

Computer Lab Plotter Requisition

SPECIFICATIONS Please have your own paper. **Only Epson papers will work for the plotters**, and you can order it at Epson's website or Staples.com. If you choose to use our available paper, there will be an extra fee attached to your printing. **Please have all your images ready to print; you will not want to take printing time for doing Photoshop work.**

WE DO NOT SUPPORT CS3.

- Flatten all work*
- Convert **Photoshop** images to **RGB**—no CMYK images
- Set **Photoshop** images to 300dpi
- InDesign CS2** files must have links included and fonts included in a folder with your INDD file
- Illustrator CS2** users must render fonts as outlines and save as a **High Quality Print PDF** in **Marks and Bleeds**, print with **All Printer's Marks** and set all sides to **Bleed** 0.125 inches
- Bring images on a single USB/Firewire Drive, CD or DVD, ready to print out
- Save to 100% of the size you will print (i.e. make your art 2 x 3 feet to print on 2 x 3 feet canvas)

*Flatten your work for printing. Keep a layered file as a separate backup in your own files if you want to rework it.

Make sure the paper size of your document fits within the paper size of the printer. If printing beyond the paper's edge, you must leave at least 1/4-inch bleed on all sides.

Faculty and Students must be present during printing.

Document Information:

| File Name(s) | Quantity | Width x Height in Inches | Paper Type (circle one) |
|--------------|----------|--------------------------|-------------------------|
| 1. _____ | | | Matte / Gloss / Canvas |
| 2. _____ | | | Matte / Gloss / Canvas |
| 3. _____ | | | Matte / Gloss / Canvas |
| 4. _____ | | | Matte / Gloss / Canvas |
| 5. _____ | | | Matte / Gloss / Canvas |
| 6. _____ | | | Matte / Gloss / Canvas |
| 7. _____ | | | Matte / Gloss / Canvas |
| 8. _____ | | | Matte / Gloss / Canvas |
| 9. _____ | | | Matte / Gloss / Canvas |
| 10. _____ | | | Matte / Gloss / Canvas |

Was all of the above paper supplied by you? No Yes

If you answered no, please state which numbers above used lab paper: _____

When do you need the above prints by?

Lab Production Time [lab use only]

1. _____

2. _____

3. _____

Please sign / date below, and then place in the Lab Manager's mailbox (Jason Tselentis).

Printed Name _____ Signature _____ Date _____

49er Email _____ Secondary Email _____