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# HOW TO:

# UPLOAD THE POSTER AND MID TERM ASSIGNMENT

## EDITING CLASS 2026

BY ALARIC HAMACHER

HOW TO:

# UPLOAD THE POSTER AND MID TERM ASSIGNMENT

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The present book contains the instructions for completing the Mid Term Exam of the Editing class.

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Please follow these instructions carefully and contact me if you observe any errors or you have any questions.

# PROLOGUE

Communication and publishing are more important than ever. Good design can put forward strong ideas. The class of Image and video editing aims a providing the students with essential skills.

The first part of the class covers image editing using the open source software GIMP. Students will learn basic image manipulation techniques. They will learn how to create and export different sizes and image formats, how to work with transparency and layers.

As portrait retouching is an often requested topic, students will learn image manipulation using advanced techniques such as wavelet decomposition.

All lessons are closed by individual exercises.

The mid term assignment consists in the production of a poster in A2 format. The printing service companies generally do not accept jobs using RGB and raster images, instead PDF files in CMYK are required.

Students will learn the elementary handling of the open source desktop publishing tool Scribus, in order to process all the necessary steps in the pre-print process.

The following pages contain a step by step description of the final submission process.

# 1.
# ASSIGNMENT DESCRIPTION

Your assignment is the production of an A2 poster. You are **free to choose a content of your choice**. However, the poster should contain the following tasks and elements. Each task is evaluated with a maximum of 10 points each. The total maximum score for the assignment is 100 points.

1. Image Creation in GIMP
   Create original and creative image in GIMP. The final Poster is **A2 vertical with 300dpi**.
2. Add a human portrait Image (no animal portrait)
   Make a portrait photo or download a LARGE free portrait from google searching for creative commons (https://wordpress.org/openverse/) Convert the resolution and/or size to match the 300dpi of your poster. (Skin detail should be visible)
3. Remove and **replace** the Background
   Remove the background of the portrait. You can use feathering to soften the contour of your selection. Replace the background with a **new background**
4. Beautify the Portrait
   Beautify the portrait using the methods of your choice. **Avoid total blur, or pixelization**.
5. Add large Text
   Add a **large text** to your poster using a big font of your choice. Apply an effect of your choice to the font.
6. Scribus Document Creation
   Create a document in A2 format **adding 2mm on each side**. See the following instructions for more details.
7. QR Code Creation
   Create a QR code with the following information: your student ID number and the Year of this class.
8. Colorspace Transform
   Select the correct colorspace CMYK for the output.
9. Fonts and Marks
   Transform all fonts to outlines. Make sure all marks (bleed, crop, etc) are **unchecked**.
10. Print Order
    Upload the final PDF file to Redprinting. Upload a backup to lab3d.kw.ac.kr and upload a **small** screenshot to KLAS.

Please see the following pages for more detailed instructions.

# 2.
# SCRIBUS DOCUMENT CREATION

Scribus is an open source software for desktop publishing. It is aimed to provided all necessary functions for the creation of professional documents such as books, flyers, posters, leaflets, etc.

The software is free of charge and can be downloaded at this address:



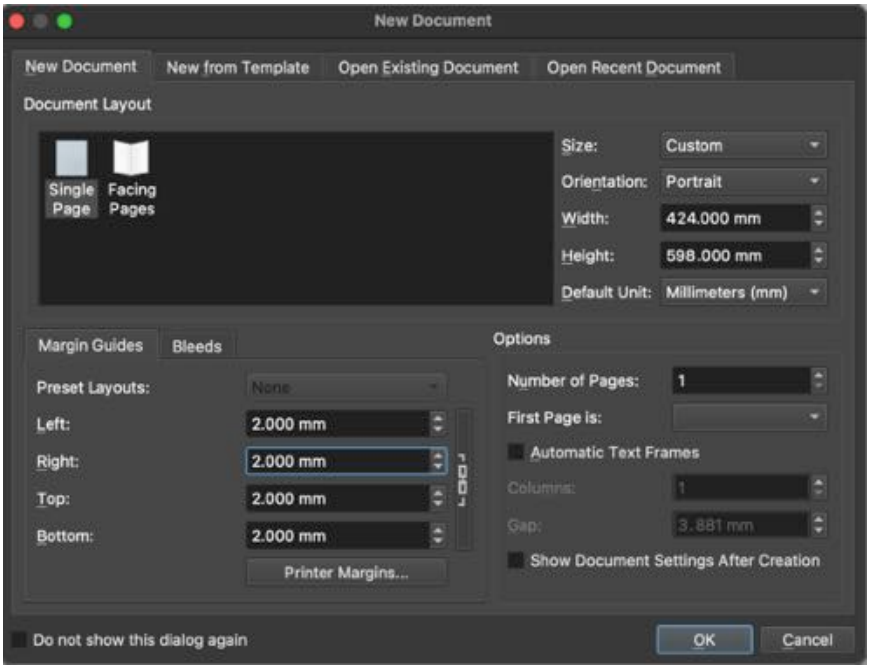
https://www.scribus.net/

The software can be installed on Mac, Windows and Linux. Please download the **latest stable version**

**Mac users additionally might have to install python**
(https://www.python.org/downloads/).

**Windows and Mac users also need to install Ghostscript**
**Windows:** NU Affero General Public License before installing Scribus
(https://www.ghostscript.com/releases/gsdnld.html).
**Mac**: use Homebrew:
https://formulae.brew.sh/formula/ghostscript
**Detailed information for Mac OS:**
https://gooddyna.weebly.com/scribus-for-os-x.html

The following steps assume that some raster images have been created with another software tool. A scribus document will be created to hold multiple elements together and to create a final output for print. When the software is initially started a large document settings windows offers a choice of multiple presets. Standard formats that are used often such as recent documents are displayed.




Please select custom format from the Size Menu and add 4mm to the width and 4mm to the height of A2 document size. These are the 2mm extra space needed for the printer to cut the paper to the right size. This border of 2mm on every side will disappear in the final document.

The working size of the document is custom: 424mm by 598mm. In order to see the real size of the page change the margin guides to 2mm on every side. This will allow you to see the final format of your poster. Select OK to create the document with these settings.

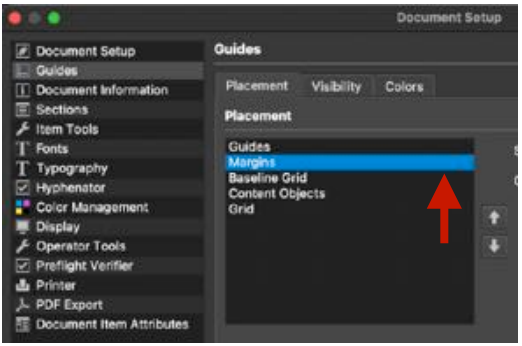
# 3.
# SCRIBUS CREATE IMAGE FRAME

Scribus is a desktop publishing program. A page can contain multiple frames that can accommodate different kinds of contents. There are frames for images, for text and also for dynamically created content.

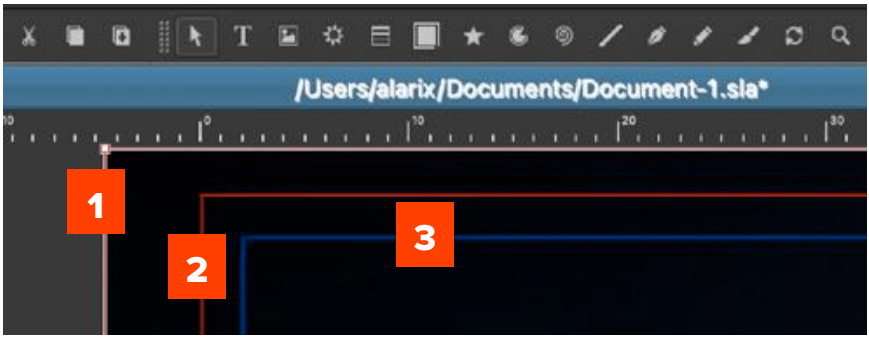
In order to place a raster image in our document we need to create an image frame first: Select the **image frame** symbol in the menubar on the top and draw a box on your page.



The image frame can be larger than the page. You can look at the margin guides to see your final format. If the margin guides are not visible, because they are behind the image frame, you can **change the order** and color of the margins and guides in the **document setup** (File menu, Document Setup, Guides)

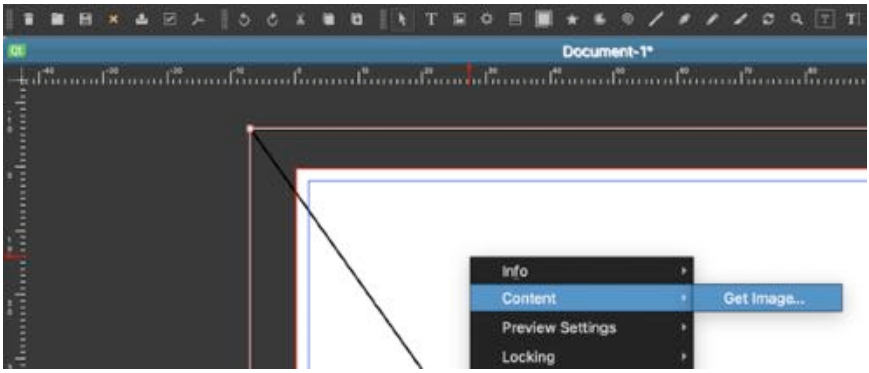


This setting will show you in red the limit of your document, and in in blue your margin color the real size of the document after cutting.



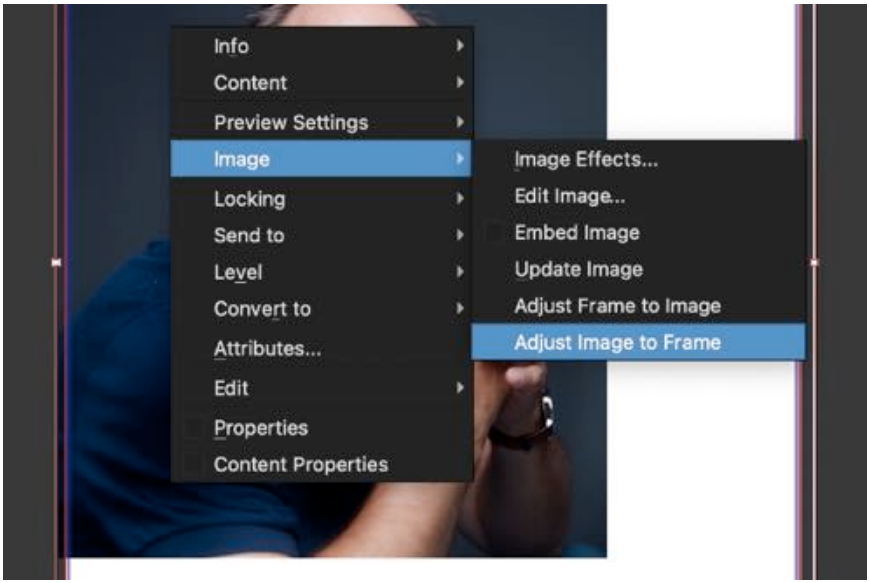

1 shows the border of the image frame. 2 shows the limit of the pdf document (working size) 3 shows the final size of the document **after cutting**. Everything outside of 3 will be cut of and disappear during the printing process.

In order to fill the image frame with a raster image you can either double click on the frame or select get file by the right mouse click.




If your image is too small or to wide you can scale and adjust it to the size of your frame. Or you can do the opposite. To stretch the image to the size of the image frame. Select

the image frame and with the right mouse click chose the image menu and the option: adjust image to frame.

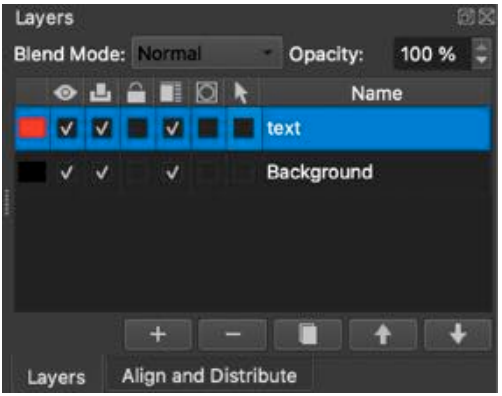



If the proportions do not match the size of you document, you might need to adjust the frame to cover the whole document. Select the image frame at the borders or corners to resize it to the size you wish.

# 4.

# SCRIBUS CREATE TEXT FRAME

Text frames are boxes for floating text. Imagine this like the columns of a newspaper or the many pages of a book. A page can hold multiple text boxes. For example a big one for a title, or one and many smaller ones for text, descriptions or captions. Each box can have their own setting for the font, the line spacing and the color. Multiple boxes can also be placed on top of each other. As in Gimp or most image manipulation programs you can work with layers. To place a new text box on the background with your image, please create a new layer by pushing the plus (+) button on the bottom of the layer viewer.

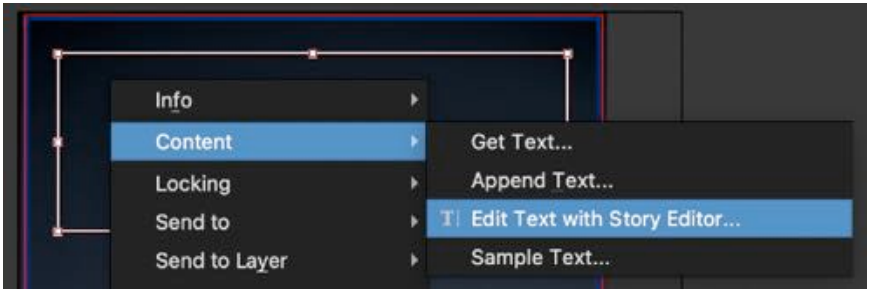



Once you have completed a layer and you wand to avoid any accidental misalignments you can check the checkbox with the lock to lock the layer. The frames you create are

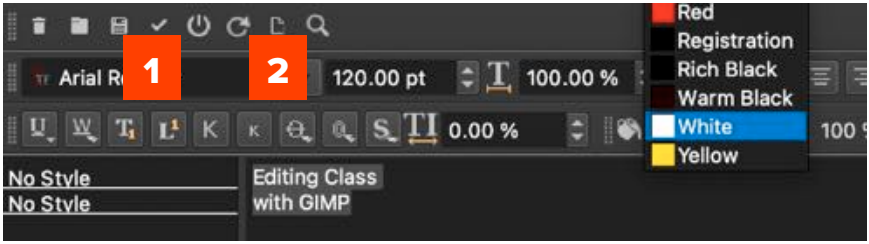
added yon the layer you selected. Please be careful to select the appropriate layer.



Select the text frame tool and draw a box, where you would like to place your text frame. To enter some text you can right click on the text frame and chose content open with story editor




In the story editor you can enter the text you would like to see in your text frame. Make sure you select first the text you want to change when you want to modify the font, the size or the color.

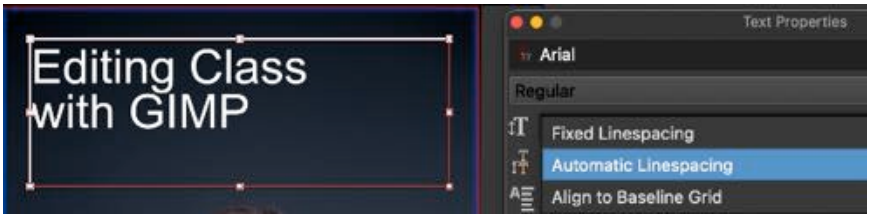



In the small menu the check button (1) is to update the text frame and close the story editor. The little file button (2) only updates the text frame.

# FONTSIZE AND LINE SPACING

The default font size setting is 12pt. This is very small on a A2 poster. A typical headline like in our example has a fontsize of 120pt.

If you create multiple lines, you will see that the line spacing is not adapted automatically. To change the line spacing automatically with the fontsize right click on the text frame and chose the option content properties: The second line allows you to set the line spacing to automatic.

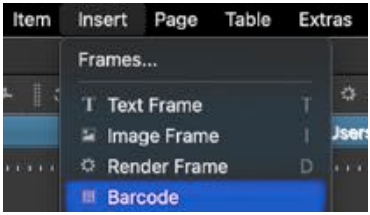


# 5.
# SCRIBUS CREATE BARCODE

Barcodes are very often used in printed materials. You will find ISBN numbers on the back of each book. On posters you often can see QR (Quick Response) Codes that contain a link to a website. Scribus has an easy built in function for creating a large number of bar codes.

Before adding a new barcode element to the document, create a new layer in the layer viewer. Lock the other layers to avoid accidental displacement.

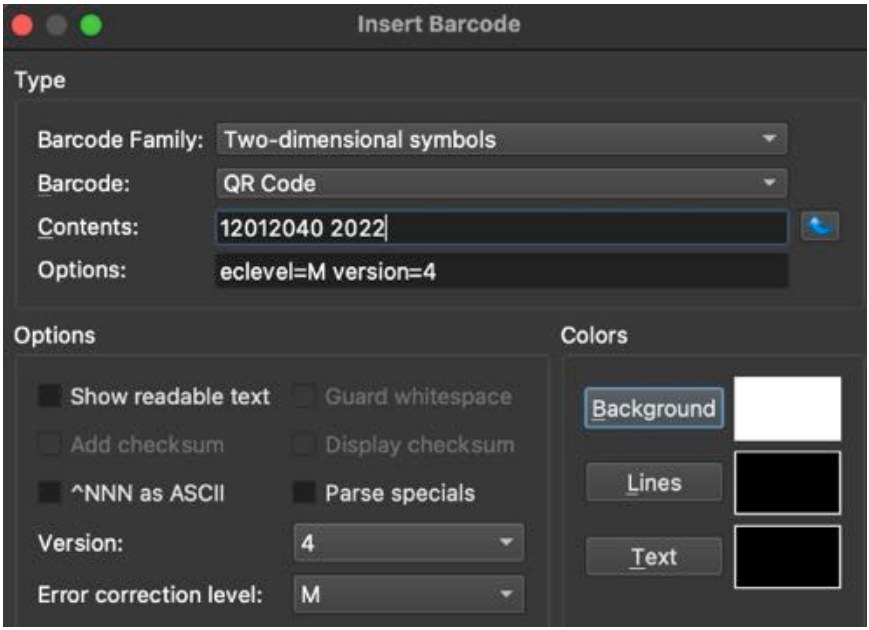
Select the barcode option form the insert menu.




A new window will open. You can chose different types of bar code families. In our example we wand a two-dimensional barcode using the **QR-code** format version **number 4**.

The default value for the contents is a link to google. You can change this to any alphanumeric value. For the purpose of this assignment please enter your student ID number followed by the year of this class.

Example: 12012040 2026




The bottom of the window shows a small preview. You can test if the generated barcode is really showing the desired output. After confirming with OK you can place the barcode on the **bottom left** of the poster. Leave it in the default size or change it to any size **between 1 and 3 cm.**

The layer margin help you to position the QR code safely near the page border:

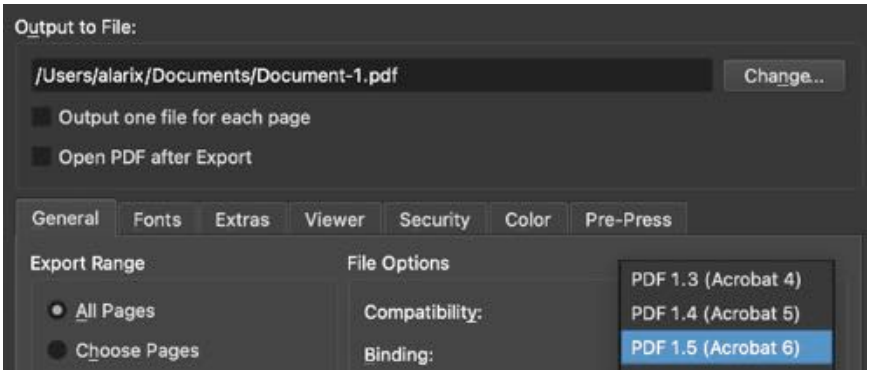


# 6.

# SCRIBUS EXPORT PDF FOR PRINT

The purpose of using Scribus it to create a printer compliant PDF file. A few steps are necessary to make sure the file is conform for creating a successful print job.

From the file menu select the option Export and save as PDF. This will open the export window with the most important settings.




The first tab contains the general options. Please make sure your filename and saving location is correct.

# PDF VERSION 1.5

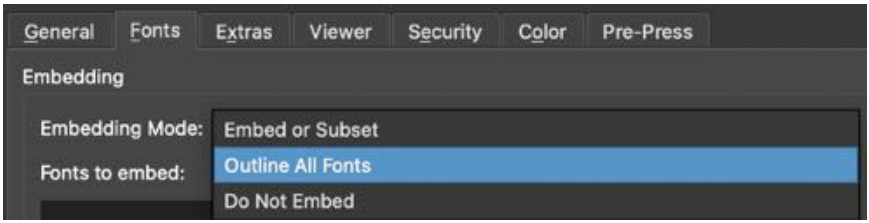
As the printer requires PDF version 1.5 please select the correct PDF compatibility. Set the value to PDF 1.5 (Acrobat 6)

This option is generally provided by the printing service company to insure the files and jobs are in a compatible format.

Please move forward to the next tab called fonts. To insure different fonts we use are rendered correctly we have to select the correct font setting.

# OUTLINE ALL FONTS

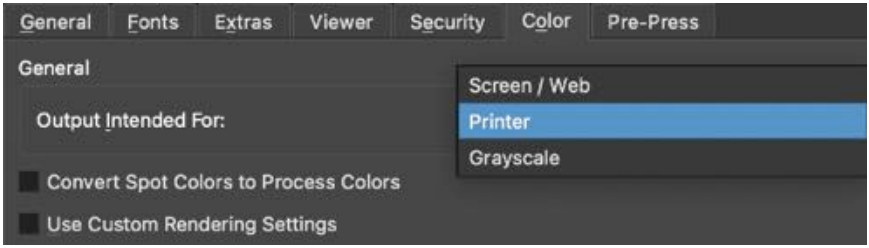
For the export to the printer we do not want to reference any font files nor include them in the document. Instead we want all fonts to be converted in to vector graphics and lines. Please select the option: outline all fonts.




After this is set, please move to the color tab. In this section we can convert the document to the correct color model.

# OUTPUT INTENDED FOR PRINTER

You have the option for the RGB color model web/screen or printer. In our case we want the CMYK color model that is used for printing. Please make sure that this setting is set to printer.

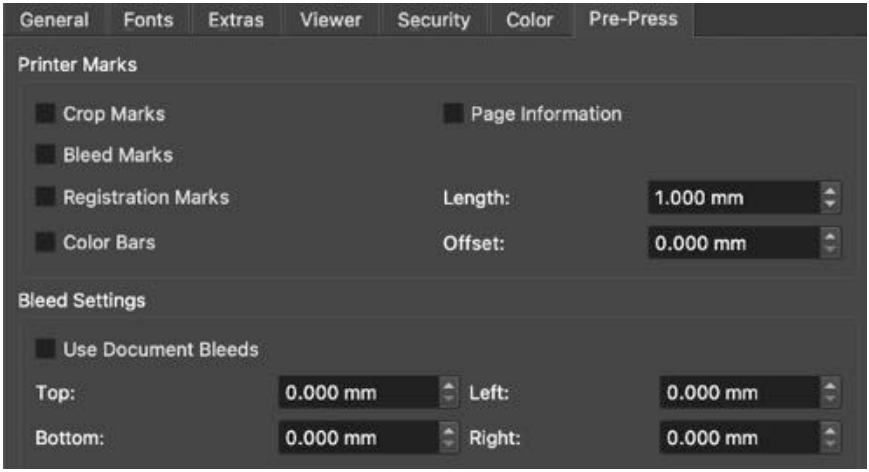



We are almost ready for the export. Please proceed to the last tab Pre-Press. Verify that all options are unchecked. We do not want any printer marks. These can sometimes be

required by some printing service companies. In our case the two millimeter we added around the cutting size are enough.

# NO PRINT MARKS, NO BLEEDS

Please make sure that no option is checked on this tab.




After these settings are all confirmed you can proceed with the export. Depending on the complexity and size of the document your export can take a certain amount of time. Several progress bars indicate the progress bar of the export process.

If you open the created document with a PDF viewer you should be able to verify the settings are correct.



Congratulations. You completed the PDF your are ready for the final step the upload to the Printer.

# 7.

# UPLOAD AND PRINT ORDER

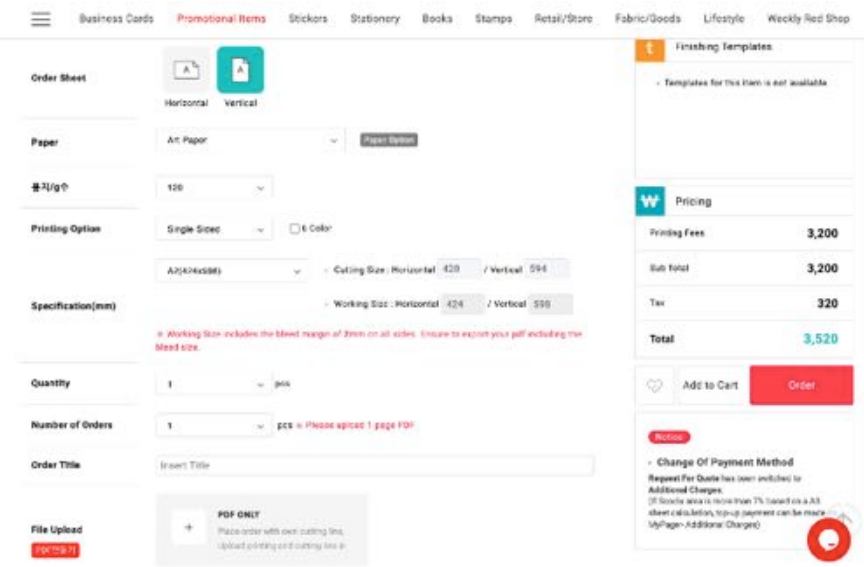
In order to complete the assignment a final step is necessary: you need to place an order for printing your PDF file in the shopping cart of the printing service company.

Please use a browser to visit the following website:

https://www.redprinting.co.kr

Please use the following credentials to log in for the purpose of this assignment.

# LOGIN TO WEBSITE



The username for this exercise is: studentprint. The password is: GIMP123*

On the top right side you may change the language to your favorite language. Please find the section promotional items and select the paper poster.

# ORDER OPTIONS

In order to complete the assignment correctly please select the following options:

| | |
|---|---|
| Order Sheet: | Vertical |
| Paper: | Art Paper |
| Paper Weight: | 180g |
| Specification: | A2 (242x598) |
| Printing Option: | Single Sided |
| 6 Color: | NO |
| Quantity: | 1 |
| Number of Orders: | 1 |

# ORDER TITLE

As the Order Title please enter your student Number, your Name and the year of this class.

Example: **12012040 하마처 2026**

# UPLOAD PDF

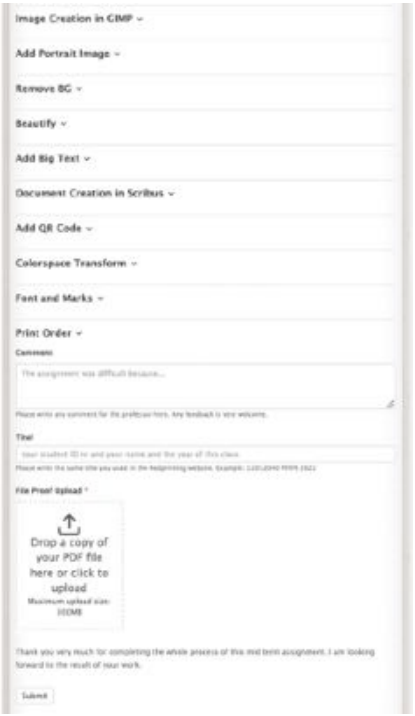
Now you have selected all the appropriate options you are ready to upload the PDF file you created. Eventually only a very last step is necessary:

# ADD TO CART

On the right side of the page add your the order for your assignment to the shopping cart. After this you may log out.

# BACKUP AND CHECKLIST UPLOAD

As a security and check list. Please complete a **backup** of your PDF file to the website lab3d.kw.ac.kr using your personal login and password. (https://lab3d.kw.ac.kr/?page_id=1733)




1.Create an image document in GIMP. The final size of the Poster has to be A2 with 300dpi in resolution.

2.Make a portrait photo or download a LARGE free portrait from google searching for creative commons (https://wordpress.org/openverse/) Convert the resolution and/or size to match the 300dpi of your poster.

3.Remove the background of the portrait. You can use feathering to soften the contour of your selection.

4.Beautify the portrait using the methods of your choice. (clone, heal, wavelet decomposition, etc.)

5.Add a large text to your Poster using a big font of your choice. Apply an Effect of your choice to the font. (for example one of the following distort, drop shadow, colorize, transparency)

6.Create a document in A2 format adding 2mm on each side. The Document size is: horizontal 424mm and vertical 598mm. Set the margins to 2mm on each side to see the final size of the poster.

7.Create a QR code with the following information: your student ID number and the Year of this class. Example: 12012040 2022.

8.Place the QR Code on the bottom left side of the Poster. Approximately 1cm from the border. Make the size of the QR code between 1 and 3cm large.

9.Select the correct colorspace CMYK for the output for PRINTING.

10.Transform all fonts to outlines. Make sure all marks (bleed, crop, etc) are unchecked.

# UPLOAD A SCREENSHOT TO KLAS

The very last step is to confirm the completion of the assignment on the university website in KLAS. Please go to the assignment section and upload a screenshot or **small version (max 1MB) of your assignment to KLAS.**

Deadline for uploading to the printer is: 2026.OCT.29.
END OF THE DAY



# ABOUT THE AUTHOR

Alaric Hamacher is Professor at the Kwangwoon University. He teaches VR XR and stereoscopic 3D. As well as History of Future and Innovation and various film production and post production classes.