

# LARGE FORMAT PRINTER



## PLAN AHEAD

- Before your appointment have all images completed and ready to print
- Include crop marks if required and check your spelling
- Make sure you have met all the image requirements listed below
- Ask for help if you have questions

## APPOINTMENTS

- Printing sessions are scheduled in 1/2 hour time blocks. Additional time blocks may be required for larger files.
- Make your appointment in person at least 30 minutes in advance. Please cancel at least 24hrs in advance.
- Roll paper appointments are from 9:00-11:00AM.
- Fine art paper appointments are from 1:00-4:00PM. Fine art papers are available – talk to us prior to your appointment

## FILE REQUIREMENTS:

### Format

- Recommended: .PSD(photoshop), .TIFF, .JPEG2000
- 300 dpi or higher
- Resolution at least 300 dpi
- Mode CMYK (not RGB)
- Crop marks: Save Illustrator file as PDF, check crop marks in print dialog box
- Print layout canvas size in Photoshop max 44" x 30" with .5 " border

## FEES

- Printing Fees will be charged to your BURSAR account.

Ink: \$4.22/ sq ft  
Roll Paper: \$1.92/ ft

- Students are allowed one free print (22" x 30" or smaller) each semester.
- Files to be printed may be dropped off ahead of your appointment and picked up later.