

Adobe Illustrator - Prints Instructions

[For MAC or PC - versions 8, 9, or 10]

Adobe **Illustrator** is a professional graphic application. It combines powerful graphic and text tools with the ability to add scanned images created in other applications such as Adobe Photoshop. Particular care must be taken in the layout and saving of your files to ensure successful prints.

Please review the following guidelines for proper set-up and saving procedures:

- Document Setup: Select page orientation (horizontal or vertical) and page size (letter size- 8.5 x 11)
- To insure that objects print to the size and layout of your file, use the rectangle tool to draw a 8x10.5 *Background Box* (with NO FILL and NO STROKE) and center it in your document.
- Layout your document (text, graphics, placed art, etc.) staying within the *Background Box*
- Scanned images to be included in your print should be scanned at 200-300 dpi at the actual size the image will appear on the print.
 - 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 print should be saved as EPS files and Placed into your document.
 - From the File menu choose Place command

Before bringing to VAS for imaging do the following:

1. Flatten artwork (this is only necessary if you have created layers in your file):
 - Make sure all the layers you want to flatten are visible.
 - Select the layer that you want to flatten the artwork into.
 - Choose Flatten Artwork from the Layers palette menu.

If artwork is present on a hidden layer, a dialog box appears to allow you to choose whether to make all artwork visible and flatten it into one layer, or delete the artwork along with the layer.
2. Clear any artwork or text outside your document:
 - select all objects within the print
 - lock these together using the Lock command in the Arrange menu
 - choose Select All from the Edit menu
 - choose Clear from the Edit menu
3. **Save as: EPS***
 - **Compatibility:** *[leave at the default setting]*
 - **Preview:** none
 - **Options:**
 - ✓ **Include Placed Files**
 - ✓ **Include Document Fonts**
 - **Postscript:** Level 2
4. Bring to VAS or send via Fetch or FTP. See VAS website (vas.stanford.edu) for more info.

*If a warning appears suggesting that the placed images should be converted to CMYK, just click CONTINUE.
DO NOT CONVERT PLACED FILES TO CMYK!

For specifics on preparing files for slides see ***Adobe Illustrator-Slide Instructions.***