ComD 1162

Raster Graphic Fundamental Process Steps
revised 082523

NOTE: This file may be modified to
update for adjustments.

Open Photoshop application.
Key "command+shift+k"
and Target Color Profile to
"North America Newspaper CMYK = SNAP 2007)

Go to pull-down menu: "Photoshop > Preferences > Units & Rulers > verify/change ruler."

Identify raster graphic on Blackboard Contents and download ("save page as") native name and **native file format** onto hard drive.

Open native raster file.
If "Embedded Profile Mismatch," "convert document's colors to the working space."

"Save as" native file to .psd (native Photoshop). Make File ID in format and show file extension.

Change "Image > Mode > to CMYK."

(command+shift+s) Save as next version. This process also verifies "SNAP 2007" color profile.

Show rulers (command+r).

(command+option+i)
Set **resolution** to spec.

Do Not Unlock Layer.

Choose "Crop" tool (C). In "standard" screen mode, select the "ratio" crop size option. Set the specification (spec) for "width" then "height" in each right box.

Resize at the corners and move / design graphic within the nine squares. Double-Click within the nine squares to set.

(command+option+i)
Verify resolution to spec.
Must keep graphic proportional.
Make sure that the "link" has lines.
Then, set the graphic "width" then "height" sizes (to nearest 1000th decimal).

(command+shift+s) Save as next version.

Verify (command+option+i) graphic size is exactly (~ 1000th decimal) to specification.

Under "Image" pull-down menu, choose "Canvas Size." Make "canvas extension color" = white. Set from "graphic size" spec to "document size" (trim) spec.
This will add 0.5" (0.25" Safe Area plus 0.25" Safety Area) evenly around graphic.

Safety Area = .25" white space left blank evenly around trim to Safe area.

Safe Area = .25" inside Safety Area. Includes Page ID, captions and graphic elements.

(command+shift+s) Save as next version.

Set "View" pull-down menu to
"New Guide Layout."
Only select "Margin" and enter
0.25" in all four sides.

(command+shift+s) Save as next version.

Unlock All Layers.

Follow procedure to **set type in character specifications**. First choose a graphic layer.
Then, set the color palette to
cyan = 0,
magenta = 0,
yellow = 0
and K = 100.
Press the "enter" key.
Then, choose/select the type tool (t) and make a Page ID or copyright caption. Set your Page ID and compliant copyright. Make 100% K Page ID (top left) and Copyright (below right) type (in Safe area) to balance space on top and below type.

The application will automatically make a separate "type" layer in 100% K.
Verify with (i) eye-drop tool.

In Layers palate, click Layer "lock" to release and change name from "Background" to "original."

Note: Text Layers will automatically show content. Other graphic layers should be Logically named according to one-of-three color + object.
Example: green pants.

(command+shift+s) Save as next version.

Review all of the Project raster graphic document assignments. Correct each modified version with a new (save as) revised version letter in File ID and Page ID (match).