

EPSON TRANSPARENCY PRINT REQUEST INSTRUCTIONS

This service is provided for current Book Arts students and Studio Users only.

Please submit a new form for each file. Plan ahead: turnaround time is approximately one week, and we cannot accommodate rush jobs. Once your job is printed, you will receive an email with your total cost. Your job is then available for pick-up at the monitor's table. Prior to picking up your transparencies, please take the Book Arts Supply Sale Form to the cashier's desk on Level 2 for payment. **Please email BAPdigiprint@utah.edu with any questions.**

Transparencies are \$5 each.

KEEP IN MIND:

- Please review InDesign or Illustrator file prep instructions in this document. Files submitted incorrectly will not be printed.
- Transparency size: 8.5 x 11"
- Maximum printable area: 8 x 10.375"

CHECKLIST:

- all fonts converted to outlines
- job packaged with all fonts and images
- folder zipped



INDESIGN INSTRUCTIONS for submitting files for transparencies:

When submitting an InDesign document, it is important that you include all fonts and images.

Follow these instructions to ensure that your files are printable. Files that are missing fonts and/or images will not be printed.

1. CONVERT ALL TEXT TO WHITE
 - No matter what color your text is, in order to make a transparency, you must make all text white, using the Color palette.
2. CONVERT ALL IMAGES TO WHITE
 - Your images must be 100% white in order for platemaking to be successful.
 - Open all images in their native programs and convert colors to white
 - In Photoshop, go to *Image > Adjustments > Invert*
 - In Illustrator, select all black or color linework and convert it to white using the Color palette
 - Save new versions of these images and replace them in your InDesign document.
3. PLACE A BLACK BOX BEHIND ALL TEXT AND IMAGES
 - Using the Rectangle tool, draw a box around all text and images, allowing at least a 1/8" margin between the type and the edge of your box.
 - Make this box black using the Color palette:
 - With the Color palette open, click on the icon of four horizontal lines in the upper right corner of the palette.
 - Select "CMYK"
 - Drag each slider bar to 100% (C = 100%, M = 100%, Y = 100%, K = 100%)
 - Make sure the black box is behind your text:
 - Select the black box with the Selection tool (black arrow)
 - Go to *Object > Arrange > Send to Back*
 - Your white text should now be showing, with a black box behind it.
4. OUTLINE ALL FONTS (this ensures that all text will be printed accurately, as designed):
 - Using the Selection Tool (black arrow), select all text boxes (either all together, or one at a time).
 - Go to *Type > Create Outlines*
 - Do this for every text box on every page of your document.



INDESIGN INSTRUCTIONS for submitting files for transparencies *(continued)*:

5. PACKAGE DOCUMENT (this will collect all fonts and images into one file folder that you will upload):
 - Save your document.
 - Go to **File > Package** and follow the prompts, ensuring that your file is free from errors.
 - In the first summary window, make sure your document is free from errors. Errors are marked by exclamation points within yellow triangles. These errors usually indicate missing images, or images using RGB color space. For the best results, you should convert your images to CMYK in Photoshop.
 - Once your file is error free, click **Package**. InDesign may then ask you to save your file again (click **Save**). If it doesn't, don't worry.
 - In the "Printing Instructions" dialog box, click **Continue**.
 - Create a new package folder. Name this folder with your name and your class name (i.e. Last Name_ Printed Book).
 - Make sure that **Copy Fonts, Copy Linked Graphics, Update Graphic Links in Package, Include IDML, and Include PDF(Print)** are checked.
 - Click **Package**.
 - If you receive warnings about missing or modified fonts or links, click **Cancel**. Relink your images and start again. **DO NOT CLICK OK.**
Documents with missing information will not be printed.
 - If you receive any warnings about software or font restrictions, click **OK**.
 - Address any additional warnings (over-set text, missing images, etc.). Don't click **OK**; click **Cancel** and fix these issues, then begin again.
6. GO TO THE FOLDER that you created and verify that it contains copies of all required items:
 - .indd file, .idml file, .pdf file
 - "Fonts" and "Links" folders containing all fonts and images
7. COMPRESS THIS FOLDER
 - right-click (or Control + Click) the folder and choose **Compress** (Mac) or **Send to ZIP** (Windows).
This will create a single file that can be uploaded to UBox.
8. COMPLETE THE ONLINE SUBMISSION FORM
9. UPLOAD THIS FILE to UBox:

As a student enrolled in a Book Arts course, you should have been granted access to the EPSON PRINT JOBS UBox folder. Check your email (including Junk folders) for the link. If you are unable to access UBox, email BAPdigiprint@utah.edu and request permission.



ILLUSTRATOR INSTRUCTIONS for submitting files for transparencies:

When submitting an Illustrator document, it is important that you *outline* all fonts and include all images.

Follow these instructions to ensure that your files are printable. Files that are missing fonts and/or images will not be printed.

1. CONVERT ALL TEXT TO WHITE
 - No matter what color your text is, in order to make a transparency, you must make all text white, using the Color palette.
2. CONVERT ALL IMAGES TO WHITE
 - Your images must be 100% white in order for platemaking to be successful.
 - Open all images in their native programs and convert colors to white
 - In Photoshop, go to *Image > Adjustments > Invert*
 - In Illustrator, select all black or color linework and convert it to white using the Color palette
 - Save new versions of these images and replace them in your InDesign document.
3. PLACE A BLACK BOX BEHIND ALL TEXT AND IMAGES
 - Using the Rectangle tool, draw a box around all text and images, allowing at least a 1/8" margin between the type and the edge of your box.
 - Make this box black using the Color palette:
 - With the Color palette open, click on the icon of four horizontal lines in the upper right corner of the palette.
 - Select "CMYK"
 - Drag each slider bar to 100% (C = 100%, M = 100%, Y = 100%, K = 100%)
 - Make sure the black box is behind your text:
 - Select the black box with the Selection tool (black arrow)
 - Go to *Object > Arrange > Send to Back*
 - Your white text should now be showing, with a black box behind it.
4. OUTLINE ALL FONTS (this ensures that all text will be printed accurately, as designed):
 - Using the Selection Tool (black arrow), select all text boxes (either all together, or one at a time).
 - Go to *Type > Create Outlines*
 - Do this for every text box on every page of your document.



ILLUSTRATOR INSTRUCTIONS for submitting files for transparencies *(continued)*:

5. PACKAGE DOCUMENT (this will collect all fonts and images into one file folder that you will upload):
 - Save your document.
 - Go to **File > Package** and follow the prompts, ensuring that your file is free from errors (if you haven't saved your document, Illustrator will prompt you to do so).
 - In the first summary window, make sure all check boxes are checked, and click **OK**.
 - Click the folder icon to the right of the "Location" bar to select a location for the new folder that will house your document, fonts, and links.
 - Next to "Folder name," type in a new name for this folder. Name this folder with your name and your class name (i.e. Last Name_Printed Book).
 - Make sure all check box options are checked.
 - Click **Package**.
 - If you receive any warnings about software or font restrictions, click **OK**.
 - If you receive warnings about missing or modified fonts or links, **DO NOT CLICK OK**. Click **View Report**. Relink your images and start again.
Documents with missing information will not be printed.
 - Address any additional warnings (over-set text, missing images, etc.). Don't click **OK**; click **Cancel** and fix these issues before beginning this process again.
6. GO TO THE FOLDER that you created and verify that it contains copies of all required items:
 - .ai file
 - "Fonts" and "Links" folders containing all fonts and images.
7. COMPRESS THIS FOLDER
 - right-click (or Control + Click) the folder and choose **Compress** (Mac) or **Send to ZIP** (Windows).
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