# Preparing files for large format printing
# ACM

# Create a file folder in LEARN "project name" / "acm plotting"

| | Folder | New Submissions | Completed | Evaluated | Feedback Published |
|---|---|---|---|---|---|
| | **No Category** | | | | |
| ☐ | **P1.1 Parti** ⌄ <br> Due on Jan 12, 2023 9:00 AM | 77 | 76/78 | 0/78 | 0/78 |
| ☐ | **P1.2 Material Assembly** ⌄ <br> Due on Jan 19, 2023 9:00 AM | 85 | 76/78 | 0/78 | 0/78 |
| ☐ | **P1.3 Technical Representation** ⌄ <br> Due on Jan 29, 2023 9:00 PM | 1 | 76/78 | 75/78 | 75/78 |
| ☐ | **P2 Reverse Competition** ⌄ <br> Due on Feb 13, 2023 9:00 PM | 33 | 25/78 | 0/78 | 0/78 |
| ☐ | **P2 Reverse Competition - ACM Plotting** ⌄ <br> Due on Feb 13, 2023 9:00 PM | 26 | 25/78 | 0/78 | 0/78 |

## Plotting for Reviews,

**Faculty,** invite
fhunsber@uwaterloo.ca & norris.ward@uwaterloo.ca
to the appropriate Learn channel.

Let us know the class deadline and when the printing is needed by!

ACM needs 2 days to Print an entire cohort (70+ files)

ACM has 2 Canon Pro-4100S
and 1 Canon IPF8400



8 Colour (enhanced) CMYK pigment-based inks
The printers can print from RGB and CMYK files!
Allow 5mm boarders.

**The plotters are loaded with 36" wide paper.**

**Do not mix output sizes or orientation.**
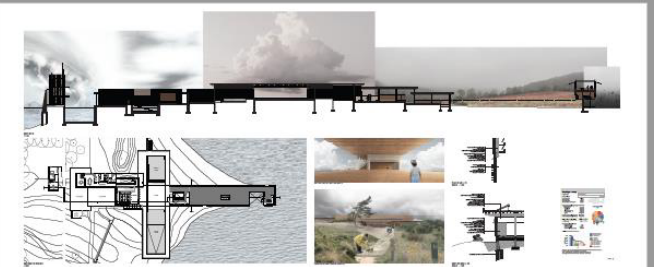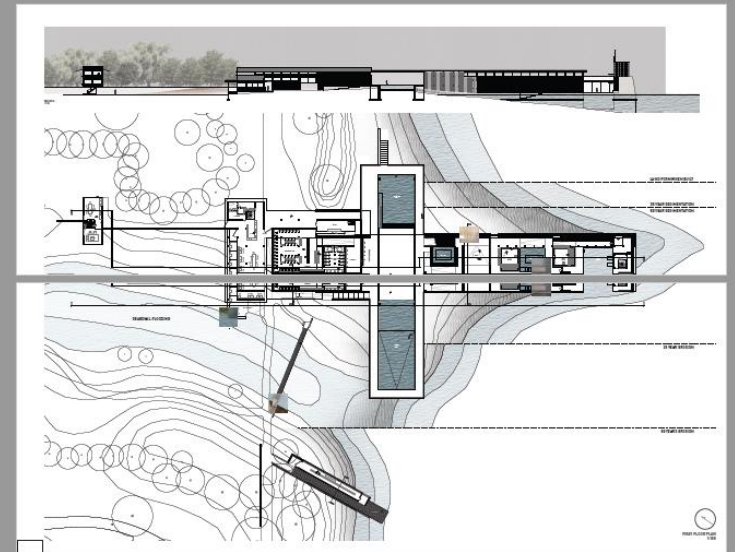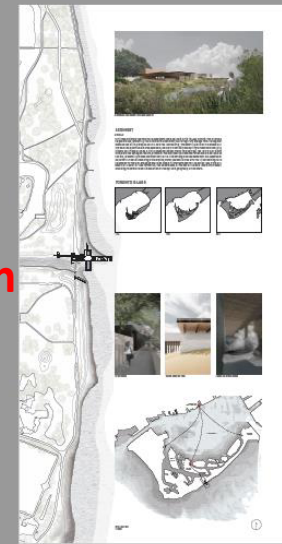Create separate PDF files if you change output size.

Larger files are at higher risk of failing, ACM staff suggests individual prints not exceed 60" in length.

Create 5cm borders and work within those boarders.

If your work is shorter than 36", (*E.g. 30x40"),* it will be up to you to trim the work to the desired size.
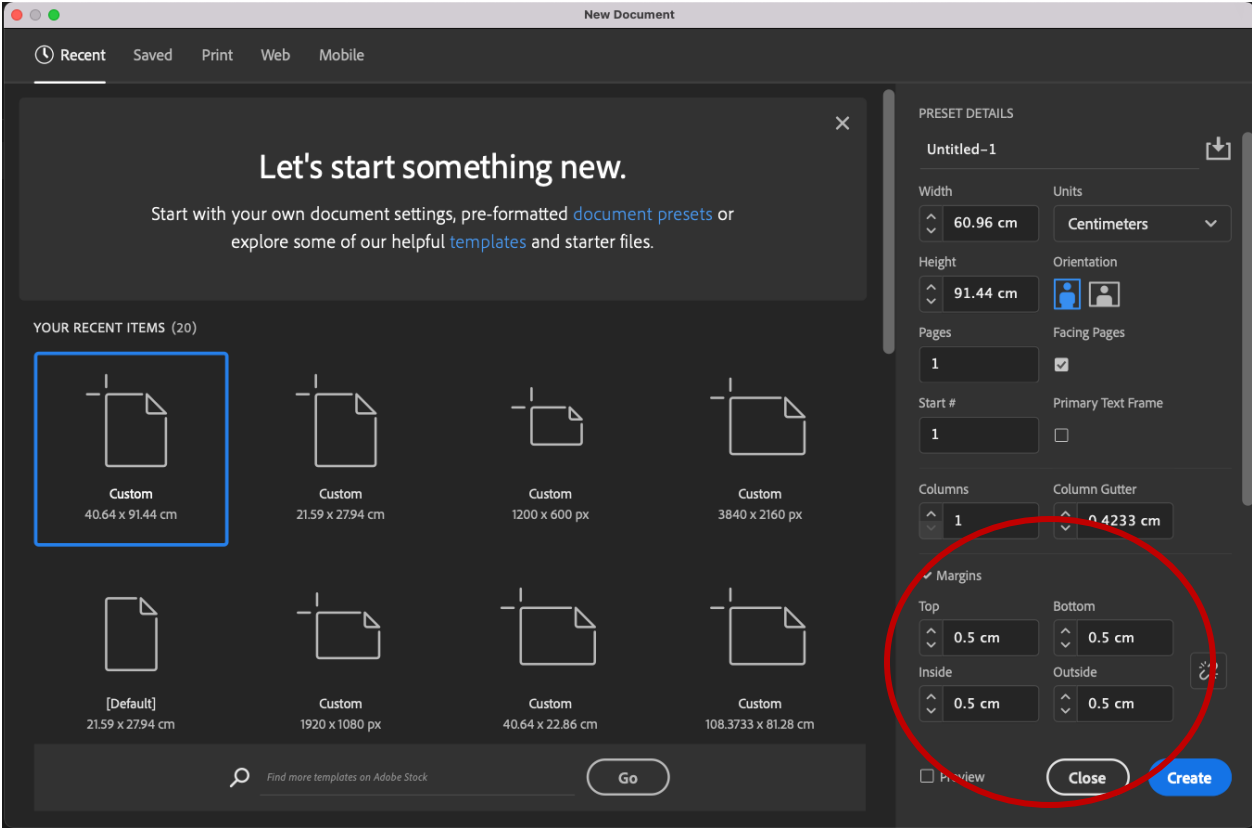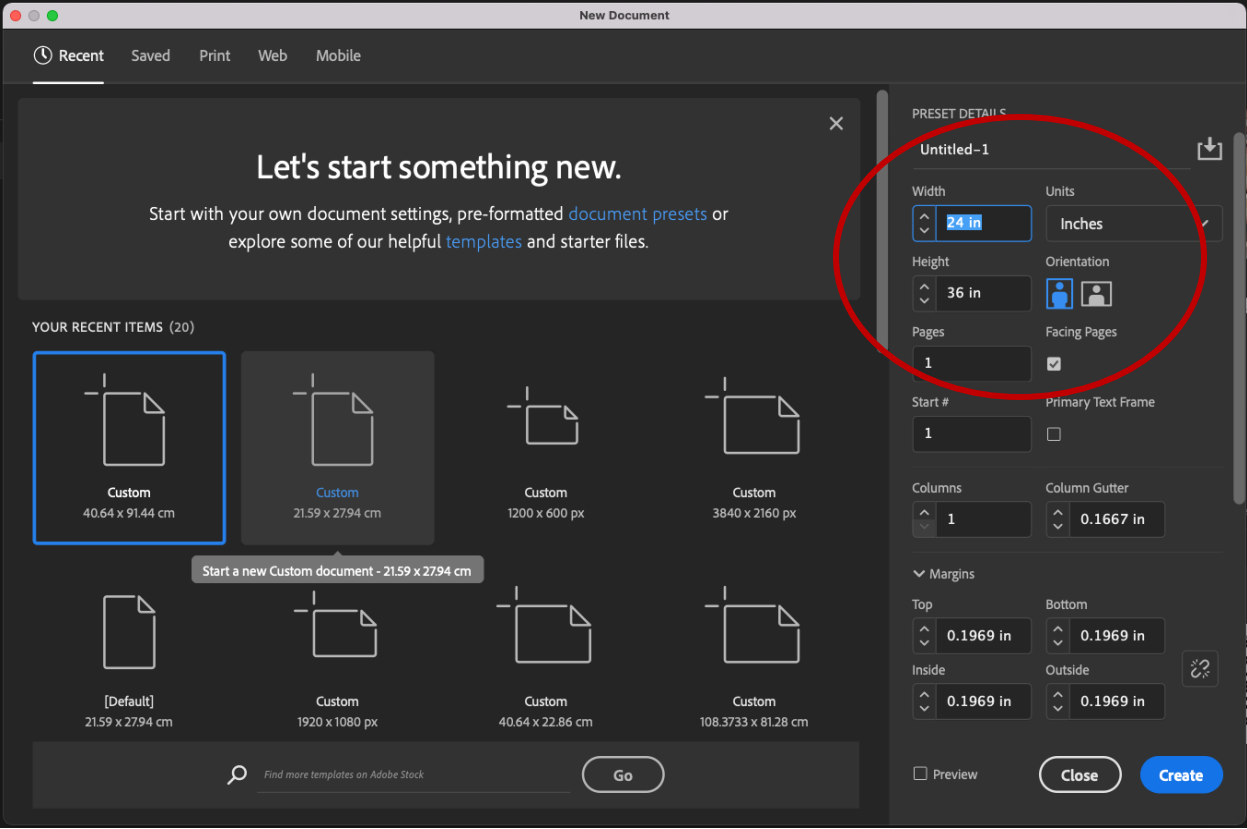
There is a paper trimmer in ACM!

# Setting up your working file (InDesign)

Create a new file working within .5mm boarders, on 36" wide paper.
ACM recommends the length not exceed 60".

# Do not mix RGB & CMYK on the same panel!

Other than this exception, your working file may contain a mix of file types, as long as it displays well in the design software of choice.

**PNG files,** portable network graphics files, will be RGB or grayscale images and can be saved with transparent backgrounds in high resolution for placement in InDesign, Illustrator or Photoshop.

PNG does not support the CMYK color space.

If you are designing in the CMYK color space, you will have to use PSD files to obtain a transparent background.

Jpegs work well if the image does not have transparent elements.

In the design stage, place vectors where you want them.

If you leave vector art in your final document that you send to print, the postscript driver of the printer may not read the file as expected.

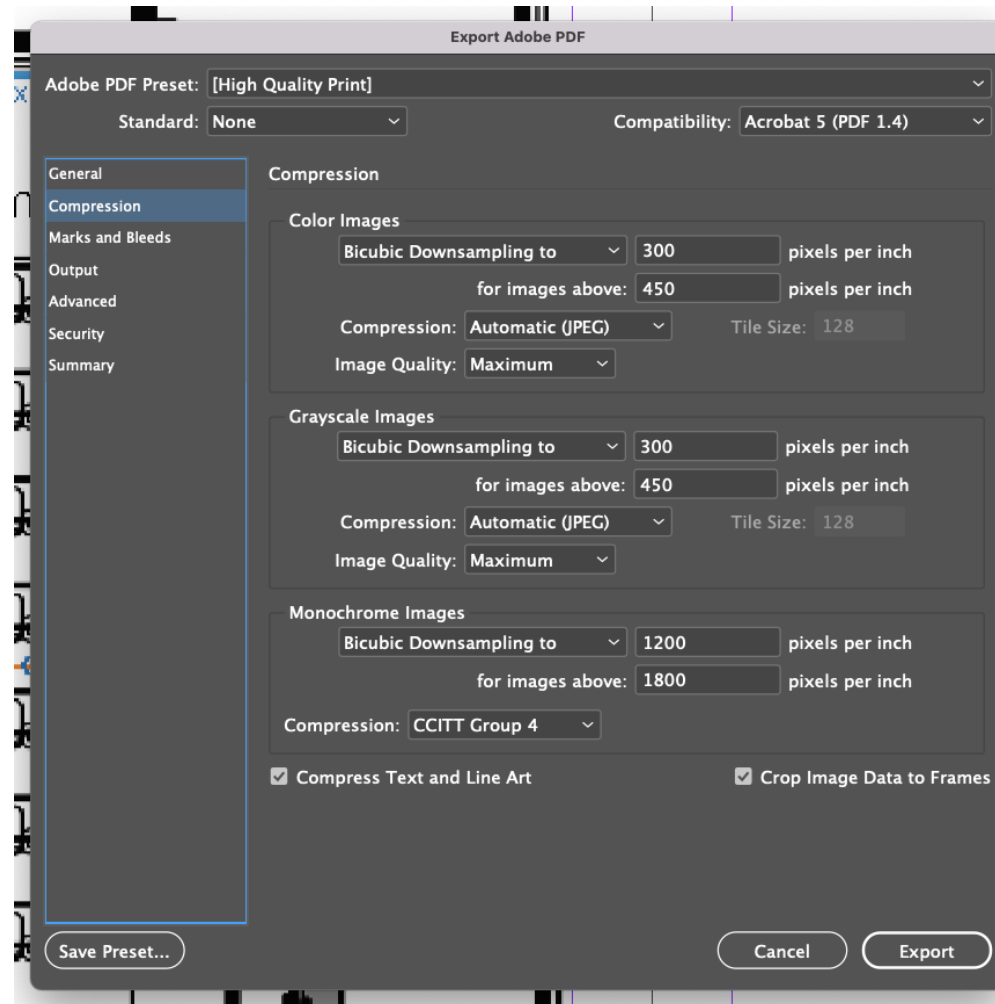THAT is why your image files need to flattened to image files.

# Export your working file to PDF

Export your work with the high-quality print preset.

Under the "Output" tab "Color Conversion" should be set to "No Color Conversion".
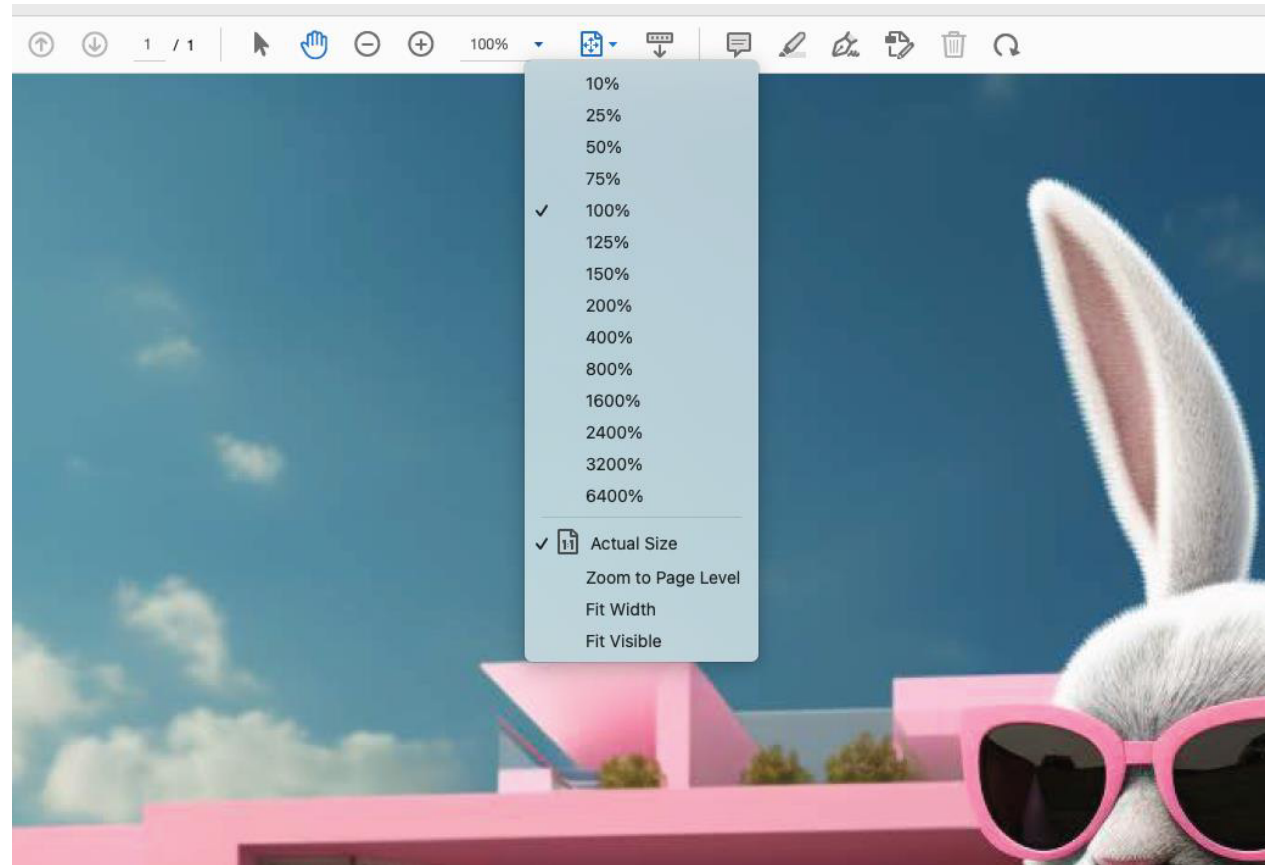
THIS FILE MAY NOT PRINT PROPERLY!

THERE IS ANOTHER STEP!

# Proof your work!

Open the working file in Adobe Acrobat Pro (idealy).

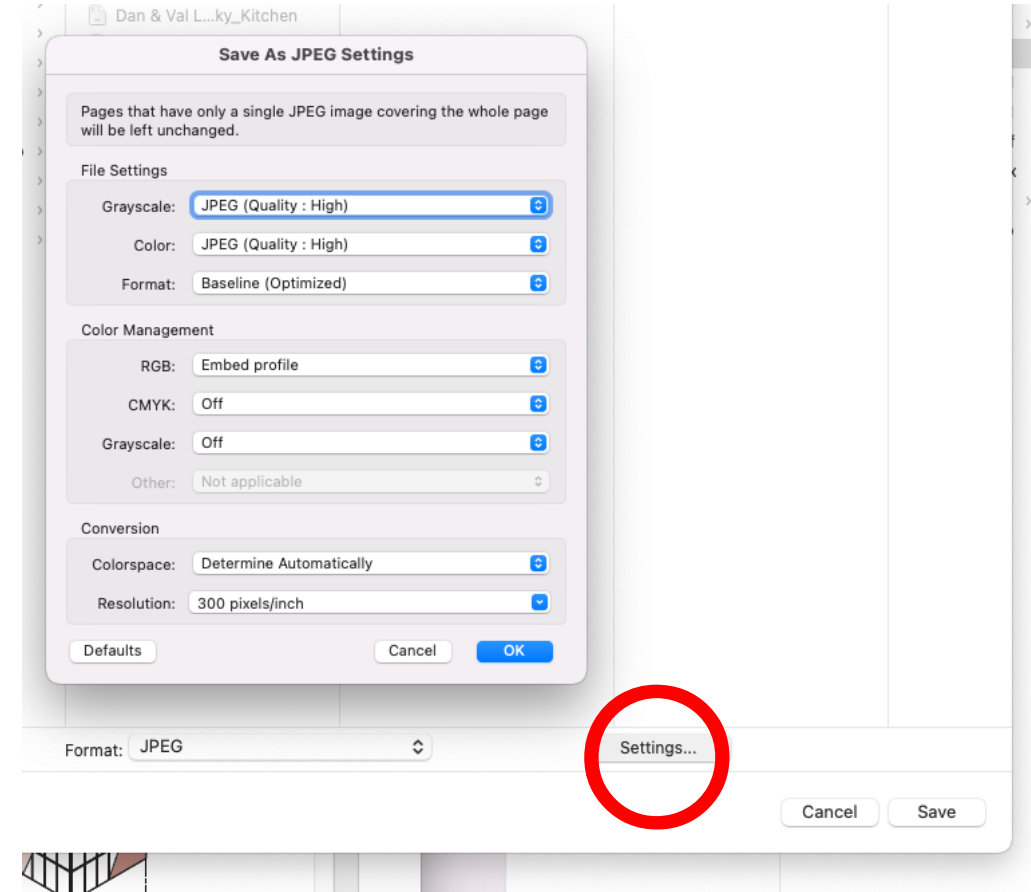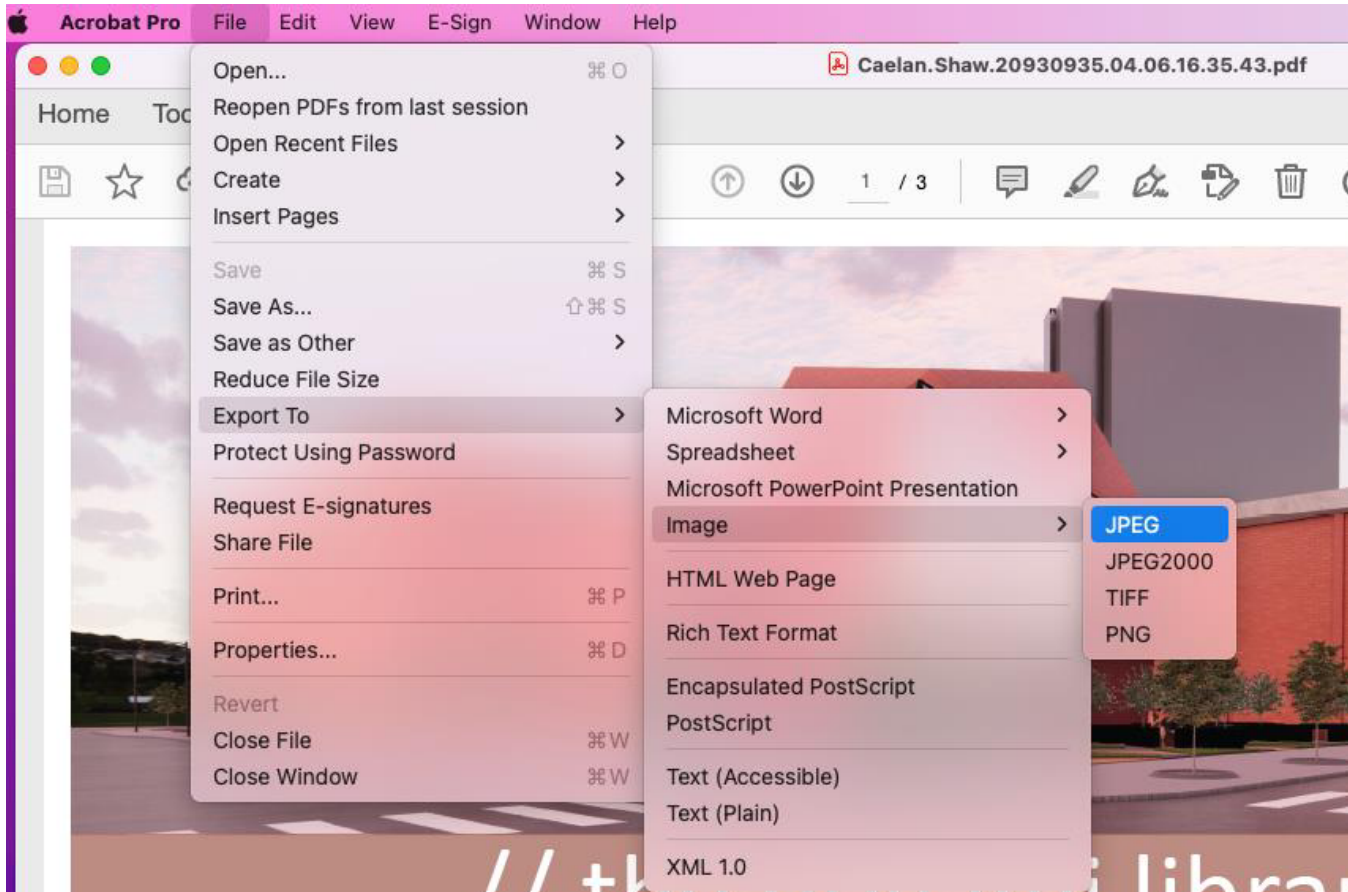Look at the important details at **100%** magnification.

Now, check the size dimensions of your PDF pages by hovering your mouse in the bottom left corner of Acrobat Reader (when the file is open) and you should see the print size the file has been rendered out as.
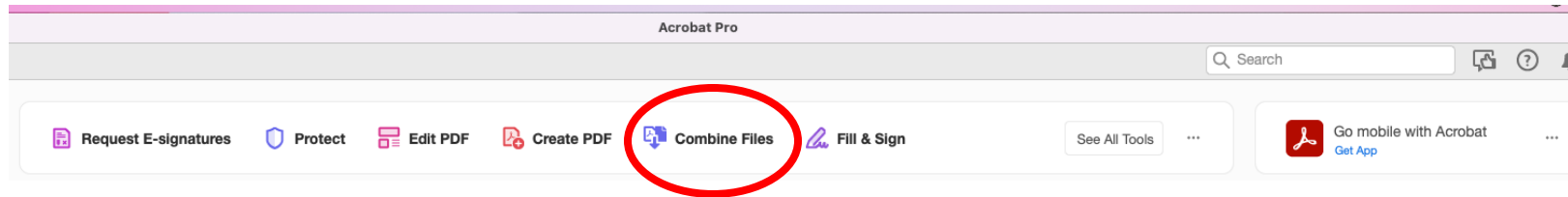


36.00 x 24.00 in

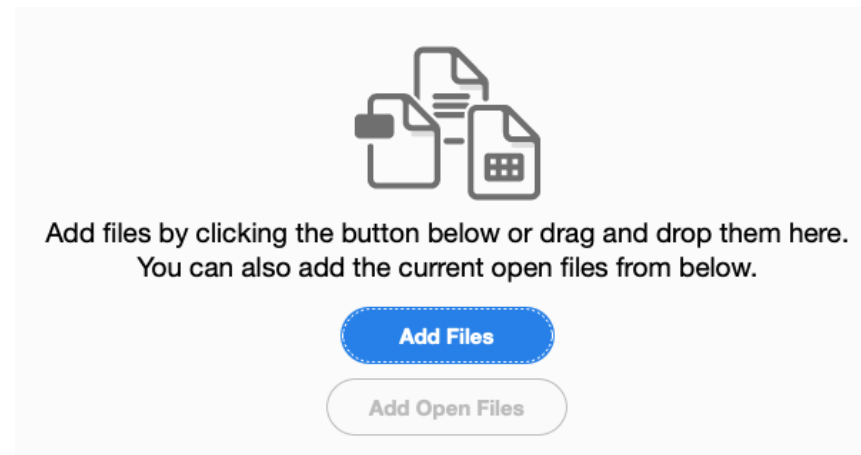# From Adobe Acrobat pro
Export your panel(s) to jpeg!



Check the settings to ensure the export is set to 300 ppi high quality jpegs.

# Bundle the newly created jpegs to a new PDF!

Choose combine files,



Navigate to the newly created jpegs and "add them"



Combine the files and wait, watch the progress bar!

# Your new PDF should open in Adobe Acrobat named "Binder1"

Rename the file, include your name & paper type, bond, mylar or photo.

Submiting a PDF in this way gives you the opportunity to double check details and size.

This also ensures you have given us a PDF that contains images files with no vectors, not even fonts!

Most importantly the file will print.

**For reviews**

- Submit to the classes "Learn" site
- Navigate to the folder in Learn for plotting
- Do not submit files you do not wish to have printed!

**One off presentations of Posters**

- Make a folder in Teams
- Email a link to the file to
- archhelp@uwaterloo & fhunsber@uwaterloo.ca

Do not your email files to one staff person and expect the file to be printed.



Thank you, ACM staff