

# ComD 1162

## Raster Graphic Fundamental Process Steps revised 08/26/22

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

Open Photoshop. Key "command+shift+k"  
and **Target Color Profile** to  
"North America Newspaper"  
(RGB = Adobe 1998 and  
CMYK = SNAP 2007)

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)  
file format. Make File ID in format and show file  
extension.

Change "Image > Mode > to CMYK." "Save as"  
to verify embed "SNAP 2007" color profile.

(command+s) Save.

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+s) Save.

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

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.

Safe Area = .25" around graphic for  
Page ID and Copyright.

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

(command+s) Save.

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

(command+s) Save.

Unlock Layers.

Follow procedure to set type in 100% K with  
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 color + object.  
Example: green pants.

(command+s) Save.

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).