Reducing File Size for Large-format Printing

When file size is an issue, the following steps may help reduce the size of your large-format file. Before performing any of these steps, remember to back up your original file and any linked graphics.

Use graphics of the correct size and resolution for your file. 150 pixels per inch (ppi) at full size (dimensions) is sufficient resolution for most posters, banners and displays. If the graphics in your project are set to a resolution above 150 ppi (at full size) either (1) resample each graphic to 150 ppi, or (2) export the whole file to .pdf with a compression setting of 150 ppi. NOTE: This applies to raster images only (photos, etc.) and not to vector graphics (line art, text, etc.) Contact Design Services if you need assistance with this.

Document setup. Build your project in full dimensions at 150 ppi whenever possible. This requires that you establish a custom document or paper size, depending on the software program you are using. Design Services is happy to provide assistance if you are unfamiliar with how this is done.

File format makes a difference. You may be able to reduce the file size by *exporting or saving your file as a .pdf.* For printing at Design Services, export your file for compatibility with Acrobat 9 and above. This will result in the smallest possible file size.

If you are building your project in...

PowerPoint:

1. Set the document dimensions to full size before laying out the project.

2. If possible, resize your images to full-size dimensions at a resolution of 150 ppi before you import them into PowerPoint (as opposed to resizing them within PowerPoint).

3. Try saving the file with a different name. This removes saved document history and can reduce the file size.

4. Export the completed project as a .pdf. NOTE: Carefully review the .pdf version of the file to ensure all the content exported successfully.

Photoshop:

1. Set the document dimensions to full size and the resolution to 150 ppi before laying out the project.

2. Save the file with a different name than your original file (to preserve the source file), then flatten the file (using the "Flatten Image" option under the "Layers" menu).

3. Save the file as a .psd, .eps or .pdf if possible. These formats will not rasterize vector art (including fonts). Saving in other formats will rasterize the entire file, which may result in larger file size and reduced image quality.

Illustrator:

NOTE: Using raster files (such as photos) in Illustrator may result in very large file sizes.

1. Set the document dimensions to full size and the raster-effects resolution to medium (150 ppi) before laying out the project.

2. If possible, resize your images to full-size dimensions at a resolution of 150 ppi before you import them into Illustrator (as opposed to resizing them within Illustrator).

3. Save the file with a different name than your original file (to preserve the source file), then flatten the artwork (from the Layers pallette). Select all unused colors and then delete unused colors (from the Swatches pallette).

4. Save the file as an .ai, .eps or .pdf.

Design Services is located in **Room 208 of the Elvey Building** (Geophysical Institute) on UAF's West Ridge.

Submit your poster online at: **http://www.gi.alaska.edu/admin/design/upload**.

Please call after submitting to confirm your file was received.

For assistance, call us at **474-7146**, or e-mail us at **design@gi.alaska.edu**