Proofing

1. Open the images that you plan to use on your calendar using Adobe Bridge.

2. Choose the Output tab along the top of the screen. This will open a new section of options along the right side of your screen.

3. First, set up the document. Choose letter size paper and make sure the resolution is 300 (since the images will be printed. Leave the orientation on portrait.

4. Now set up the layout. Typically for weekend assignments, ten pictures are all that is required. With that in mind, 2 columns and 5 rows will work perfectly. For the horizontal and vertical, enter .25 and .17 for the bottom, left and right but these can be changed as you see fit. Just remember, your logo needs to be at the top of your sheet, so you will want a large margin there. Anywhere from 1-2" should do it.

5. Under overlays, check both file name and extension. The font, color, and size aren't important to the process but can be changed to create a feel or continue a brand. Page numbers can be helpful if printing a large volume of pictures.

6. For this process, ignore headers and footers. If making web presentations, a playback is necessary, but for now, continue scrolling down.

7. If protecting your work is of interest to you, you can apply your logo as a watermark. Just check "Add Watermark" and choose foreground so that it covers the image. Check "Each Image" to apply it to all of the pictures. Customized text could be overlaid, or your logo depending on whether you check insert image or insert text.

8. To test the layout, click on the "Refresh Preview" button. In the preview area, you'll now see a how the number and settings has effected your PDF in the large window. If this looks good, move on.

9. Finally, make sure pdf is selected at the top of the options panel and then click save at the bottom right of the panel.
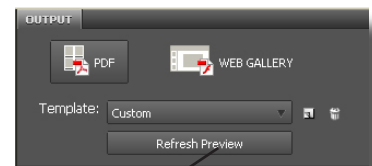
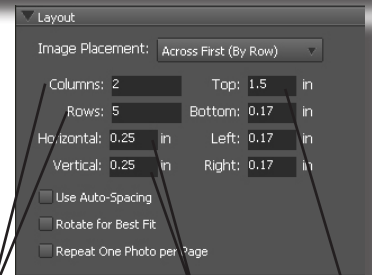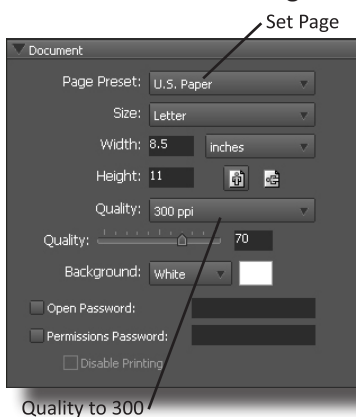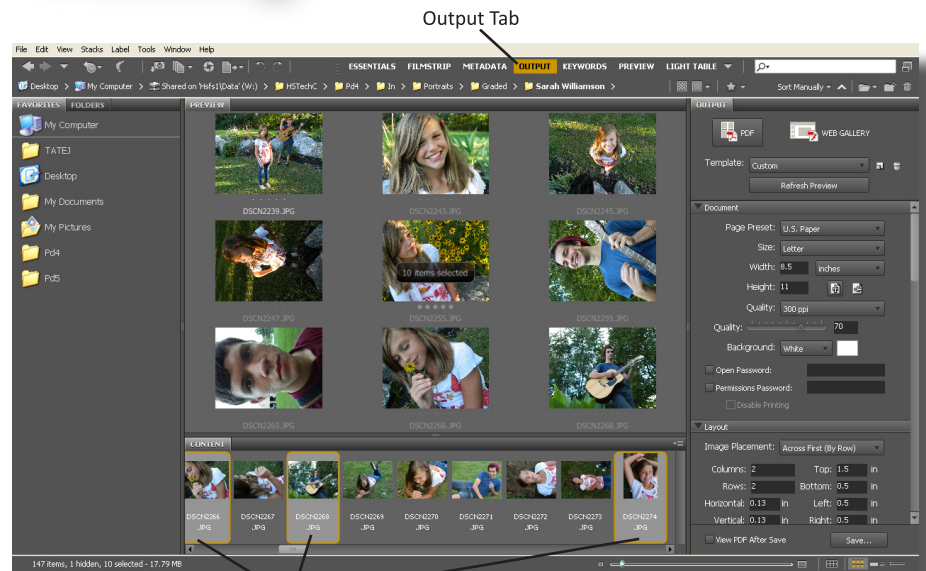10. Once the PDF is saved, open it in Illustrator

11. Once the PDF is open, open the vectored logo file. Now select all of the logo (Ssing the selection tool, click and drag a box over the entire logo. Upon releasing, the mouse, everything inside the box will be selected.)

12. To ensure that the logo stays together as one piece, choose Object group or Ctrl G to group the each part. Now once one part is selected, the entire logo will be selected.

13. Copy the selection by choosing Edit>Copy or holding Ctrl and pressing C.

14. Now go back to the proof sheet and paste the logo on it. Edit>Paste or Ctrl V will paste the logo onto the proof sheet.

15. The logo may need to be rescaled. Hold the Shift key and drag the edge of the logo until it's the correct size. If it needs to be repositioned, use the selection tool to move it.

Output Tab

Set Page

Select keepers

Document

Page Preset: U.S. Paper
Size: Letter
Width: 8.5 inches
Height: 11
Quality: 300 ppi
Quality: 70
Background: White
Open Password:
Permissions Password:
Disable Printing

Quality to 300

Layout

Image Placement: Across First (By Row)
Columns: 2   Top: 1.5   in
Rows: 5   Bottom: 0.17   in
Horizontal: 0.25   in   Left: 0.17   in
Vertical: 0.25   in   Right: 0.17   in
Use Auto-Spacing
Rotate for Best Fit
Repeat One Photo per Page

Set Columns & Rows   .25" each   Large top margin

OUTPUT
PDF   WEB GALLERY
Template: Custom
Refresh Preview

Refresh Preview

Hold Shift & Rescale the logo