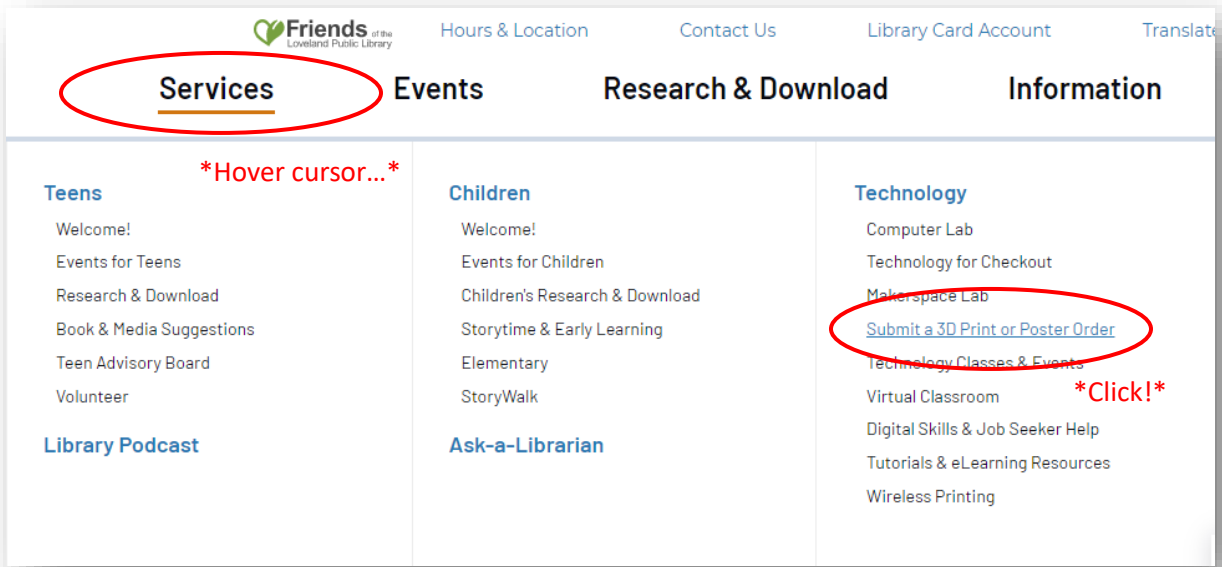So let's get started!

1. **Navigate to our POSTER SUBMISSIONS page.**
   a. Got to **LOVELANDPUBLICLIBRARY.ORG**
   b. At the top of the webpage, hover over **SERVICES**.
   c. Then click where it says **SUBMIT A 3D PRINT OR POSTER ORDER** under the **TECHNOLOGY** section.

2. **Download our PREMADE ILLUSTRATOR TEMPLATE from our website**
   a. Under **POSTER PRINTS**, scroll down until you see the list of programs and their available dimensions.
   b. Click on the dimensions that you believe is closest to the desired dimensions of your media.
      i. For this demonstration, we will be utilizing the **ILLUSTRATOR 24"x44"** template.

   c. Once you click on your desired dimensions, the web browser will open the template in **GOOGLE DRIVE**.
   d. In the upper right corner of your web browser, click the download icon to download the template.

3. **OPEN the template in Illustrator**
   a. The downloaded template should immediately appear in the bottom right corner of your web browser. **CLICK** on it.

   ▦ 24inx44inLPLprinter....ait ∧

   b. If in the case the downloaded file does not appear in the bottom right hand corner or you downloaded it earlier – You can find this file in your **File Explorer** (**FINDER** for Mac Computers) under **DOWNLOADS**
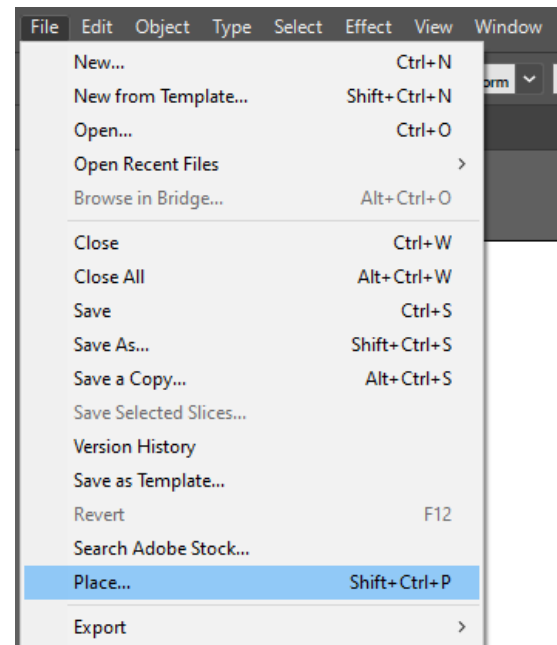   c. After opening the template, you should have a digital canvas on your screen to add photos to.
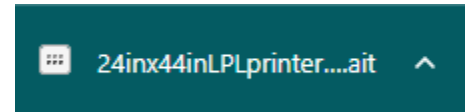
4. **Add photos/media to your template.**
   a. In the upper right corner of illustrator, click **FILE**.
   b. Then click, **PLACE**...
   c. Navigate to the photo you would like to add, then **DOUBLE CLICK** on it to open.
   d. Your image will appear attached to your cursor. Click anywhere to PLACE it.
   i. TIP: If you need to ZOOM IN or ZOOM OUT to see your digital canvas better...
      ZOOM IN: Hold **CTRL and +** (**COMMAND and +** on Mac)
      ZOOM OUT: Hold **CTRL and –** (**COMMAND and –** on Mac)

| File Edit Object Type Select Effect View Window	
New...	Ctrl+N
New from Template...	Shift+Ctrl+N
Open...	Ctrl+O
Open Recent Files	>
Browse in Bridge...	Alt+Ctrl+O
Close	Ctrl+W
Close All	Alt+Ctrl+W
Save	Ctrl+S
Save As...	Shift+Ctrl+S
Save a Copy...	Alt+Ctrl+S
Save Selected Slices...	
Version History	
Save as Template...	
Revert	F12
Search Adobe Stock...	
Place...	Shift+Ctrl+P
Export	>

5. **RESIZE your photo**. *Exact dimensions are SUPER IMPORTANT.*
   a. Click **WINDOW**, found in the tool bar at the top of the screen.
   b. Then click **TRANSFORM**. The list is in alphabetical order so it should be near the bottom of the menu.
   c. A small window should appear on your screen, like the one to the right here.
   d. Click on the photo you want to resize, make sure that is **highlighted** in a blue rectangle.

◇ Transform	Align	Pathfinder	≡
X: 0 in		W: 0 in	
Y: 0 in		H: 0 in	
△: 0°		✦: 0°	
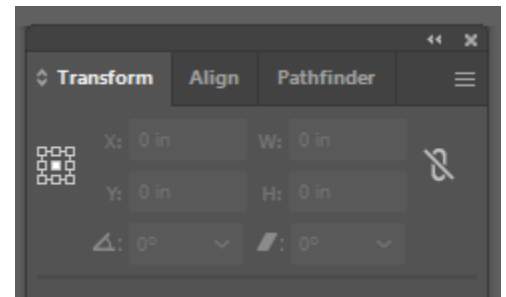
e. Once highlighted, the **TRANSFORM** Window will display your pictures current dimensions.

   i. "**W**" stands for **Width** and "**H**" stands for **Height** of your photo.
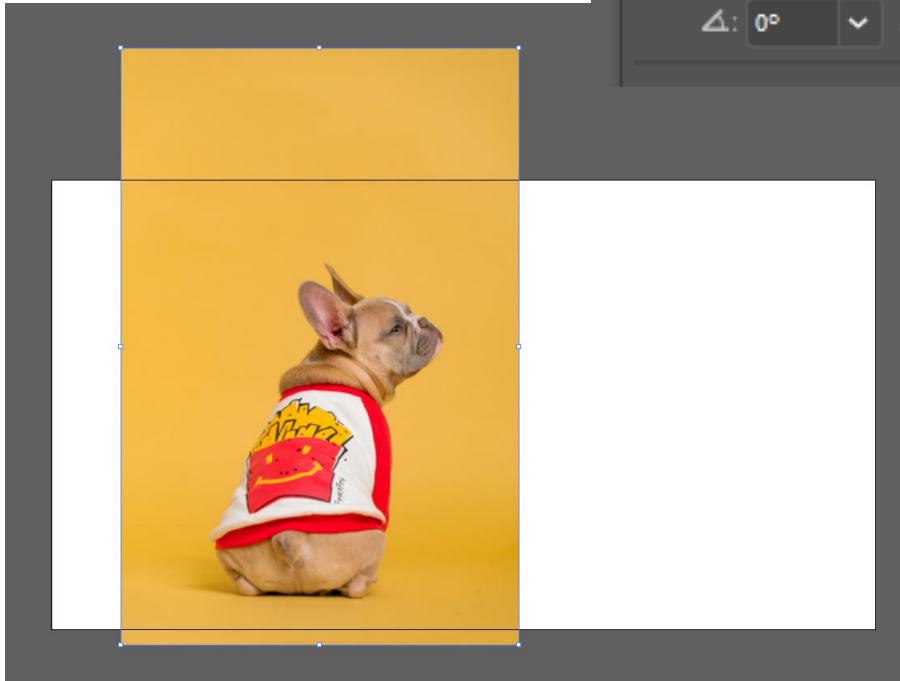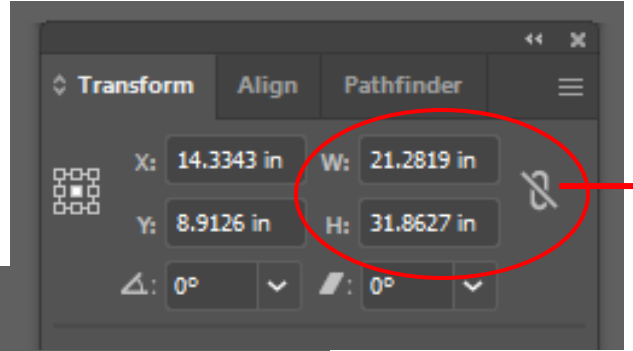
f. **BEFORE YOU CHANGE YOUR DIMENSIONS…** Click the Chain-link icon next to the dimensions in the Transform Window so that it looks like this:

    i. **If the Chains are linked**, then your photo will scale proportionally which is very important to the quality of it. **GOOD**

    ii. **If the Chain-Link has a slash through it**, then your photo **will not** scale proportionally and it will stretch/distort it instead. **BAD**

g. *RESIZING*… Let's say you want your photo to be **16" x 24"**…

    i. **Replace** the current **LONG** dimension (ie. 31.8627 in) with your desired **LONG** dimension (ie. 24 in).

    ii. **Press ENTER** on your keyboard. *Because the chain-link button is activated,* the short side dimension, in this case the width, will automatically change in proportion to the dimension you entered.

    iii. **TIP:** It's better for dimensions to be slightly bigger than smaller, because you can cut ie. 0.0302 inches off the 16 inch side.

Enter!

10
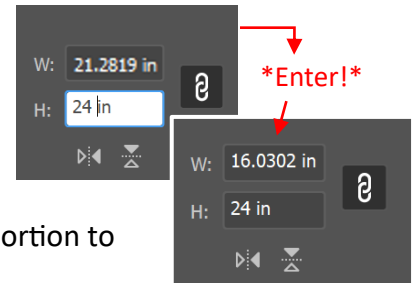
6. **MOVE/ROTATE** your photo.
   a. **TO MOVE: CLICK NEAR THE CENTER** of your photo and **DRAG** to move it as far as you can to one side of the template to make room for more.
      i. **TIP:** Enable **SNAP TO GRID** to get your photo in the perfect spot with ease! From the top tool bar click **VIEW** then click **SNAP TO GRID** at the bottom of the menu. If there is a check mark beside it, then it is enabled.
   b. **TO ROTATE**: **HOVER** just outside one of the white squares that mark the corners of your photo until your cursor appears as a **BENT DOUBLE HEADED ARROW**; like elbow macaroni.
      i. **CLICK** and **DRAG** when you see this cursor to begin rotating your photo.
      ii. **HOLD SHIFT** on your keyboard **WHILE DRAGGING** your photo. The photo will rotate to perfect angles. That way your photo's sides will be perfectly straight/parallel with the template sides.
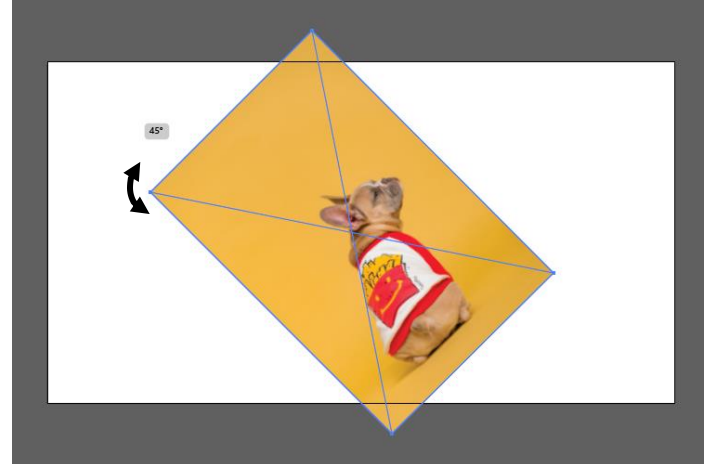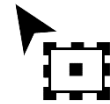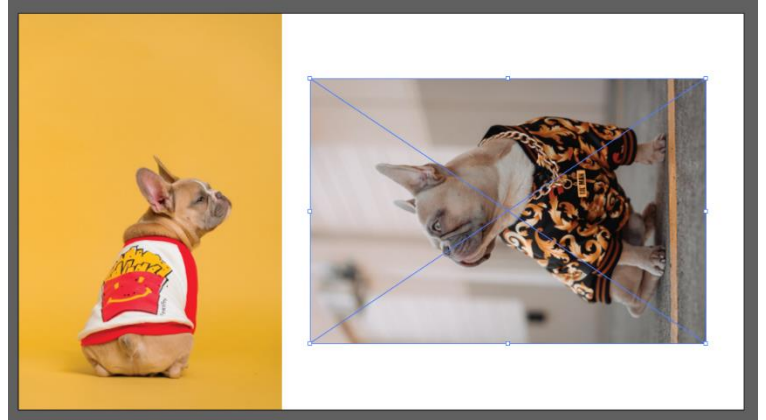
7. **ADD MORE Photos**!
   a. **DUPLICATE** - You have one perfectly sized photo, maybe you want more of the same photo…
      i. Make sure the photo you want to duplicate is highlighted in a blue rectangle (click on it to highlight it).
      ii. **Hold CTRL and C** (**COMMAND and C** on Mac) on your keyboard to COPY it. Then let go.
      iii. **Hold CTRL and V** (**COMMAND and V** on Mac) on your keyboard to PASTE it. Then let go.
      iv. **MOVE** the duplicate to where you want it. *TIP: it may paste directly on top of the photo you originally copied, so if you don't see the duplicate, try moving the original photo to reveal the second photo.*
   b. **Add a NEW Photo** – Return to **STEP 4** to repeat the earlier process.

8. **Add TRIM MARKS** to a photo with a light background so that you know where to cut.
    a. For trim marks to work you need at least 0.25 inches of white space on all sides of your photo, otherwise they will not show up.
        i. TIP: If you know that you will need trim marks, consider choosing a larger template or rotating your photo so that it has more white space around it, like the one to the right.
   b. Make sure your photo with a light background is highlighted (click on it).
    c. From the Upper TOOL BAR, click **OBJECT** and select **CREATE TRIM MARKS** from the drop down menu. Your photo will instantly include its own trim marks and appear like the photo below when highlighted.
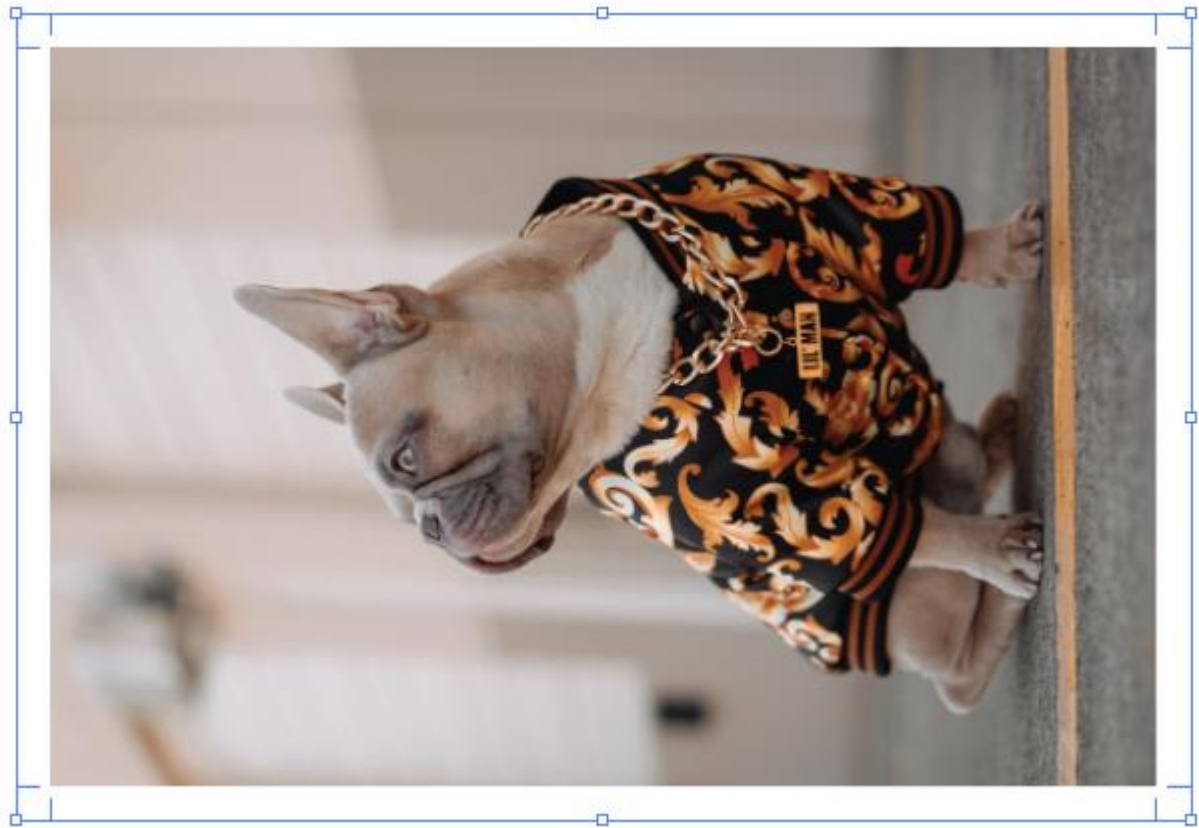
9. **SAVE and FLATTEN as a PDF.**
    a. From the upper tool bar, click **FILE**, then **SAVE A COPY...**

b. When the save window appears, click in the box next to **SAVE AS TYPE**:
   i. Select **ADOBE PDF** from the drop down menu.

c. Next to **FILE NAME** give the document a name you will recognise. (ie. 16x24frencies)

d. From the categories on the left of this window **navigate to and select a folder (or your flashdrive)** to save this file in. REMEMBER this location.

e. Click **SAVE**.

f. **FLATTEN THE PDF – SUPER IMPORTANT!** *The order in which the below flattening steps are preformed is crucial. Failure to do this could result in major printer error and will result in wasted paper equal to the size of your document.*
   i. When this window appears…
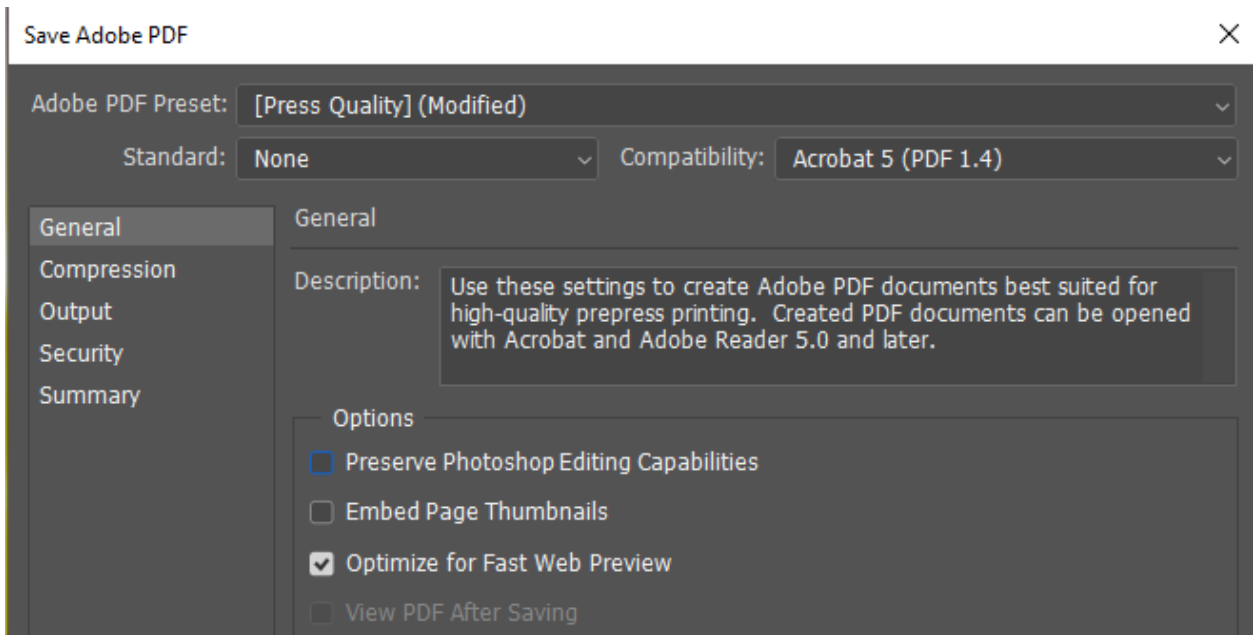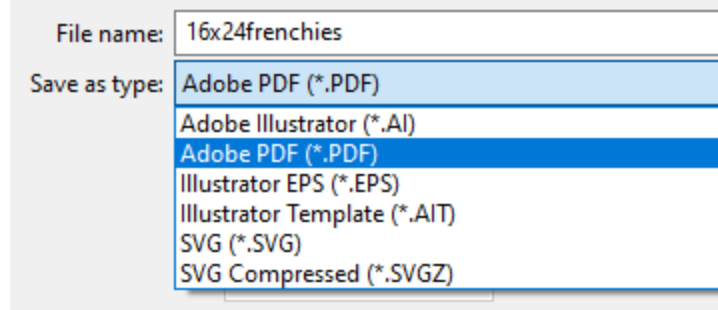
ii. Click in the box beside **ADOBE PDF PRESET** and from the drop-down menu select **PRESS QUALITY**.

iii. **AFTER CHANGING THE PRESET,** under **OPTIONS**, **UNCHECK "Preserve Illustrator Editing Capabilities."**

Adobe Illustrator

⚠️ Saving this document with "Preserve Illustrator Editing Capabilities" unchecked may disable some editing features when the document is read back in. Do you want to continue?

☐ Don't Show Again   OK   Cancel

        iv. When this **WARNING** (above) appears**,** click **OK.**

     g. If you would like to save an editable copy of the illustrator file, remember to go back and do so… FILE > SAVE AS…

10. **SUBMIT** your PDF through our Google form. This form is found on the SUBMIT A 3D PRINT OR POSTER ORDER page of our website (the green button above where the template you downloaded is found).