Preparing Your Files In Photoshop

IMAGING SYSTEMS LAB

LIMIT OF LIABILITY

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USE OF SERVICES DISCLAIMER

Photo facilities and services cannot be used for profit.

We reserve the right to withhold services if we are suspicious of commercial work. Ex: wedding photography, advertising work, etc.

PRINT CUSTOMERS

You must inspect your prints before leaving the lab.

The Imaging Systems Lab is not responsible for color or density issues in your prints. We will replace prints with physical imperfections resulting from improper handling by our staff if the print is inspected before it has left the lab. Once you leave the lab with a print, any problems are your responsibility.

Services are provided to RIT students, faculty, and staff ONLY.

All services must be paid for using RIT TigerBucks. You must have your RIT ID present when submitting and picking up orders.

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STEP 1: Image Size and Resolution

µ From the **Image** menu, choose **Image Size...**

* In the dialog box, set the **Width** and **Height** in the "Document Size" fields to the size you want to print.

* Set the **Resolution**; we recommend 200 dots per inch for most prints (must be exactly 200dpi for Lambda prints).

* Before clicking **OK**, check your new image file size. At the top of the window next to "Pixel Dimensions", you'll see two numbers: the new file size followed by the original file size. If the new size is bigger, choose "Bicubic Smoother" under **Resample Image**. If it is smaller, choose "Bicubic Sharper". Click **OK**.

STEP 2: Layers and Channels

* If you have layers in your working file, you will need to flatten them before submission. From the **Layers** menu, choose **Flatten Image**.

* There should be NO Alpha Channel (transparency). If you have one, disable it before saving.

STEP 3: Color Settings

* From the **Image** menu, select **Mode**; make sure that "RGB Color" and "8 Bits/ Channel" are selected.

* From the **Edit** menu, choose **Convert to Profile...**

* The Destination Space Profile should be set to **Adobe RGB (1998)**. Conversion Engine should be **Adobe ACE** and Intent should be set to **Relative Colorimetric**. Click **OK**.

STEP 4: Final Output

* From the **File** menu, choose **Save As...**

* Set the Format to **TIFF**. Uncheck **Layers** and **Alpha Channels** if checked. **Embed Color Profile** should be checked and set to **Adobe RGB (1998).**

* Click **Save**; a **TIFF Options** dialog will pop up.

* The following options should be set by default:
  * **Image Compression:** NONE
  * **Pixel Order:** Interleaved
  * **Byte Order:** Either will work, default is IBM PC
  * **Layer Compression** should be disabled; if not, choose "Discard Layers and Save a Copy".

* Click **OK**. You're all done!

MORE INFORMATION

* **Aspect Ratios:** when trying to resize an image to specific dimensions, you may find that the Image Size dialog will not let you (for instance, trying to resize an image taken by a digital camera to 5"x7" will likely result in it only being able to go to 5"x7.5", or 4.6"x7"). This is because the **aspect ratio** of the image differs from that of the print. The aspect ratio is the ratio of width to height. To make an image fit a different aspect ratio, you will need to crop the image. The **Crop Tool (C)** allows you to set a crop size and resolution, making it easier to crop an image to the correct aspect ratio.

* Files can be submitted on the CIAS Transfer Server or on a single-layer CD-R. We do not accept hard drives, thumb drives, or memory cards. To connect to the transfer server from a Mac on campus:
  * From the Finder's **Go** menu, choose **Connect to Server...**
  * In the address field, enter **smb://cias-files.rit.edu/transfer** and click Connect
  * Enter your DCE login, if asked.

* If you have any further questions, please don't hesitate to ask a Lab Technician for assistance.