

Adobe InDesign - Poster Instructions

- Create a New Document - then go to Document Setup (in the File Menu) and enter the custom size for your poster.
[Keep document size proportional to final poster size desired. It does not have to be 1:1 - just the correct aspect ratio so that it will scale to the size you want when we print it. Postscript objects are resolution independent, therefore it can be scaled up without losing quality!]
- Scanned images should be 120-150 dpi at the actual size the image will appear on the full size poster. Save as:
 - EPS or TIF; Greyscale or RGB. (CMYK images may not print correct colors.)
 - No layers on placed images.
 - No clipping paths on placed images.
 - No compression on placed images.
- Scanned images, graphs, and illustrations from other programs to be included in your Illustrator poster should be saved as EPS or TIF files and **Placed** into your document.
- From the File menu choose **Place** command
- Suggested fonts: MAC - Helvetica, Times, and Symbol or PC - Arial, Times New Roman, Symbol.

Before bringing to VAS for imaging do the following:

1. If you have created layers in your file **Merge** all layers
 - Select all layers
 - Go to **Merge** command in the **Layers** Palette
2. Clear any artwork or text outside your document. (Any artifact left outside the borders will become part of the EPS file made for printing.)
3. Under the File menu go to **Pre-Flight** - this will check that all links and fonts are available. Correct any errors the Pre-flight turns up.
4. Save your document as an InDesign file (default file type) for future editing and archive purposes.
5. Export and select EPS.
Use the "Export EPS" windows here as a guide for setting up the options. Be sure to set up both General and Advanced settings.
6. Bring to VAS or send via Fetch or FTP. See VAS website (vas.stanford.edu) for more info.

