

# PLOTWAVE B&W

## LARGE FORMAT LASER PRINTER

### INSTRUCTIONS



1. **Create your document at print size: ideally 300dpi, at final output dimensions**  
*\* include any necessary borders or crop marks in your file\**
  2. **Name your file(s), using [appropriate file naming conventions](#)**  
e.g. BKnowles\_mapofworld\_24x36\_aug52021.pdf
  3. **Save your GREYSCALE document as one of these file types:**
    - a. TIFF (be sure to flatten/merge your layers and save as a copy)
    - b. PDF (print ready)
  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 OCE BW 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](mailto:sbureau@mcad.edu)**
- Once we receive your file and order form, we will get started prepping your files to print
  - We will not change/alter your file in any way, please include any necessary borders or crop marks in your file, and save at your required print size
  - note: newsprint sheets will print with a half-inch border, please design with that in mind.
  - We can scan (in color) and copy (b&w) flexible and flat documents/artwork up to 36", email order form to us, and let us know when you will be dropping your original off with us - please pick up original ASAP
  - 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 roll your print job and place it in the Pick Up rack outside of the SB
  - You will receive an email when the job is complete
  - 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](mailto:sbureau@mcad.edu)**

# PLOTWAVE

## LARGE FORMAT B&W LASER PRINTER



SERVICE BUREAU

Name:

**NEEDED BY**

MCAD Username:

Date:

Charge to:

Time:

*Upload your folder to the sbdropbox server/OCE BW 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.*

Folder Name:

File Name(s):

PDF

Output Dimensions:

TIFF (flattened)

*Please note: We will NOT alter your artwork in any way.*

*Save your file(s) at final output size, and include any necessary borders or trim marks.*

20lb White Bond Paper

20lb Color Paper

18lb White Transp. Paper

Yellow  Green  Blue  Pink

Frosted Vellum Film

Newsprint (24x36" sheet)

NOTES

### LARGE FORMAT SCAN

COLOR

B&W

#### RESOLUTION (DPI):

200

300

400

600

TIFF

PDF

*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.*

**LINEAR INCHES PRINTED**

**TOTAL COST**

**PAID?**

