export	

