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 Illustrator

Ai

Ai

Preparing Your Files In
Illustrator

STEP 1: Adjust Preferences

- By default, Illustrator is set to use Points as a general unit size. For laying out documents, it is much more convenient to use Inches.
- From the **Illustrator** menu, select **Preferences**, then **Units & Display Performance...**
- Set the **General** unit to Inches, and the **Stroke** and **Type** units to Points.
- From here, you have two options: work from a new document, or convert an existing document.

STEP 2: Make A New Document

- From the **File** menu, choose **New...**
- In the dialog box, adjust the document size as desired. This will be the final printed size.
- Click the **Advanced** tab. Change the **Color Mode** to **RGB**, and **Raster Effects** should be set to **High (300 dpi)**. Click **OK**.
- From the **Edit** menu, choose **Assign Profile...** and choose **Adobe RGB (1998)** from the dropdown menu in the dialog box.

-- OR --

STEP 2: Convert Existing Doc.

- If you are exporting a document you have already created, you'll need to adjust the color settings for printing through ISL. From the **File** menu, choose **Document Color Mode** and select **RGB Color**.
- From the **Edit** menu, choose **Assign Profile...** and choose **Adobe RGB (1998)** from the dropdown menu in the dialog box.
- If needed, adjust your artboards and scale your objects; the size of the artboard will be the print size.

STEP 3: Save your Document

- ISL can accept raster images (files like **.TIF** or **.JPG**) or vector documents as **.PDF** files. For vector documents with embedded raster images or otherwise image-heavy layouts, a **.TIF** file is recommended. For vector or type-heavy documents, using **.PDF** format is recommended.

RASTER: Export as TIFF

- From the **File** menu, choose **Export...**
- Choose **TIFF (tif)** as the Format and click **Export**.
- In the **TIFF Options** dialog, **Color Model** should be set to RGB, **Document Resolution** should be High, **Anti-Alias** should be checked, **Byte Order** should be IBM PC, and **Embed ICC Profile** should be checked and it should say Adobe RGB (1998) or sRGB in the space next to it.
- Click **OK**. You're all done!

Grayscale Documents: if your document is black and white only, you can choose Grayscale instead of RGB from the Color Model dropdown.

VECTOR: Save as PDF

- From the **File** menu, choose **Save As...**
- 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. Uncheck Preserve Illustrator Editing Capabilities.
- 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 **Save PDF**. You're all done!