# 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
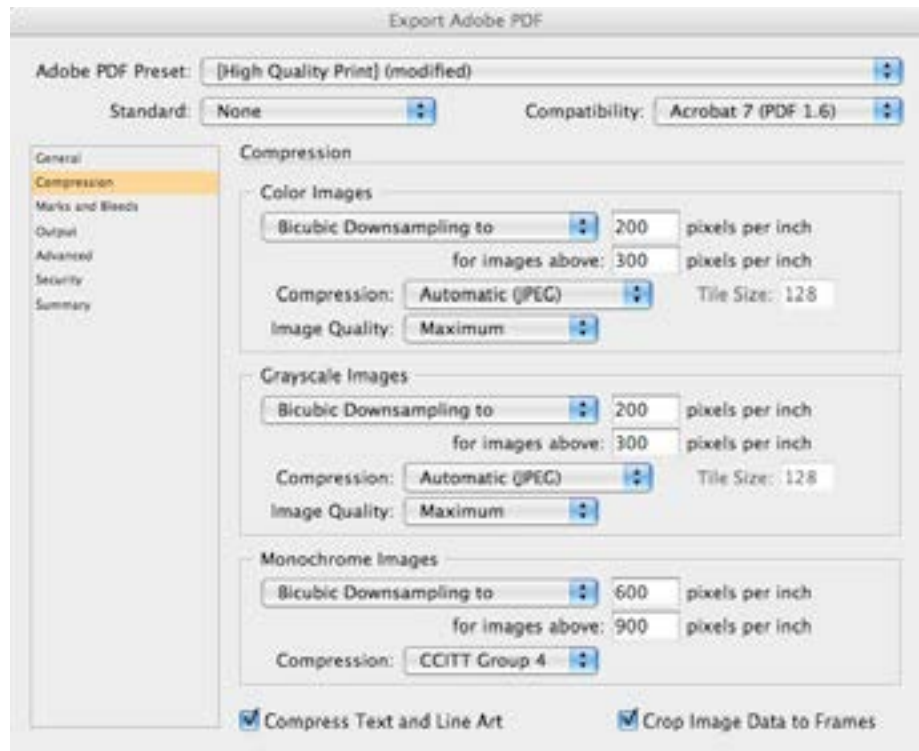
**InDesign Settings**
• don't copy and paste images into an InDesign file; instead, use the Place command to create external links to TIFF files
• use InDesign only for layout; change image settings (image size, levels, contrast, etc.) in Photoshop before placing an image into InDesign
• don't place 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"

**Compression settings
for exporting a PDF**



**Output settings
for exporting a PDF**