

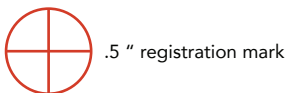
# PRINT & LASER COMBINATION

Paper size must be trimmed down to fit inside the laser cutters tray (maximum dimensions shown in diagram)

All images must reside within the image area to prevent the laser from damaging the equipment (.25" within cut down page space)

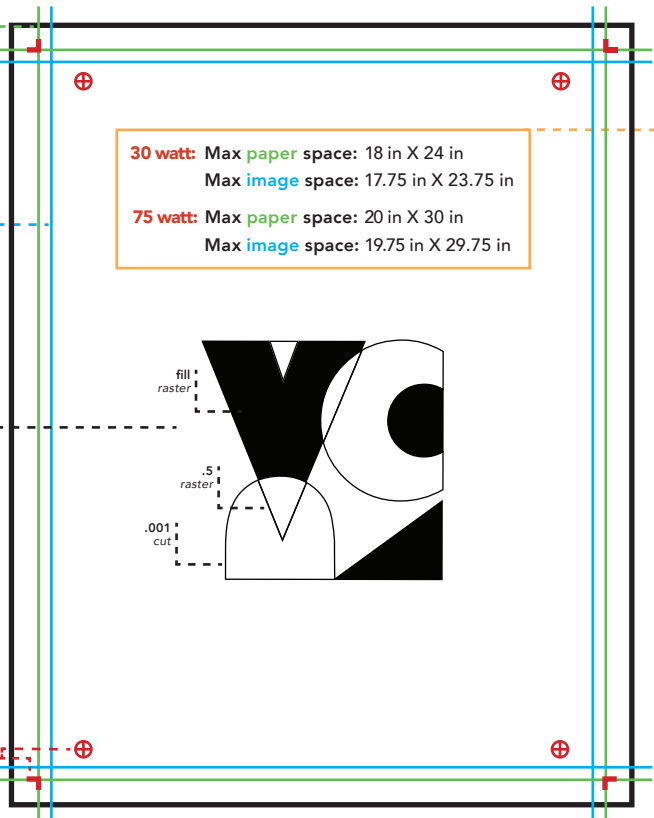
Cut line must have a weight of .001pt and no fill. Raster shapes need to have a fill or line weight above or equal to .5pt

Registration marks need to be included in **Illustrator file** within image area, pdf must be saved with cropmarks.



**30 watt:** Max paper space: 18 in X 24 in  
Max image space: 17.75 in X 23.75 in

**75 watt:** Max paper space: 20 in X 30 in  
Max image space: 19.75 in X 29.75 in



The total image and print area allowed depending on the lasercutter being utilized for the cut. 30 watt settings for VAA and 75 watt settings for VRC.

## REQUIRED BEFORE USE

- Make sure your artwork is centered.
- The images or solid fills on the back of artwork must have .25" bleeds.
- Save Illustrator document as a pdf with crop marks (see diagram above).
- Export InDesign document as a pdf with crop marks (each page/spread must be saved with its own crop marks)
- Registration marks must be on the document before printing.
- Multiple artboards can be printed on the same sheet of paper as long as they have their own crop/registration marks and do not exceed either width or height requirements of the laser cutter.
- Do not make changes to Illustrator document between printing and laser cutting.
- In Illustrator, separate layers are required for your printed images, registration marks, and cutlines (line weight .001).

## PLAN AHEAD

- Schedule early and review / follow the handout.
- 15 minute consultation is required before printing.
- Bring physical mockup and files to show VRC staff.
- Ask staff for help.

## PRINT & LASER

Two appointments are required for double sided printing and prints that will be laser cut:

### 1) Consultation

- A 15 min consultation is required to determine specifications, layout, and mockup before a print appointment and / or laser cut appointment.

### 2) Appointment

- Double-sided prints and prints to be laser cut will be scheduled during consultations.
- Students will work with VRC staff using their mockup and correctly formatted file to print.

After the consultation we will schedule your print and lasercut appointment.

## PRINT & LASER APPOINTMENTS

Monday - Friday  
9a - 11a & 12p - 4p  
Monday & Thursday  
6:30p - 8p

## OPEN

Monday - Friday  
8a - 5p  
Monday & Thursday  
6:30p - 8:30p

405.744.6017  
osuartvrc@okstate.edu



# LARGE FORMAT PRINTER & CROP MARKS

## EQUIPMENT

- 44" Epson Stylus Pro 9900
- 44" Canon Pro 4000
- 24" Canon iPF6450

## 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.
- Mockups are required for double sided prints and prints to be laser cut.
- Ask for help if you have questions.

## APPOINTMENTS

- Printing sessions are scheduled in 30 minute time blocks.
- Make your appointment in person in advance. Please cancel or reschedule as soon as possible if you will not be able to make your appointment.

## FEES

- Printing Fees will be charged to your BURSAR account.
- Students are allowed one free print each semester. (up to \$20 off ink area)

## FILE REQUIREMENTS:

### Format

- .PDF with crop marks
- Resolution at least 300 dpi
- Mode CMYK (not RGB)

## ADDING MARKS IN ILLUSTRATOR & INDESIGN

1. Go to "File" and select "Save As"
2. In the "Format" window select "Adobe .PDF" and check the box beside "Use Artboards"
3. Next, change the "Adobe .PDF Preset" to "High Quality Print" at the top of the window
4. Finally, under "Marks and Bleeds," select "Trim Marks" to give the file crop marks and click "Save .PDF"

## ADDING MARKS IN PHOTOSHOP

1. Save as "Photoshop .PDF"
2. Open your Photoshop .PDF in Illustrator
3. Use instructions above to save as a .PDF with crop marks

## 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.

## PRINTING FOR DOUBLE SIDED & LASER CUT

Two appointments are required:

### 1) Consultation

- A 15 min consultation is required to determine specifications, layout, and mockup before a print appointment and / or laser cut appointment.

### 2) Appointment

- Double-sided prints and prints to be laser cut will be scheduled during consultations.
- Students will work with VRC staff using their mockup and correctly formatted file to print.

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9a - 11a & 12p - 4p  
Monday & Thursday  
6:30p - 8p

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