

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
- **File must be saved at print size, we do not scale or make other alterations to your work**
 - *We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable*
 - Once we receive your file and completed order form, we will get started prepping your files to print
 - Please allow **one full business day** 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 MCAD email**, we will contact you there if we need any additional information, or need you to resubmit the order
 - 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)**
 - You will receive an email when the job is completed and on the pick up shelf/rolled in rack
 - 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
 - We encourage you to [set up an appointment](#) to discuss your project

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

Name: *If this project is for a class assignment* **NEEDED BY**
MCAD Username: Course Name: Date:
Charge (dept, personal, etc): Instructor: 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

Copy original Scan original to file

*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?

