

## RECOMMENDED SOFTWARE

- Adobe Illustrator
- Adobe Photoshop

Available in Rooms 301, 401, 402, and the VRC. Other software can be used but your final design must be exported as a .PDF or .Ai file.

## PLAN AHEAD

Matte board is available to prototype your designs. Ask about materials in the VRC. Material fees will be charged to your Bursar account.

The laser cutter can engrave and cut:

- Wood
- Coated Metal
- Paper
- Plastic

## APPOINTMENTS

Two appointments are required:

### 1. Consultation

- A 15 min consultation is required to determine correct specifications & print time before you can schedule a laser cutter appointment

### 2. Laser Cutter

- Laser cutter appointments to be made at least 24 hours in advance
- Laser Cutter turn around time is a minimum of one full business day from date of appointment

## FILE REQUIREMENTS:

- Name files: Lastname\_Filename
- Document needs to be in RGB
- Maximum dimensions 24" x 18" x 1"
- Check that your file is at full size / 1:1 scale
- Vector cutting lines need to be a black .001 pt stroke
- Leave 1/4" margins when you place your artwork on the template artboard, keep everything clear of the hatched 1/4" margin