

QUICK TIPS

Printing from Photoshop

For best results, print from a duplicate flattened pdf/x version of your file. Pdf/x files reduce the chance of printer errors and speed up the printing process. Follow these steps:

» Duplicate your working file

Sizing down, flattening, or cropping an image are all permanent changes, so it is important to make these changes on a separate file from your working file.

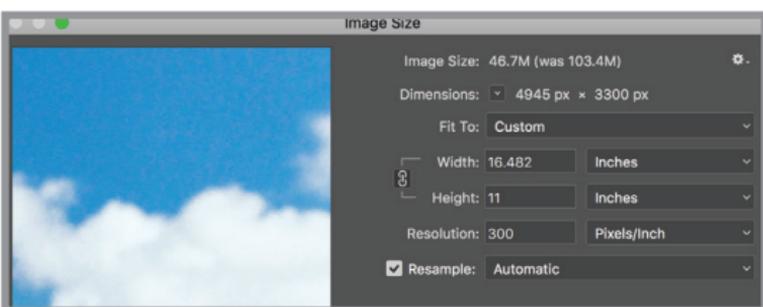
For printing, the IC recommends using Duplicate or Save As. (The Export feature is better suited to online uses.)

1. Open your document
2. Make sure all changes are saved to your working file.
3. In your top Menu bar, go to Image > Duplicate
4. Add an ending to your file name such as “flattened” or “resized” or “print” or use the default “copy”
5. Click OK

» Size-down to your desired print size

To resize, you need to resample the image, changing the number of pixels available. **Do not make these changes on the original working file.**

1. Go to Image > Image Size

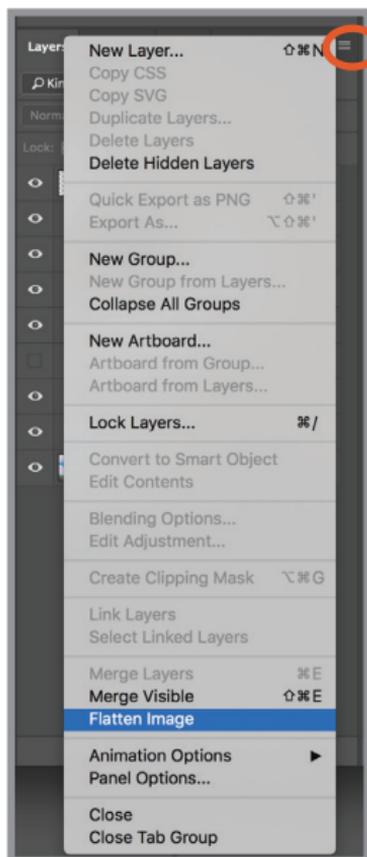


2. Check on “Resample”
3. Set either your desired Width or Height (the program will adjust proportionally)
4. Set the resolution to 300 ppi
5. (Printing resolution should be ideally 300ppi and no lower than 240ppi to preserve quality of image.)
6. Click OK

» Flatten Image

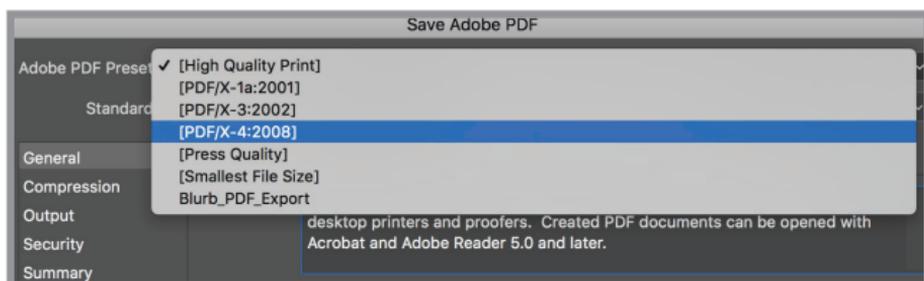
Your new document named “Your-file-flattened” will open under a new tab next to your original.

1. In the new document, go over to the right-side bar where your layers are; click on the three-bar button to the right of your Layers title.
2. From the drop-down menu, select Flatten Image
3. If an alert pops up that says “Discard Hidden Layers?” click ok.
4. You should now only have one layer in the Layers panel. Your file is now flattened.



» Save as a PDF/X:

1. File > Save As
2. In the dialog box change the Format to Photoshop PDF
3. If an alert pops up that says, “The settings you choose in the Save Adobe PDF dialog can override your current settings in the Save As dialog box” click OK
4. In the pop up dialog box change **Adobe PDF Preset** from “High Quality Print” to “PDF/X-4:2008”



PDF/X files are designed for reliable print publishing workflow.

5. Click Save PDF
6. Close both your unchanged original working file and your new pdf.

You are now ready to print your new pdf.

For more information, check out our full Imaging Center Guide.