IMAGING SYSTEMS LAB

LIMIT OF LIABILITY

Submitting any tangible or electronic media, image, data, file, card, disc, device, or negative for any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an agreement that any loss or damage to it by our company, subsidiary, or agents, even though by our negligence or other fault, will only entitle you to replacement with an equivalent quantity or size of unexposed photographic film or electronic media, and the processing of replacement media. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide, or negative is without other liability, and recovery for any incidental or consequential damages is excluded. No expressed or implied warranty is provided.

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.

Preparing Your Files In InDesign

ID

Preparing Your Files In
InDesign

STEP 1: Prepare Your Images

* When using InDesign to lay out photographs, artwork, and text, you will need to place the photos and artwork into an InDesign document. InDesign allows you to scale and resize images, but it is much more effective to prepare your images prior to importing them.

* Images should be set to the size you want them printed in the final document, at a print-ready resolution. For instance, if you are printing a letter-sized book and you want an 8"x10" image on a page, size the image to 8"x10" at 200dpi using Photoshop, then bring it into the InDesign document. Follow the instructions on the Photoshop guide sheet if you are unsure how to do this; all the same rules apply to images going into InDesign.

STEP 2: Set Up Your Document

* Open InDesign, and from the **File** menu, choose **New > Document...**
* In the New Document dialog window:
    * **Number of Pages** should be set to however many you need (you can add more later).
    * **Facing Pages** is an option that's helpful for laying out books; when your pages are displayed in InDesign, they will be arranged in spreads, so you can visualize how two pages will look next to each other as if they were in a book.
    * **Page Size** has presets for standard sizes, and vertical or horizontal orientation.
    * **Margins:** if you are printing a book, the **Inside** margin should be at least **0.5"**. If not, and Facing Pages is unchecked, you can adjust the margins as needed. A margin of at least **0.25"** is required for printing at ISL.

STEP 3: Lay Out Your Document

* Use the **Place** command (**File > Place...** or **CMD+D**) to import images; click anywhere in the document to then place the selected image there. Note: deselect any object currently selected before using Place, or the placed object will replace the selected object. Objects attached to a document are listed in the **Links** panel. If you change a linked file outside of InDesign, the Links panel will show a warning icon. Click **Update Links** at the bottom of the panel to bring in the newest version.

* To manipulate/scale images, use the **Free Transform Tool (E)**. The **Selection Tool (V)** will crop images if you drag the handles with this tool selected. The Selection tool is for adjusting text frames; the Free Transform tool will distort text if used to adjust text frames.

STEP 4: Export as a PDF

* From the **File** menu, choose **Export...**
* Name the file, and choose **Adobe PDF** as the File Format and click **Save.**
* In the **PDF Options** window that appears, first select the **[High Quality Print]** option from the **Presets** menu at the top.
* Select the **Output** tab on the side. From the **Color Conversion** menu, choose "Convert to Destination", and choose "Adobe RGB (1998)" in the **Destination** menu. Adjust other settings as needed (for example, add crop marks, if desired, from the **Marks and Bleeds** tab).
* Click **Export**. You're all done!

MORE INFORMATION

* For more detailed guides on laying out books and the options available, visit **http://isl.rit.edu**
* If you have any further questions, please don't hesitate to ask a Lab Technician for assistance.