

## Tips for preparing posters for printing at UW POSTERS when using Adobe InDesign

### COLOR SPACE

Working color space should be RGB-(Adobe RGB is best)-for all elements.  
Be sure all images and objects(in all layers) are in the same RGB color space.

### FONTS

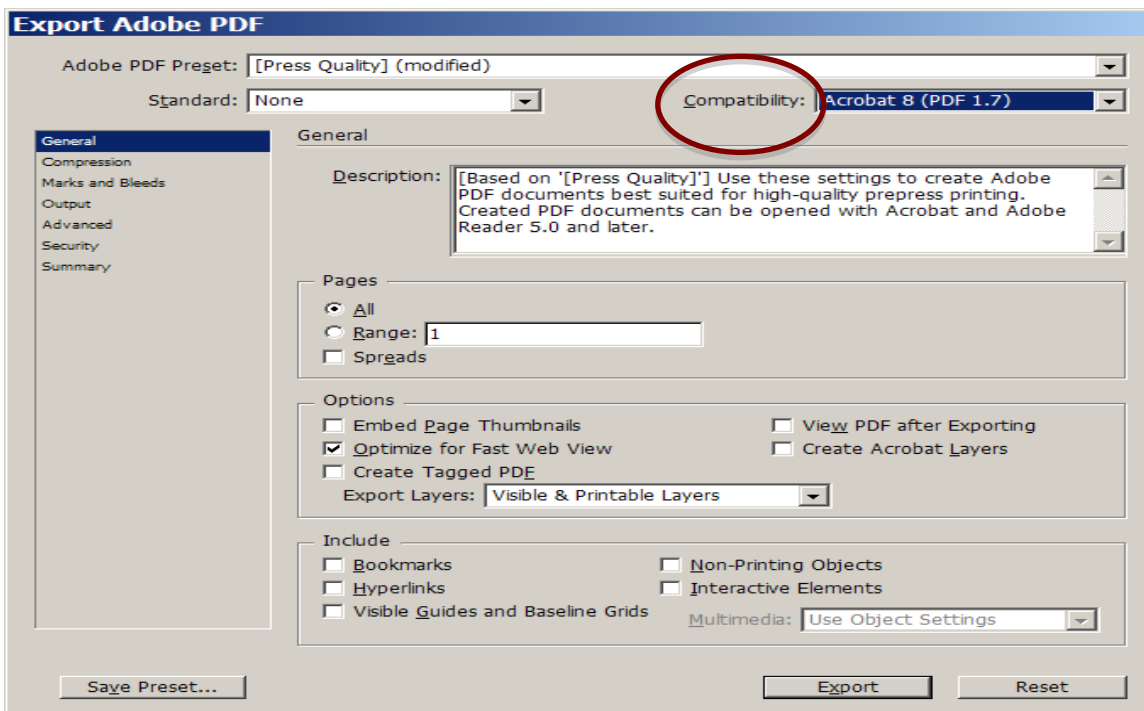
For best results, change your fonts into “outlines”. This will eliminate scaling issues and guard against font substitutions. To change fonts to outlines – 1) on the menu bar under EDIT go to ” Select All” 2) go to TYPE on the menu bar, drag down and select “Create Outlines” . Make sure all layers are unlocked or the change to outlines will not affect any layer that is locked. ***Before changing into outlines, save a separate non-vector copy of your file. You will not be able to edit fonts once they are outlined.***

### PRINTING

File types to submit for printing: .PDF or .EPS - Use the export function under the menu heading *FILE*.

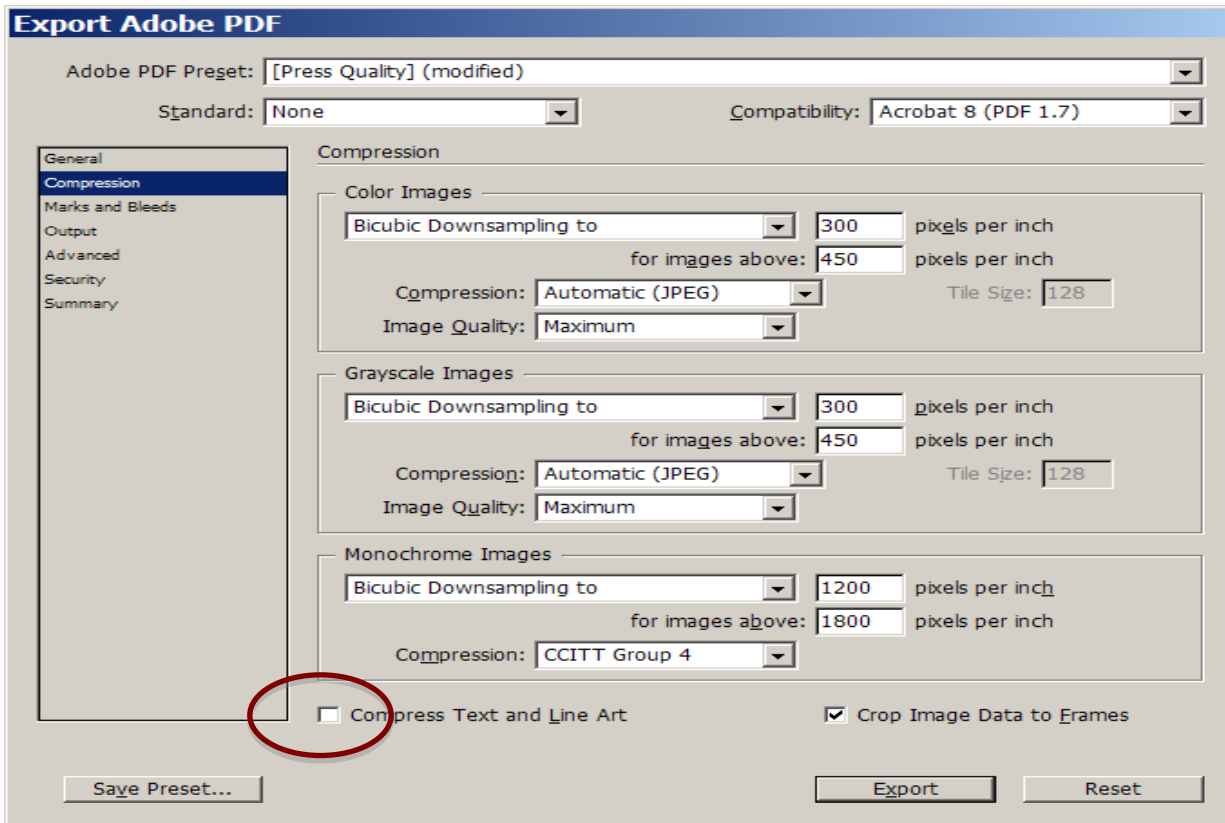
### EXPORTING TO PDF

Use the Press Quality setting. Default setting for “Compatibility” is Acrobat 5. Changing to newer version will put the word “MODIFIED” after press quality.



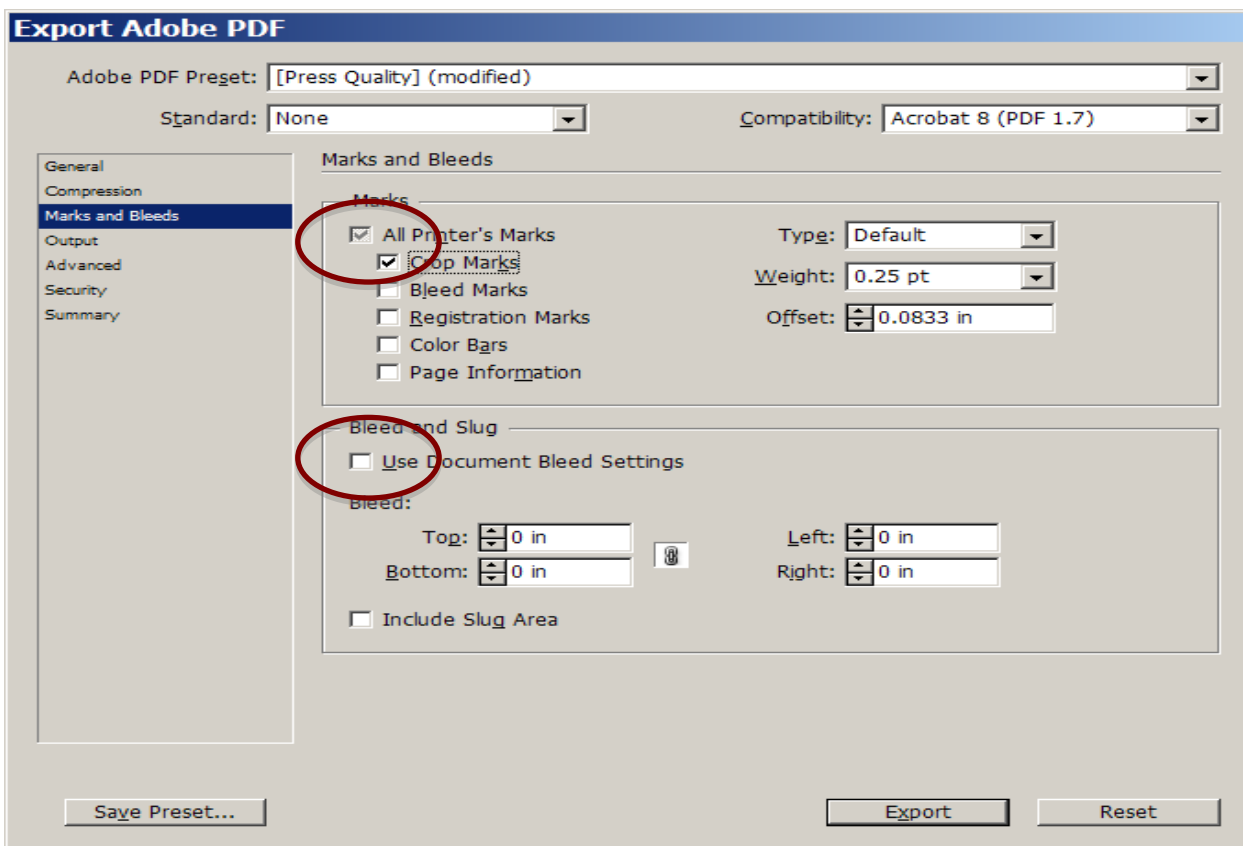
## Under Compression:

If you make your poster at **full size** leave the “default” settings, except uncheck the box for COMPRESS TEXT AND LINE ART. If you make your poster at a smaller percentage, to be enlarged, remove ALL down sampling and compression.



## Marks and Bleeds:

If your document has no bleed and has an all white background check the box for “Trim Marks” . A colored background with no bleed does not require trim marks. If you are using a bleed, check CROP *and* BLEED marks. Also check Use DOCUMENT BLEED SETTINGS.



## Output:

*COLOR CONVERSION*- change to “no conversion”. For “Profile Inclusion Policy” select “Include All Profiles”.

**Export Adobe PDF**

Adobe PDF Preset: [Press Quality] (modified) ▼

Standard: None ▼ Compatibility: Acrobat 8 (PDF 1.7) ▼

**Output**

Color

Color Conversion: No Color Conversion ▼

Destination: N/A ▼

Profile Inclusion Policy: Include All Profiles ▼

Simulate Overprint [Ink Manager...](#)

PDF/X

Output Intent Profile Name: N/A ▼

Output Condition Name: N/A

Output Condition Identifier: N/A

Registry Name: N/A

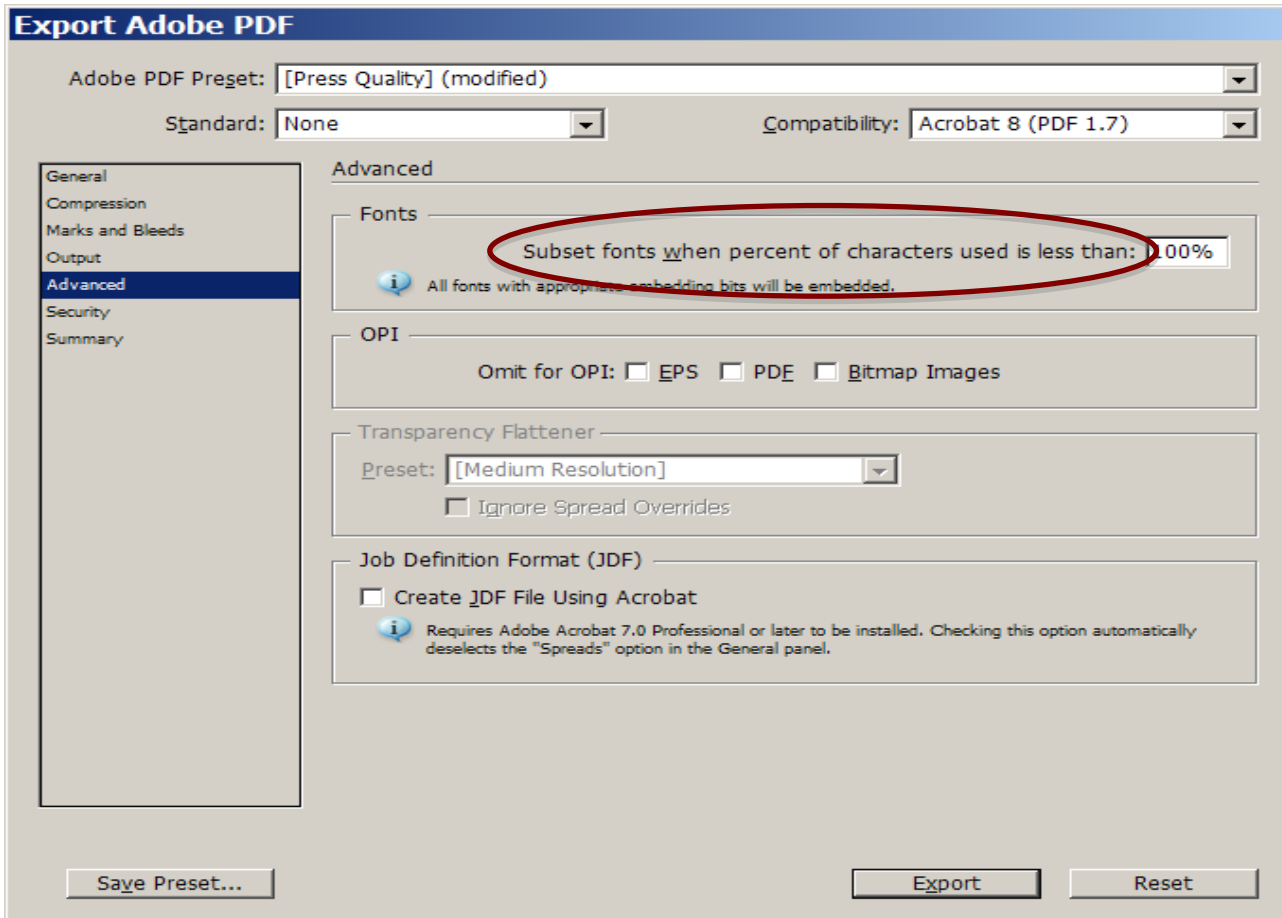
Description

Position the pointer over a heading to view a description.

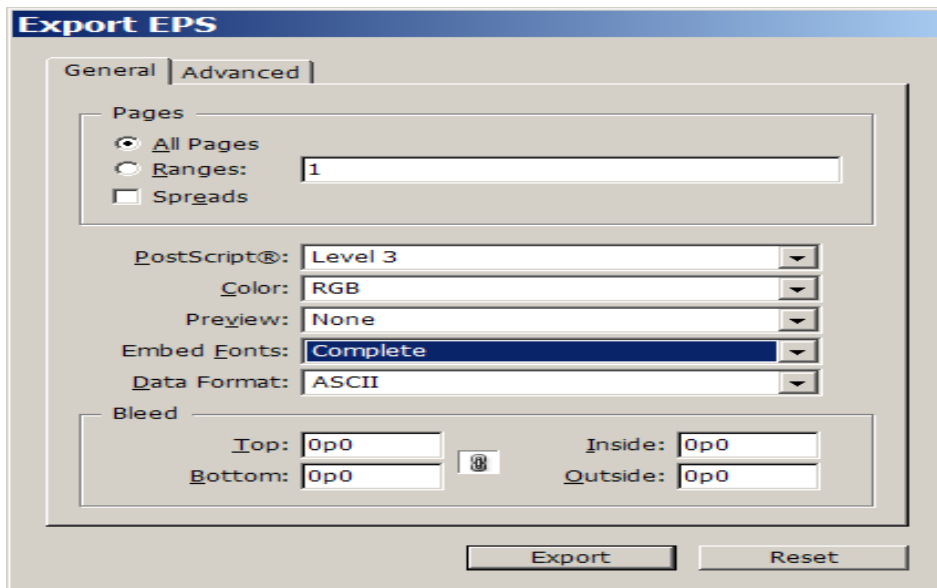
[Save Preset...](#) [Export](#) [Reset](#)

## ADVANCED:

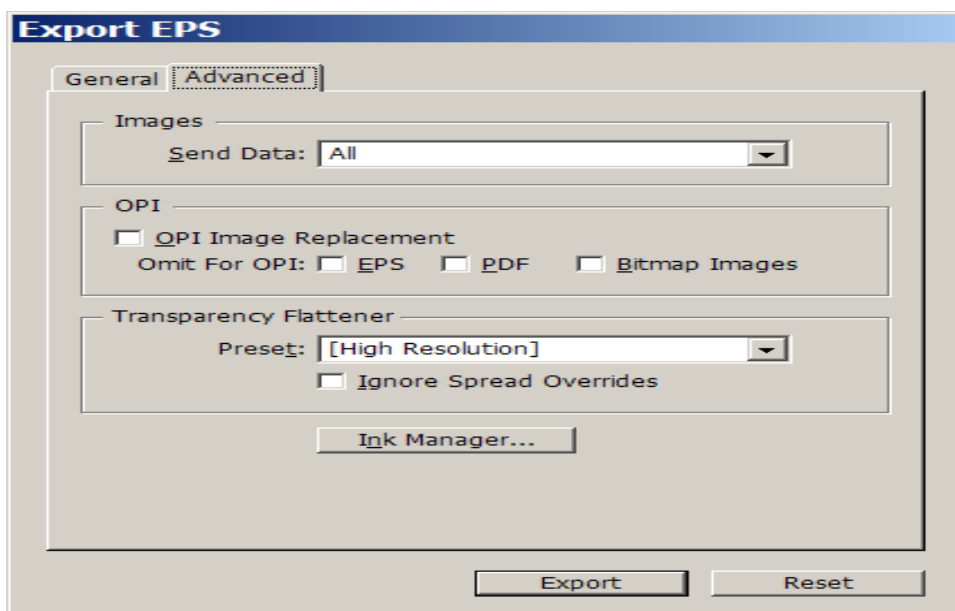
Make sure "SUBSET FONTS" is set to 100%. The settings SECURITY and SUMMARY tabs do not need your attention unless you want to password protect your file.



Set your boxes the same as the picture below:



The **ADVANCED** page (page2) should also be the same as the one below. These may be your defaults already. Click the EXPORT box to create the .eps file.



## EXPORTING AS AN .EPS FILE

**IMPORTANT-** If you have a white background you need to draw a bounding box (1pt keyline) around the edge of your poster. Be sure to remove any fill color that may appear.

Go to EXPORT under the file menu, a dialog box will come up with a drop down menu "Save as type". Drag down and click EPS.

