

Digital Printing

Job Preparation Procedures (Windows)

We recommend that you print out these instructions for easier reference.

- 1) **Design your job in an appropriate computer application.**
 - a) In most cases, any standard Windows or Macintosh application, such as Microsoft Word, Publisher, Excel, PowerPoint, or WordPerfect will work, as will more sophisticated programs such as Adobe InDesign, Photoshop, or Illustrator.
 - b) **Proofread, proofread, and proofread again!**—until the design is exactly what you want.
- 2) **Print out a final proof copy on a good laser printer (600 dpi or greater).** This proof will accompany your job requisition to Document Services.
- 3) **Create a PostScript version of your file.**
 - a) If you have not already done so, use the [Install “PS File” Printer](#) to create a new printer called **PS File**. This print driver will convert your document to a PostScript file format that includes all the fonts and graphics embedded in your document.
 - b) With your file open, select **File→Print** (or press **Ctrl-P**) to bring up the Print window.
 - i) Select the **PS File** printer from the drop down list.
 - ii) Find and click the check box that says **Print to file** (or **Print to PostScript File**). Note: placement of this selection varies widely among applications; if **Print to File** does not appear on the first screen of the Print window, you will have to find it using another tab or button available from the main Print window.
 - iii) Click **OK** to “print” your design to a PostScript file.
 - iv) A dialog box will appear, allowing you to select the directory and name for your file. Use a **brief descriptive name** for this file and add a **.ps extension**: e.g., “**Reg Transcript Requisition.ps**”; “**CAO Calendar.ps**”; or “**OCD Newsletter.ps**”. (Note: Adding the **.ps** extension is not required when your program automatically adds a default **.prn** extension.)
 - v) Remember to reselect your default printer and uncheck “Print to file” when you want to print on paper again!
- 4) **Send your PostScript file (“filename.ps” or “filename.prn”) to Document Services**
 - a) Copy the **.ps** or **.prn** file to the following network directory: ‘**Diana**’ (Q:)\Docs\In. This is the easiest and preferred method, because conversion by Document Services is quicker and allows you to view an almost instantaneous screen proof of your final output.
 - b) Alternatively, you may provide the PostScript file on a CD/DVD disk or “usb key.”
- 5) **View an on-screen proof of your “final” output.**
 - a) A few minutes after your PostScript file is received in the “**In**” directory, your file will be moved to the **Q:\Docs \Out** directory and converted to the **Adobe Acrobat (PDF)** format. This is the document and format that Document Services will use for your printing order.
 - b) If your document could not be converted properly to PDF format, a rather unhelpful error log is created. Simply try the process again, being sure to follow all the above procedures, exactly as written.

- c) **To view the Acrobat (PDF) document, just Double Click on its filename;** Adobe Acrobat Reader will open the document for you to preview on screen and/or print out locally. (If you do not have Reader installed, get the latest free version from the [Adobe Acrobat Reader](#) web site.)
 - d) The originating department should review this document and check for errors. In particular, make sure all graphics and fonts appear as designed.
 - e) If the “PDF” version is correct, continue to the next step. If not, revise your document in its original application and follow the above steps again to create a new PostScript file. (Note: you will not be able to edit the “PDF” version in Acrobat Reader.)
- 6) Submit your printing job to Document Services.**
- a) Complete and submit a **Copy Job Order** form, together with your laser proof copy and filename(s) to Document Services.
 - b) Make sure that your proof copy matches the file you sent and/or clearly mark that the printout is a **Proof Sample Only**.
- 7) Questions or Problems?** Please call the **Help Desk** at **4-7172** or **Aaron Kinard** or **Alan Anderson** at **4-2087**.