



How to Set up Your Photos for the Library Poster Printer

1. Open Adobe Illustrator.

- Select **NEW FILE** on the left-hand side.
 - Enter the dimensions of the space you need to work with...
- *It is important to note the following settings in order to receive the absolute best quality prints from the Loveland Public Library Poster Printer!*



1. Use this drop down to select **INCHES**.

Our Epson poster printer prints **44 inches wide** no matter what. Use this space to your advantage! Make sure you enter "44" in this box.

3. We charge \$5 per 12 inches of height. So, you may need to do some math in order to get the most out of every \$5. For example, I want each of my prints to be 13" by 26". In order to get the most out of my space and money, I recognize that 13" fits into 44" three times. Knowing this, I'm going to make my height 26 inches and get three prints of the corn for close to \$10.

4. Make sure **RGB Color** is selected. This is the color format our printer recognizes and prints true to.

5. Raster Effects should be set to **HIGH (300 PPI)** for the best quality prints.

- Double check that all the information you've entered matches the picture.
- Once you have entered all the necessary information, click **CREATE**.

PRESET DETAILS
Untitled-1

Width: 44 in, Units: Inches

Height: 26 in, Orientation: Portrait, Artboards: 1

Bleed: Top 0 in, Bottom 0 in, Left 0 in, Right 0 in

Advanced Options

Color Mode: RGB Color

Raster Effects: High (300 ppi)

Preview Mode: Default

Buttons: Close, Create

Orientation should be **LANDSCAPE** unless your **Height** exceeds 44 inches.

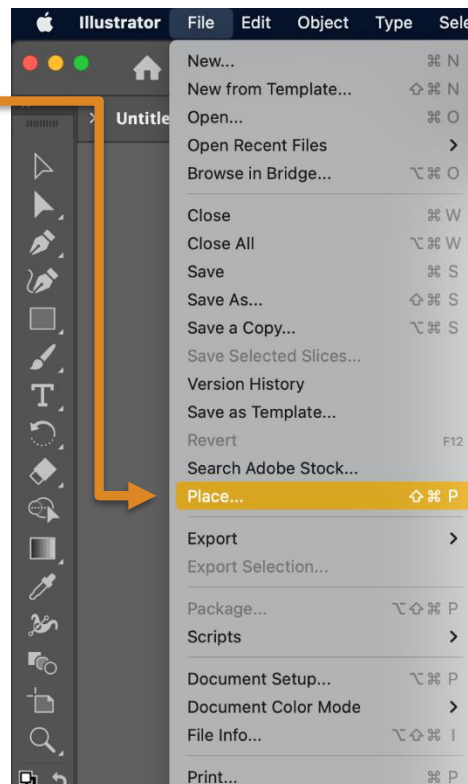
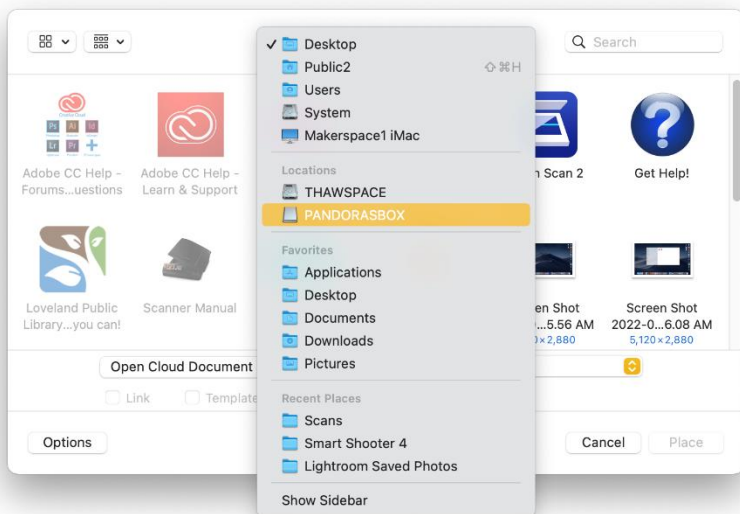
Artboards should be set to 1.

If your photo has a **near-white background** see the ***TIP** at the bottom of **page 4** before deciding on your dimensions.

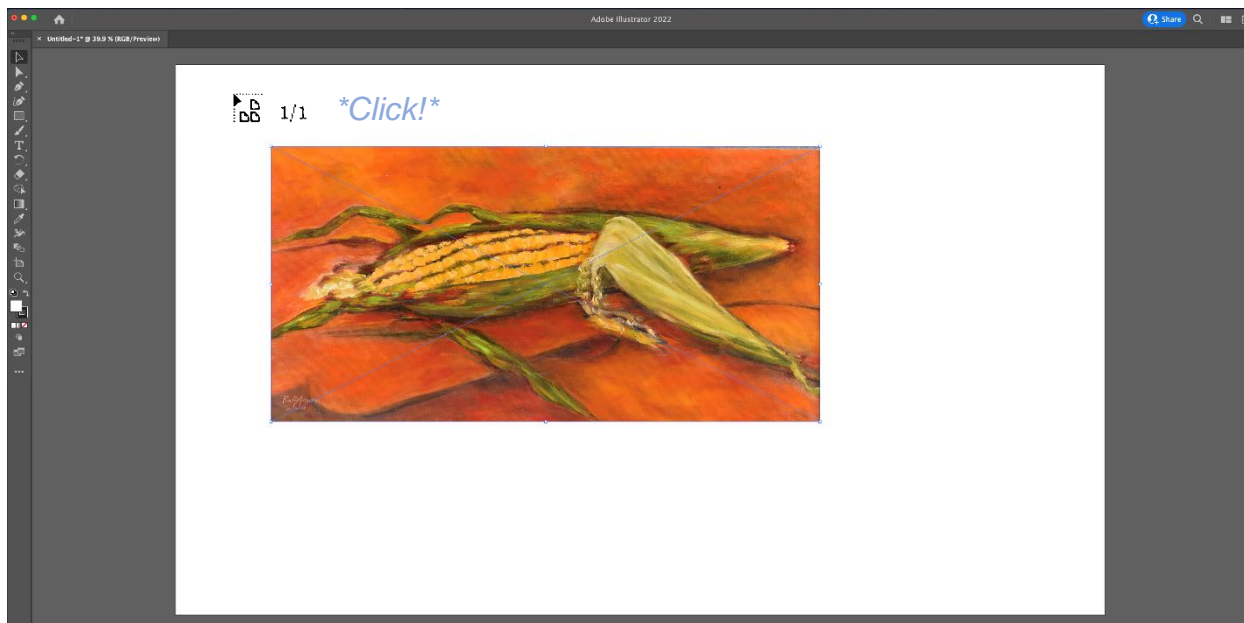


2. Add your photos!

- From the top tool bar select **FILE** and **PLACE...**
- At the top of the new pop up, find where it says **DESKTOP** and change it in the drop-down menu to your **FLASHDRIVE**.



- Locate the picture you want from your **FLASHDRIVE**.
- Double click on or select your photo and click **PLACE**.
- You should have a cursor with a tiny version of the photo you chose. Click anywhere on the white space to **PLACE** it.



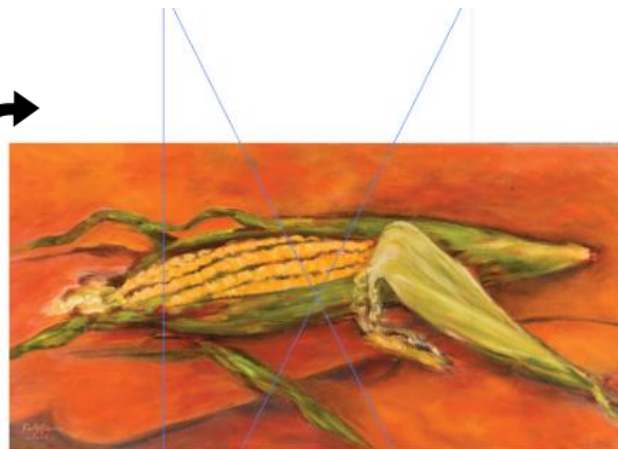


3. Arrange your photos.

- In order to get the best arrangement for your photos, you may need to **MOVE** or **ROTATE** them.
- Make sure your picture is highlighted in blue (Click on it).

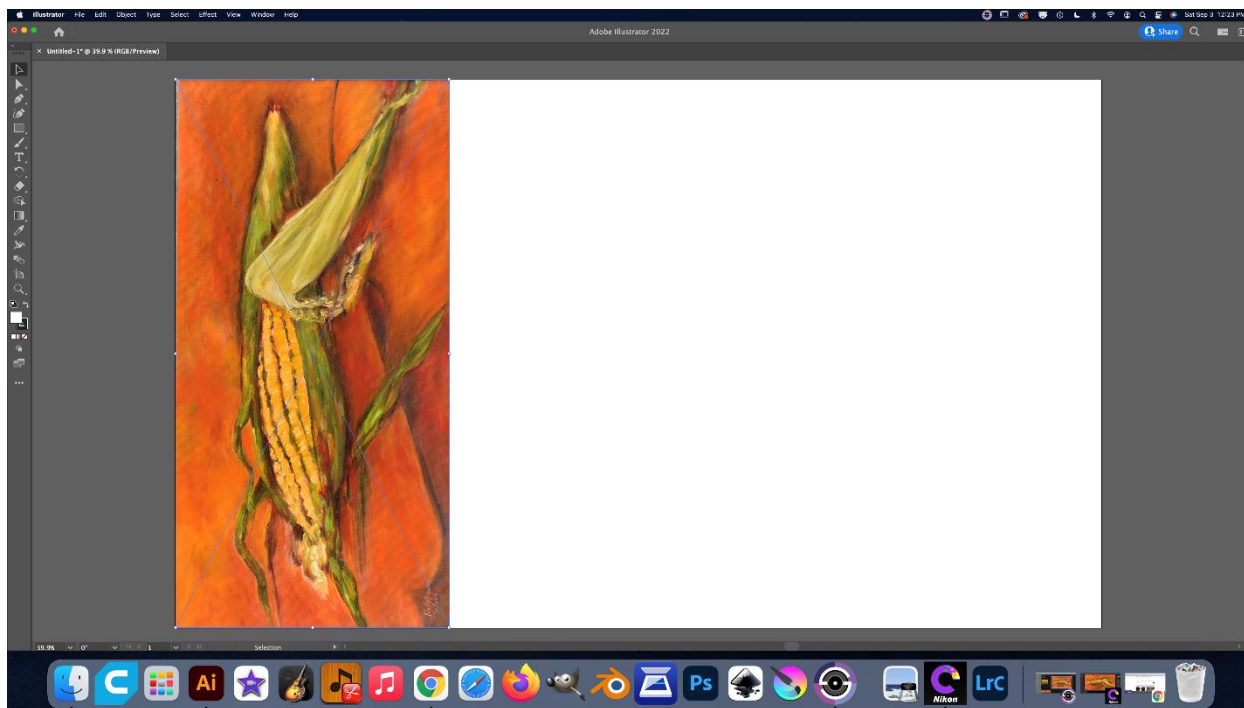
TO ROTATE:

- Hold the **SHIFT** key on your keyboard.
- Hover your cursor just above an upper corner until your cursor looks like **THIS**.
- Click and drag, while still holding the **SHIFT** key, until your picture is in the orientation you want it. Let go of the **CLICK**, then the **SHIFT** key.



TO MOVE:

- Hover your cursor near the **CENTER** of your picture until it looks like **THIS**.
- Click and drag your picture to where you want it, then let go of the **CLICK** to drop it.



- Use what you know about the **ROTATE** and **MOVE** tools to place your picture in the spot that makes the most sense to fill space.



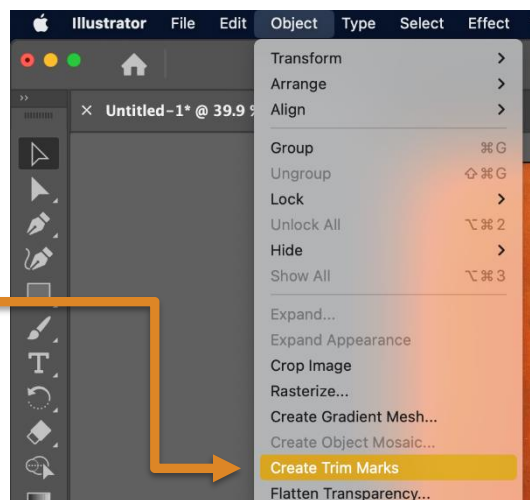
If you have a photo with a **LIGHT BACKGROUND**:

With light backgrounds it may be harder to tell where the edges of your printed photo are. Like the photo of the corn on the right... When you're cutting out your prints this could be a tricky situation.

To fix this, we can add TRIM MARKS!

TO ADD TRIM MARKS:

- Place your photo with light background.
- Make sure that the image is highlighted in blue. If it is not, click on it.
- With your image highlighted, from the tool bar at the top of your screen, select **OBJECT**.
- From the drop-down menu, click **CREATE TRIM MARKS**.
- This should automatically create faint marks on the edges of your photo that show you where exactly to cut later.



***TIP:** If you know you are going to be using Trim Marks, you may want to make your original illustrator file slightly larger so that your trim marks actually appear on the paper.

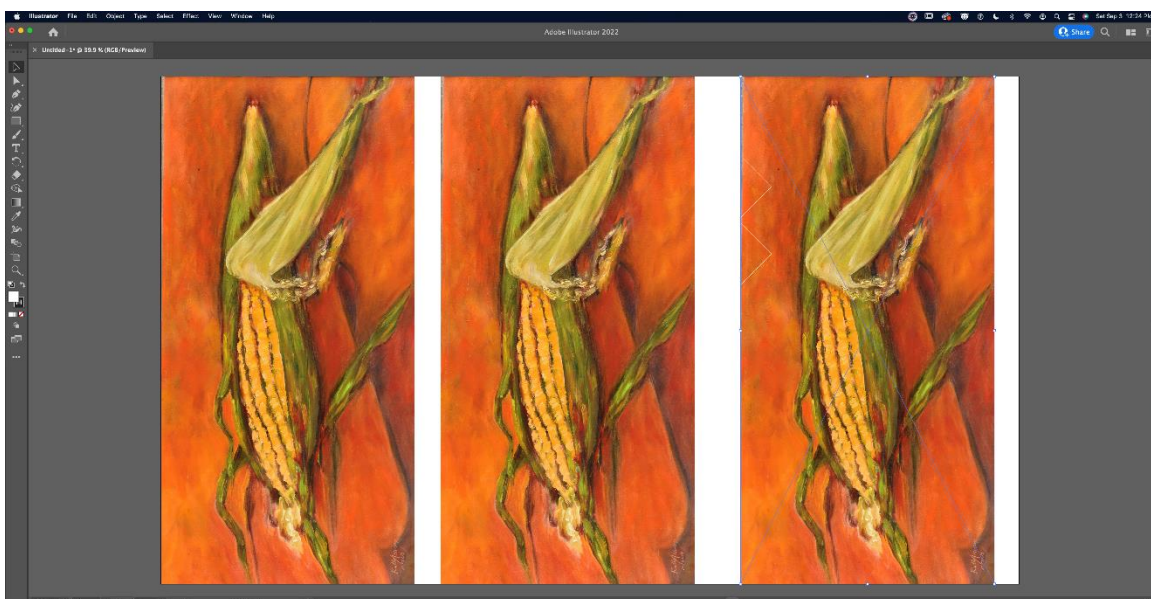
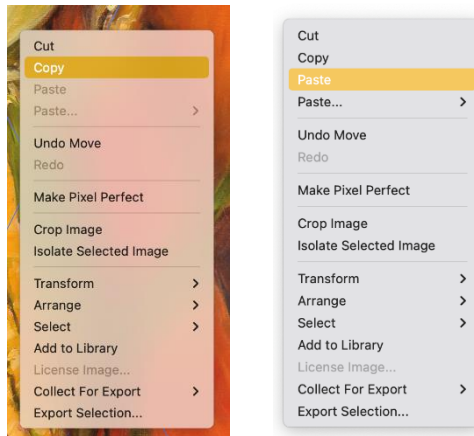
For Example: if I want this corn to be **26 inches** tall, I'd make my illustrator file height **27 inches** to leave room for the marks.



- d. Once satisfied, you can either add a **NEW** picture or more of the **SAME!**
 - To add a **NEW** picture. Go back and repeat the steps starting from **2. Add your photos!**
 - To add another of the **SAME...**

4. Make a duplicate.

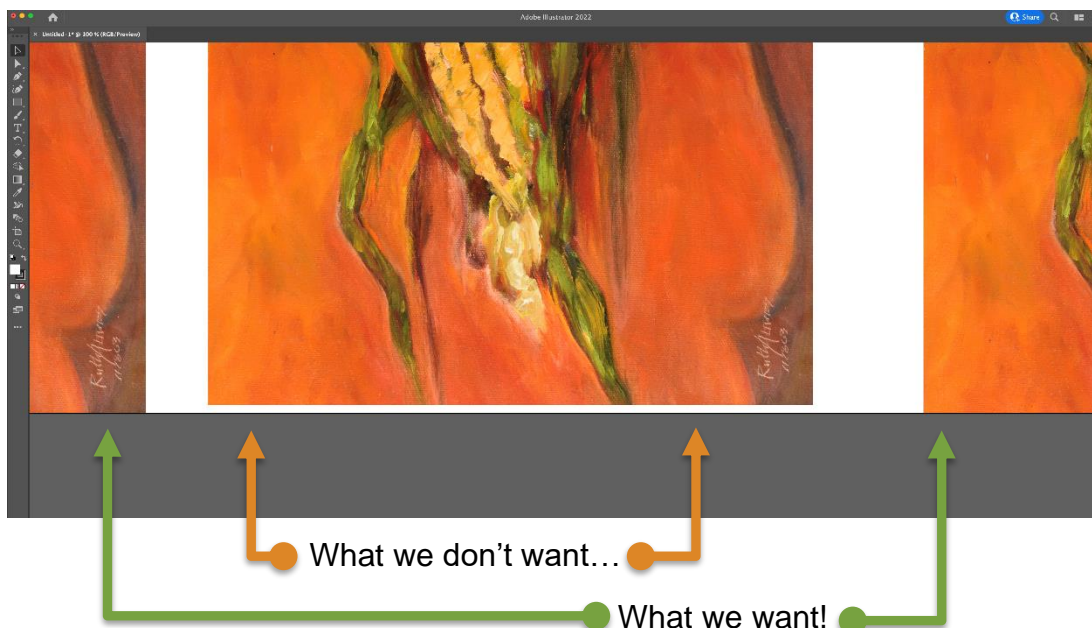
- a. **RIGHT CLICK** near the center of the photo you would like a copy of.
- b. Click **COPY**.
- c. **RIGHT CLICK** on blank white space next to it.
- d. Click **PASTE**.
- e. Move your duplicate to the spot that makes the most sense to fill space.



***Tip: Leave white space between pictures so that it's easy to see the hard edge when cutting them apart later.*

5. Finishing touches!

- a. Hold the **COMMAND** key down on your keyboard and press **“+”** to **ZOOM IN** and double check that there is no white space where your photos should be touching edges.
- b. If you need to move a picture slightly, click on said picture. Once it's highlighted in blue, use the **ARROW KEYS** on your keyboard to shift it slightly in one direction or another.



***Having white space at the edges of your illustrator artboard will change the dimensions of your print.*

6. How to **SAVE** your work for printing.

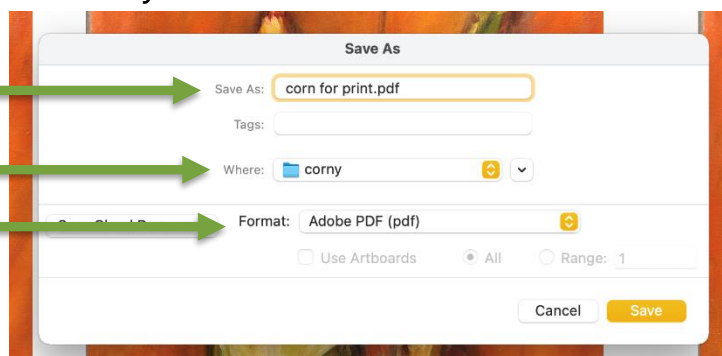
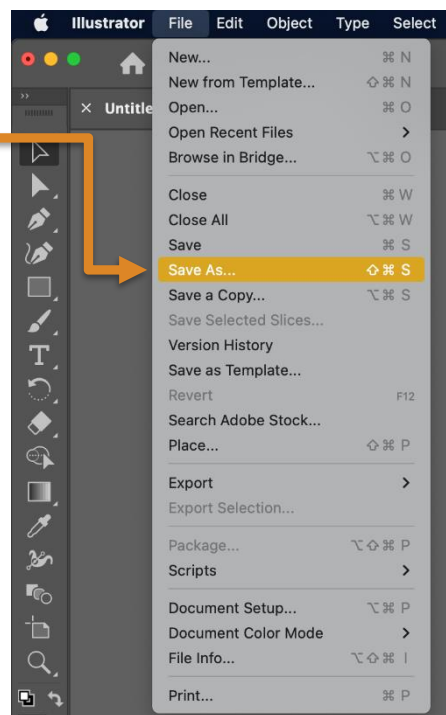
- From the upper tool bar, click **FILE**.
- Find and click **SAVE AS**.
- A **SAVE AS** pop-up window will appear.

Change the following:

FORMAT: to **ADOBE PDF (pdf)**. *This is our printer's preferred format for the best quality.*

WHERE: Make sure you are saving to your **FLASHDRIVE** or a folder within it.

SAVE AS: Name your file something to help you find it later like "3_13x26corn.pdf"
".pdf" is important for the computer to identify the format of your file and must be included in the name.



Once you've finished changing the necessary information, click **SAVE**.



- d. **UNCHECK** the box beside
“Preserve Illustrator Editing Capabilities.”
This will preserve space in your
FLASHDRIVE and make the file easier for our printer to read.
- e. Press **OK** when the “Saving this document...” pop-up comes up.

Options

☐ Preserve Illustrator Editing Capabilities

7. How to **SUBMIT** your work for printing.

- a. Go to LOVELANDPUBLICLIBRARY.ORG
The Loveland Public Library website homepage.
- b. Hover over **SERVICES**
- c. Under the **TECHNOLOGY** category,
click **SUBMIT A 3D PRINT OR POSTER ORDER.**
- d. Scroll down and click **SUBMIT A POSTER ORDER.**
- e. Log in to your google account/email. **If you do not have one, notify a staff member at the front desk and they will log into a temporary one for you.*
- f. Follow the directions of the form and add the PDF you created with the previous instructions when you come across the **ADD FILE** button.
 - *When you reach the dimensions boxes, remember the width of your PDF is **44** and the height will be what you chose it to be.*