# To save Narratopia cards from Word to PDF to PNG for printing at thegamecrafter.com:

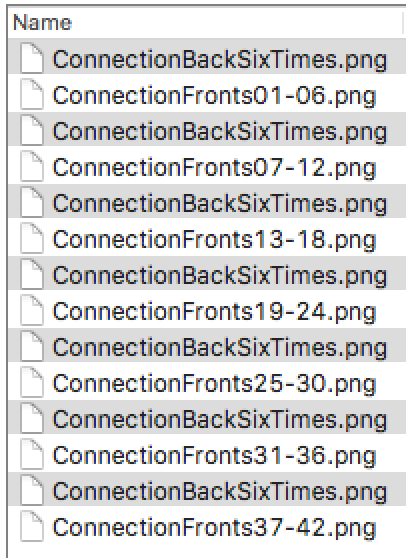
1. Have the cards in Word, one per page.
2. Set the card front image as a watermark, just to set the text indents so they look good, then remove it again.
3. File - Page Setup - Format for: Adobe PDF 8.0. Paper Size: Poker sized card (2.5 x 3.5 inches). You have to do this every time, it keeps putting it back.

*NOTE: Formatting for PDF is no longer working. It has to do with the new Mac OS version. Choose format for “Any Printer” instead. But you probably still have to do it, or you won’t get a 2.5x3.5 card.*

1. Save as PDF.
2. Open PDF with Adobe Acrobat Pro. Check to see it's correct. The file should open with magnification at 267%. If it’s a smaller number the page size might not be correct.
3. Add card front as watermark. It must be a JPG, Acrobat won’t read a PNG.
4. Set the watermark size as 100%, and place it behind the text.
5. Create a folder to put the PNG images in.
6. File – Export – Image – PNG. On file (folder) choice window, click Settings. Make sure the settings are:
   1. Interlace: None
   2. Filter: None
   3. RGB: Embed Profile
   4. Colorspace: Color: RGB
   5. Resolution: 2400 pixels/inch
7. It will write out all images.
8. Create a folder under the folder where you put the PNG files, called "resized".
9. Open Photoshop Elements.
10. File - Process Multiple Files
11. Choose Source as the folder with the PNGs, Destination as the resized folder. Check Resize Images (under Image Size). Put in width 825 pixels and height 1125 pixels (for poker sized cards). Resolution 300 dpi. Click OK, wait for Photoshop to resize all the cards.
12. Check and upload.

# To create Print and Play version of Narratopia:

## Cards – for each card type (connection, question)

1. Make a card front image with the cut line on it. Save it (page) to a PNG.
2. Convert the PNG to a JPG with Preview. (Because Acrobat won’t read a PNG).
3. Open the cards PDF (which you saved from Word) with Acrobat Pro.
4. Replace the normal (non-cut-line) watermark with the cut-line watermark. (This is so people can see where to cut the cards to the right size.)
5. Write out all the pages of the PDF as PNGs, following the instructions in the above part (File – Export – Image – PNG). Make sure you keep the same settings as in those instructions. **Don’t resize the PNGs**.
6. Save a PNG of the card BACK with the cut line on it.
7. Make FIVE copies of that file.
8. Select them all and go into Photoshop Elements.
9. Do File – Contact Sheet II. Current Open Documents. 8x10 inches. 300 pixels per inch. Place across first. 2 columns, 3 rows. Rotate for best fit.
10. Save that file as a PNG.
11. Delete the five extra copies of the file.
12. Now go through the generated front images, six at a time, and do Contact Sheet on each set. **ROTATE the generated file** 180 degrees. This is to make it match the card backs when people print double sided. Name the generated PNG files QuestionFronts01-06.png and so on. Be careful not to miss or repeat any cards. Close All after each batch.
13. When you have generated all of the card front files, open them all in Preview to make sure they are all turned the same way. (You can also rotate them in Preview, or in Acrobat.)
14. Open Adobe Acrobat Pro. Choose File – Create PDF – From Multiple Files.
15. In that window, click Add Files, then choose the six-times-card-back file, plus all of the card-front files.
16. You need to have the card back PNG in there SEVEN times, once before each page of card fronts. This is so people can print double-sided cards. I can’t find any way to speed this up. You just have to add the same file seven times (and it forgets the directory each time). It should look like this:
17. 
18. Save the generated PDF file as “Narratopia [Question or Connection] Cards.pdf.”
19. Print at least the first two pages of the file double-sided. Hold the page up to the light to be sure that the two sets of cards are perfectly on top of each other.

## Mats

For the 2x10 mat, make two extra copies of the PNG file (of the cut version of the mat), then do Contact Sheet II with three columns and one row, 8x10 inches, 300 pixels per inch. Do NOT use the “turned” version of the mat, use the vertical version, because you want them to be 2x10 inches. But make sure you use the “cut” version of the files, not the version you send to TheGameCrafter.

For the 8x8 mat, do Contact Sheet II with only that ONE file (the cut version). Make sure it is set to 8x10 inches. Have 1 row and 1 column.

Save BOTH of these files as Photoshop PDF (with no compression), so you can insert them in the total PDF.

Open Acrobat, add one copy of the 8x8 mat and TWO copies of the 2x10 mat (to print six of them). Save as “Narratopia Token Mats.pdf.”

## Forms

1. Copy the two (front and back) cut versions of each form to a new folder. (Always copy the files so you don’t mess them up.) Using Preview, **rotate** each of these files so it’s readable.
2. Start with the story form front. Make three more copies of it. Open all four copies in Photoshop. Do Contact Sheet II, **7x11** inches (NOT 8x10), 2x2, Rotate for Best Fit. Save this as a PNG.
3. Delete the extra copies.
4. Do the same thing for the story form back.
5. Go to Adobe Acrobat. File – Create PDF – From Multiple Files.
6. Add Files – your front and back files. Create the PDF file.
7. **Rotate the second page 180 degrees.**
8. Save the PDF file as “Narratopia Story form.pdf”
9. Repeat this entire process for the game form.
10. Print the file double-sided. Hold the page up to the light to be sure that the two sides of the forms are perfectly on top of each other.
11. Make sure you put a copy of the story form (front and back) as an after-purchase downloadable in the NON print and play version of the game.

## Tokens

1. Go back to your original token Inkscape files and save PNG copies of each side (icon and text) with the cut line showing, by selecting the cut line and **saving the selection**. (Make sure all the cut lines have the same thickness.)
2. Open each PNG file and remove the areas outside the circle. Do NOT remove the circle itself. You should end up with 10 circle files with black lines on the outside of the circles (of equal thickness).
3. Select all the files for one side (icon or text) and open them in Photoshop.
4. Do Contact Sheet II, 8x10 inches, 5x8. This will make one row of images. Make sure you tell it NOT to flatten the layers this time.
5. If this the text side of the file, you have to **rearrange the order** of the circles so it is the **OPPOSITE** of the order in the icon side. You do NOT have to turn the circles upside-down.
6. Drag the left and right circles to the very **edge of the space**. Make sure they are exactly at the edge, because this file has to match the other file. Align the circles vertically on center and distribute them equally horizontally.
7. Select all five circles. Hold down the Option key and drag to create seven more copies of the five circles, running vertically down the empty space. Do not merge the circles into one layer. You need them all to be separate. As you copy circles, snap the top of each new layer of circles onto the bottom of the previous layer, so there is no space between them. Do NOT snap the lowest row onto the bottom of the page.
8. Save the file as both a Photoshop format file (to preserve the layers) and a Photoshop PDF format.
9. Open Acrobat. Do File – Create PDF – Multiple Files. Select the icon and text PDF files. Save the combined PDF file.
10. Print the file double-sided. Hold it up to the light to be sure that the two sets of circles are perfectly on top of each other. Check that the colors and icons match as well.
11. Save the file as Narratopia Tokens.pdf.

## Box

1. Go into your PNG file for the box TOP. Select the area that will be on the face of the box top. Copy and paste into a new document called “box top face.png”.
2. Open that document in Photoshop. Do Contact Sheet II with 8x10 but only one image (1x1). Save that file as a PNG. Call it “box top face 8x10.png”.
3. Do the same thing for the box bottom face.
4. Now go back to the box top PNG file. Copy out one of the longer sides of the box. Save it as a PNG called “box side larger.png”.
5. Copy the smaller side of the box to “box side smaller.png”.
6. Go into Photoshop and create an EMPTY 8x10 300dpi white file.
7. Open “box side larger.png” in Photoshop. Select All, then paste into the white 8x10 file. Resize the image so it fits vertically.
8. Hold down Option to make a second copy of the larger box side. Space it out so people can cut it out.
9. Open “box side smaller.png” in Photoshop. Select All, then paste THAT also into the white 8x10 file. Resize that image so it is the same WIDTH (not height) as the “box side larger” image.
10. Make a second copy of that one too. Space all four of the images out on the page.
11. Save that file as “box sides 8x10.png”.
12. Open Acrobat Pro. Do File – Create PDF – Multiple Files. Select the top face 8x10, then the bottom face 8x10, then the sides 8x10, files. Save the combined PDF file as Narratopia Box Labels.pdf.

Test all of the PDF files, then add the instructions (for the game and for the print and play), then upload all the files.