

Step – by – Step Guide to Setting Up a Digital File Dump

You should have your files cropped, sized, colour corrected & any necessary manipulation completed before reaching this stage

STEP 1:

Open your application. We use Photoshop CS5. Any of the CS Versions & Elements will be similar. You should be aware though that unless your **colour settings** are set up to our requirements & your monitor properly colour balanced your images could look quite different on screen verses printed

STEP 2:

Go to - File - New

Set up your new file as specified below - or check the illustration.

Name: *filename.tif*

Preset Size: Custom

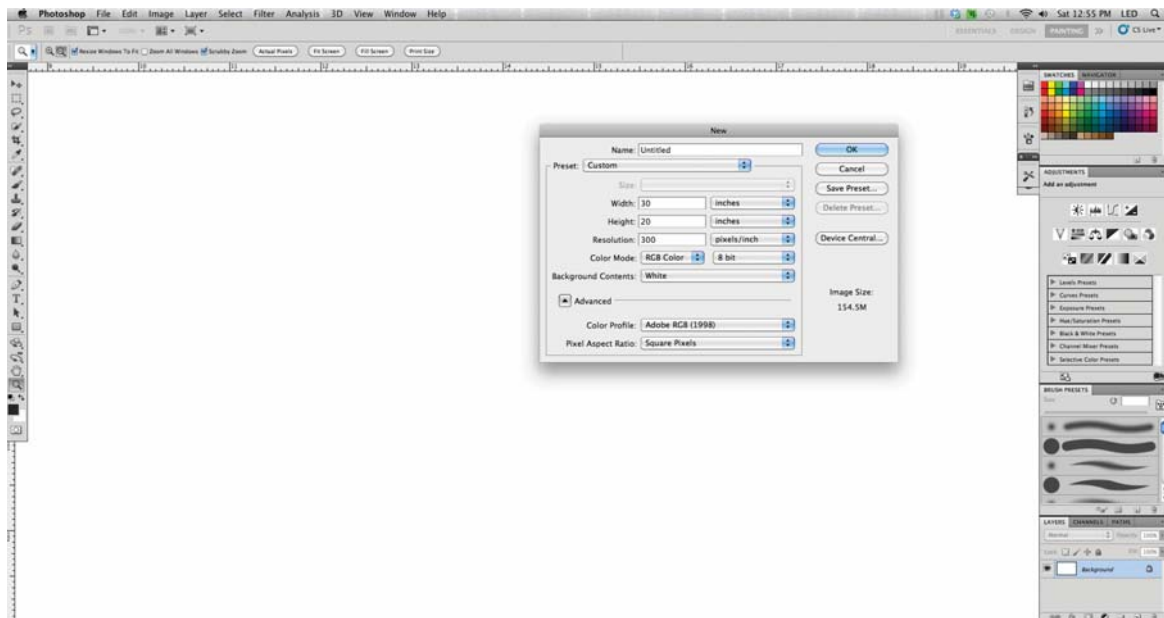
Width: 30 inches

Height: 20 inches

Resolution: 300 pixels/inch

Colour Mode: RGB Colour, 8-bit

Make sure rulers are visible & your page rulers are set to the correct units (eg: inches). When you have done this SAVE YOUR FILE. A TIFF might be safer at this stage.

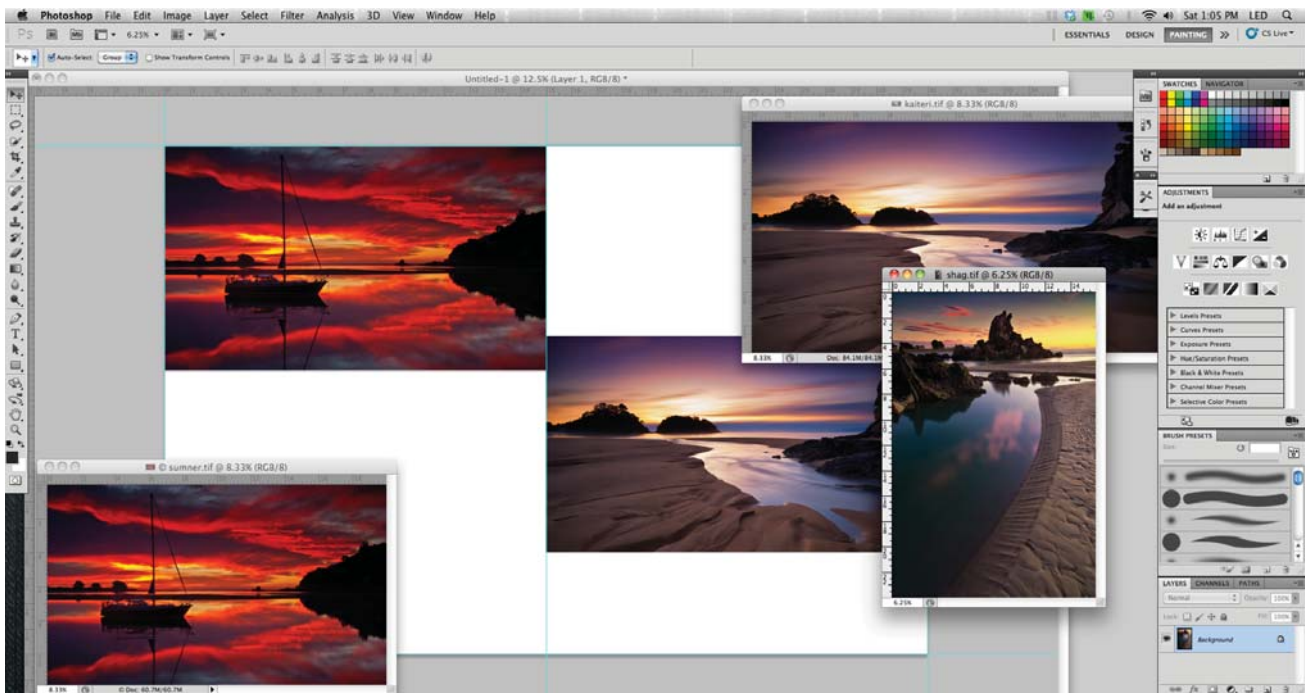


***Please note:** For this example we are using a 30x20" File Dump. With our new Chromira x5 LED Printer we are able to offer a range of sizes based around a 30" wide roll. Please see the price list for the many sizes offered!

STEP 3:

Go to - File - Open. Find the file(s) you want printed. Select & open them. Now is the fun bit. With the first or largest image you want printed in the foreground, select the Move tool from your toolbar. Click & hold on your image. Drag it to your still open Digital Dump file behind.

With your Digital Dump file in the foreground you can reposition, rotate & resize your image to suit. To be sure of the size & proportion of the image, use your rulers & guides. When you have positioned your first file suitably, repeat the operation on your next image until your Digital Dump page is full.

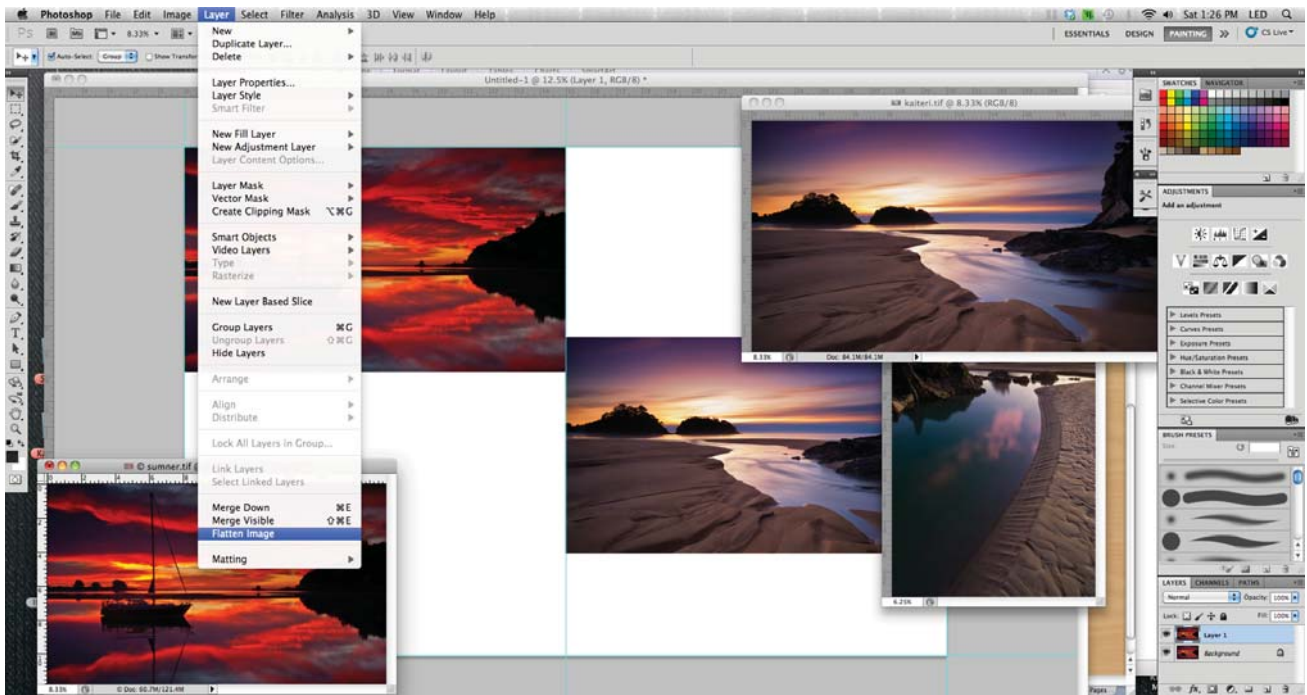


STEP 4:

Your Digital Dump file will now be huge & possibly dragging your computer considerably. If you have no further editions to be made, now is the time to flatten your file.

To do this (in Photoshop) select LAYER - FLATTEN IMAGE
This will knock your file size down to approx 154Mb. Now you are unable to move your images individually. Save your Digital Dump as either a TIFF or a JPEG.

See image below:



STEP 5:

It is now ready for printing. Yay!

This file size is generally too large to email, so burn it onto CD, or copy it onto your Compact Flash card or Memory Stick or what have you, and bring it in to us.

You can also make use of free file transfer websites like:

www.yousendit.com

www.dropbox.com

www.wetransfer.com

If using these please send them to our **digital@kens.co.nz** email address, that way our graphic artist can access them right away.

