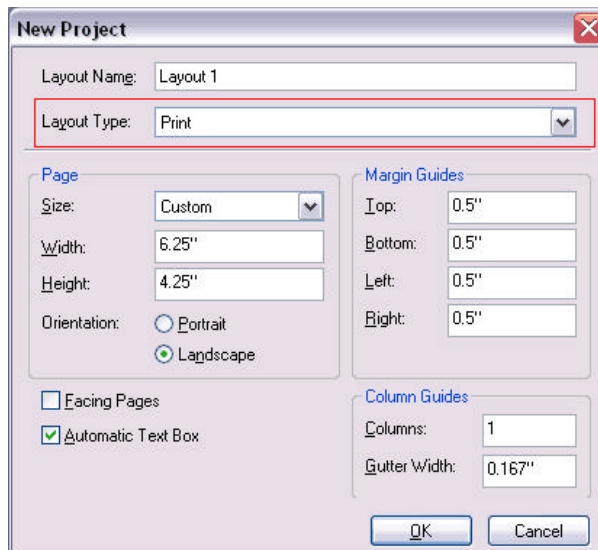


▶ I have a MAC

Note: DO NOT use the font alteration in this application (bold, italics, underline, etc.) Altering type this way will create an undesirable effect. If you want your type bolded, choose a font that has a bold in its type family.

1. Modify Document Size



Dimensions

- ▶ New File (File>New)
- ▶ Select "Print" in Layout type
- ▶ Specify the width and height of your artwork

Include .25" on both sides for bleed. Ex. 4"x6" should be 4.25" x 6.25"

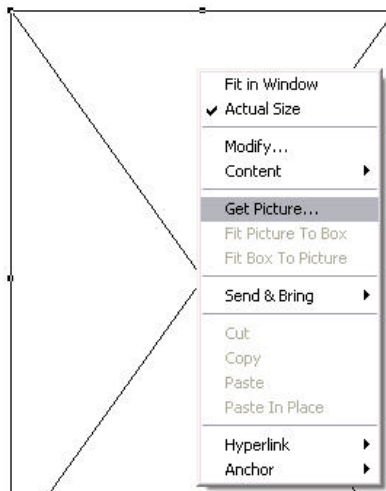
Does your artwork have bleeds?

PsPrint recommends a .25" bleed be included. If your image has a white border on all four sides, bleeds are recommended but not required. **If your image is not white on all four sides, you MUST include bleeds in your files.** [More information about bleeds.](#)

Does your artwork have borders?

The cutting process for printed materials has a mechanical tolerance of about .0625 or 1/16 of an inch. When using a border in your artwork, it is essential that your design use **at least .25 or 1/4 of an inch of white space from your border to the cut line** to maintain a symmetrical appearance. [More information about borders.](#)

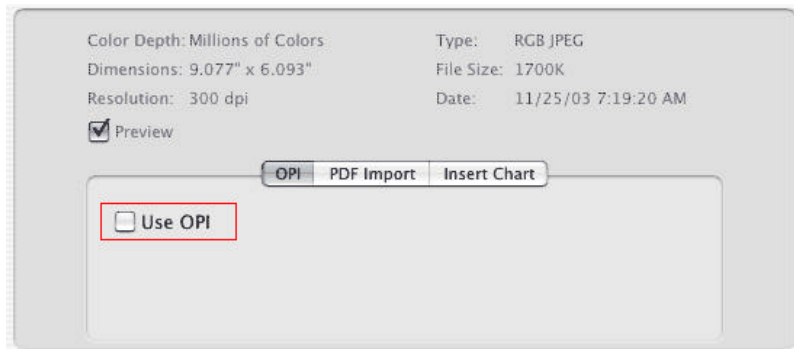
2. Adding Images



Adding an Image

- ▶ Choose the Picture Box tool (click and drag box to the desired dimensions)
- ▶ Right click, select Get Picture
- ▶ Select image and double click or hit the "Open" button

3. Uncheck OPI



Uncheck OPI

- ▶ Preview dimensions and resolutions of image
- ▶ Make sure "Use OPI" is unselected

What is Resolution?

For an image to print properly, the image must be at least 300 pixels per inch (PPI) at the final output size. DO NOT try to change from a low resolution to a higher one by increasing the DPI in your imaging program. [More information about resolution.](#)

[Changing resolution](#) the correct way.

Does your artwork contain solid black?

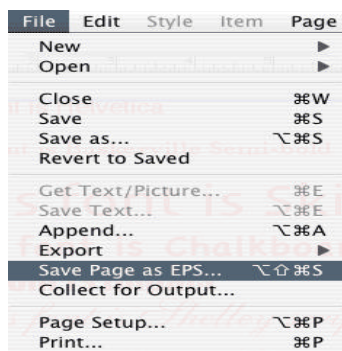
100% Black



Rich Black

When you want an area of solid black within a document, 100% black (K) will not result in a solid, saturated black. Instead, use **Rich Black**, as represented by **C:50% / M:40% / Y:40% / K:100%**.

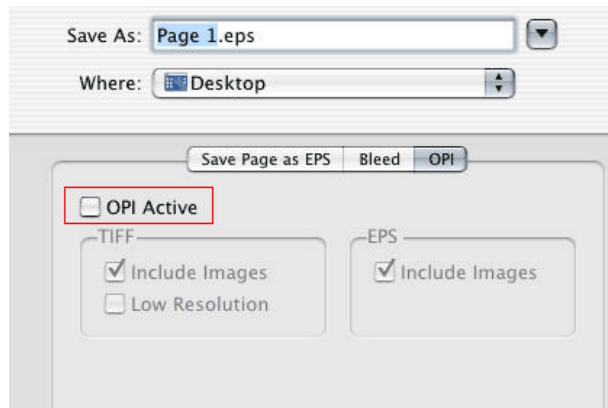
4. Save Page as EPS



Save as EPS

- ▶ Save EPS
(File>Save Page as EPS)
- ▶ Once your computer is done ripping, a .PS open [Distiller](#) to convert to PDF

4. Turn off OPI



OPI

- ▶ Select OPI option
- ▶ Uncheck OPI Active and rename EPS file
- ▶ When you have saved your EPS file use [Distiller](#) to convert to PDF