

*\*Design2Print requires client files to be RGB TIFF or PSD files. These instructions will explain how to export or save TIF's from Adobe Illustrator and Photoshop.*

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## Save TIFF files from Adobe Illustrator

1. First, make sure the file is in RGB color mode by going to FILE—>Document Color Mode and choose RGB. If your document was CMYK, you may see a slight color shift
  2. Next, go to FILE—>Export (As) from the pop-up menu next to FORMAT, choose “TIFF”. The TIFF Options dialog box will open. Select the following:
  3. Color Model: RGB
  4. Resolution: High (300 psi)
  5. Anti-Aliasing: None
- Image Compression: LZW
- \* this is a lossless form of compression that will save you a lot of space
  - Pixel Order: Interleaved (RBRGB)
  - Byte Order: IBM PC
  - ICC Profile UNCHECKED

*\*If you've done this correctly, you can go to Step 11 if you need to Color Index your file*

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## Format TIFF files Using Adobe Photoshop

6. The file resolution should be anywhere from 150 to 300 DPI.
  7. Make the color mode RGB by going to IMAGE—> MODE—>RGB.
  8. Flatten all layers by going to LAYER, then selecting FLATTEN IMAGE.
  9. Delete any added channels by going WINDOW—>CHANNELS then the channels palette will open. Select and delete any channels that were added other than the RGB, Red, Green and Blue channels
  10. Go to FILE—>SAVE AS, from the pop-up menu next to FORMAT, choose “TIFF”. The TIFF Options dialog box will open. Select the following:
- Image Compression: LZW
- \* this is a lossless form of compression that will save you a lot of space
  - Pixel Order: Interleaved (RBRGB)
  - Byte Order: IBM PC

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## Create Color Indexed Files Using Adobe Photoshop

*\*Not every file submitted to Design2Print will need to be color indexed. For the files that do these are the instructions.*

11. Make the color mode RGB by going to IMAGE, MODE, RGB.
12. Delete any added channels by going WINDOW, CHANNELS then the channels window will open. Select and delete any channels that were added other than the RGB, Red, Green and Blue channels.
13. Go to IMAGE, MODE, INDEXED COLOR. A window will ask to “Flatten layers?” Select OK.
14. The Indexed Color window will display. Deselect “Preview” and all other options should say NONE.
15. Under “Palette” select CUSTOM.
16. The Color Table window will open with a palette of 256 colors. You will need to clear out the palette. Start at the lower right corner, click and drag to the upper left corner and release.
17. “Select first color” window will display. Select pure white as your first color – the RGB value will be R:255 G:255 B:255 and hit OK. The “Select last color” window will then display. Select pure white as your last color. Hit OK. You now have a pure white palette.
18. To start selecting colors from the design, click on the top left color position in the palette. The “Select color” window will display. Move the cursor over the artwork and select your first color from your design. The color will appear in the “Color Table” window and select OK. You will be brought back to the “Color Table”. Continue to select all the colors in your design this way.
19. Once you have selected all the colors in the design hit OK in the “Color Table” window.
20. You will be brought back to the “Indexed Color” window. Now hit OK. Your design is now color indexed.
21. To check the colors included in your final indexed image go to IMAGE, MODE, COLOR TABLE and your color palette will appear.