

# Adobe Illustrator - Slide 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 slides.

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

- Create a Background Box with a 2x3 aspect ratio (or 7.33 x 11 to be precise) you must fill the background box with color, for white use about 5% gray
- Layout your document (text, graphics, placed art, etc.), leaving about 5% space around edges of background box to allow for plastic slide mount
- Scanned images to be included in your slides should be between 1mb and 2 mb in size.
  - 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 slide 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](http://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 prints see **Adobe Illustrator - Print Instructions.**