# IMAGEPRESS
## *COLOR LASER PRINTER INSTRUCTIONS*

1. **Create your document at print size: ideally 300dpi, at final output dimensions**
2. **Name your file(s), using [appropriate file naming conventions](#)**
   **e.g. BKnowles_ticketmaster_11x17_July42021.pdf**
3. **Save your document as one of these file types:**
   a. **PDF**
   b. **TIFF (be sure to flatten/merge your layers and save as a copy)**
   c. **[Packaged InDesign Folder](#) (must include the entire folder with all fonts/images etc)**
4. **If you have multiple files, place them in a folder (folder name = your name/username)**
   *note* *If your folder is too large to attach to an email/upload quickly, please compress into a .zip file*
5. **Upload or attach folder/file(s)**
   a. **Service Bureau Dropbox Server: Finder>Go>Connect to Server>sbdropbox.mcad.edu**
      **Drop file into the ImagePress Folder**
   b. **Google Drive (turn on sharing permissions so we have access to edit)**
   c. **Attach smaller files directly to your email**
6. **Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.**
7. **Email the completed order form, with any attachments, to sbureau@mcad.edu**

- Once we receive your file and order form, we will get started prepping your files to print
- Please allow up to 24 business hours for the job to be completed, for bulk orders please allow up to 5 business days. See our [Turnaround Times KB article](#) for details
- We may have questions, or run into issues while printing, please keep an eye on your email as we will contact you there if we need any additional information
- Once your job is complete, we will charge your PaperCut account/department listed on the order form (please ask for a quote in your email order if necessary prior to printing)
- We will bag your print job and place it on the Pick Up shelf outside of the SB
- You will receive an email when the job is complete
- See Knowledgebase and sample booklets for Paper Types we have available.
- You may use your own paper (we may ask to see a sample before approving it to print) just let us know in your email when you will be dropping it off, and be sure to label the package with your name.
- If these prints are going to be bound into a book/booklet, you will need to fill out a Finishing Order Form in addition to this one, please be sure to communicate that with us prior to printing.
- If you would like to set up an appointment to discuss your project, just email us and we will set that up!

# EMAIL FILE/INFO AND ORDER FORM TO: SBUREAU@MCAD.EDU

Name:

MCAD Username:

Charge to:

**NEEDED BY**

Date:

Time:

*Upload your folder to the sbdropbox server/ImagePress Dropbox, or share via google drive.*
*Email this order form to sbureau@mcad.edu along with any additional information.*
*Please make an appointment if you need more guidance, or would like to explain your project further.*

File/Folder Name:

Page Count:

Page Size:

Quantity:

Paper Type(s):

☐ Color

☐ B&W

☐ Single-Sided

☐ Double-Sided { ☐ short edge / ☐ long edge }

☐ Scale to fit

☐ Image Alignment
*\* required for double-sided prints if we are trimming and/or binding \**

## NOTES

☐ Book Binding *(please fill out finishing order form)*

*Please pay attention to our standard turnaround times.*
*All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.*

| TOTAL SHEETS | TOTAL PRINTS | FINISHING | TOTAL COST | PAID? |
|---|---|---|---|---|
| | COLOR | | $ | |
| | B&W | | | |