

MEDIA SERVICES



[pretend I'm sitting here casually 😊]

Media Services Manager: Sarah Keefe
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LOCATED IN S356

Hours and Procedures for Printing

Print lab hours

- Monday – Friday 8am – 4pm
- **Closed** - Saturday and Sunday
- Times may vary each semester! If I'm not in the lab I'm usually around the building dropping off a print. Please contact me at my email address: sarah.keefe@artacademy.edu
- If you need a print for a class on Monday at 8:30AM, be sure to submit your print to media services the Friday prior to ensure your print will be ready on time.
- Closed 11:30pm – 12:30pm daily for my lunch break! You can still feel free to submit files through papercut during this time, they just won't be addressed until I return from my lunch break 😊

Pickup

- You may pick up your prints at any time. You will get notified via your student email once your papercut account has been charged. That indicates your print is ready for pick up. Your prints will be waiting for you outside attached on the wall across from my office or sitting on the table outside media services.

General Procedure

- You can submit your print through your papercut account. Please use the link below to access your papercut account. If you have any trouble accessing it, please feel free to contact me.
<https://print.artacademy.edu/user>
- The cost of your print will be subtracted from your Papercut printing balance after I have completed your print. You will be notified via your school email, when your account is charged. Indicating your print is ready.
- Refunds will be provided for issues regarding printer hardware, supply levels, incorrect sizing or paper type.
- Issues with colors, file types, etc will be refunded at my discretion. Make sure it looks correct before you submit your print to ensure you get the perfect print!
- All of the supplies / equipment / printers are reserved for authorized personnel so please don't touch the equipment. The room will be locked when I have to leave the room for any reason but I should be back quickly if you would like to wait a moment for me to return. Try singing the alphabet backwards while you wait 😊

- For 24/7 help if I'm unavailable please feel free to contact the AAC Helpdesk at 513-861-4622 or https://help.artacademy.edu/index.php/Main_Page
- You can also refer to the media services printing website for assistance: <https://help.artacademy.edu/index.php/MediaServices/Printing>

How to Submit a Print

- Log into your PaperCut account and find the "Submit Print Job to Media Services" option in the left-hand column.
 - You can also click [here](#) to access that form.
- This will open a new tab/window with a form you'll need to fill out with some details about how you want your file(s) printed.
- After you've submitted your files via this form, you'll be created with a confirmation page and an email will be sent to your student email account.
- Please allow 24-hours for printing. Print jobs are not guaranteed to be finished the day you submit them.

How will I know when my print is ready for pickup?

- After your work has been printed off your, your PaperCut account will be charged for the cost of the print.
- When your PaperCut account is charged you will be notified via your AAC email. This indicates that your print is ready for pickup.
- The print will be either hanging in the hallway or sitting on the table outside media services. Please be sure to check both areas!

Proper File Format

Allowed formats: Flattened PDF, TIFF, or JPG. Incorrect file types can result in failed or inaccurate prints.

Recommended DPI (dots per inch): 300 dpi (less than 600 dpi)
Any less than 300 dpi quickly loses quality and gets pixelated so be careful!

Color space: Your files must use an AdobeRGB1998 RGB color profile. If not the colors could print out inverted!

How to file export:

When saving a file to print, I recommend creating a flattened PDF file. To do so, go to the “save” dialog box and choose PDF from the format list and uncheck the layers box. Also, when saving or exporting from Photoshop, Illustrator, or Indesign uncheck the option to “preserve editing capability” from the “save adobe PDF” dialog box.

More Questions?

If you still have questions regarding formatting your prints please take the time to look over the "How to Format Your Files" section of the help website [here](#).

Paper Sizes and Prices

Roll paper sizes

- 17 inches
- 44 inches (This is widest size your work can be printed.)

Cost

Matte, Semimatte, Luster, Glossy

- \$0.25 per inch

Canvas

- \$0.50 per inch

Some examples of standard paper sizes and costs:

- 8" x 10" = \$2.00
- 8.5" x 11" = \$2.25
- 11" x 17" = \$3.00
- 17" x 22" = \$5.50
- 24"x36" = \$6.00

- You can save money by combining prints together in whatever software you're working in. For example, you can combine two 8.5"x11" images into one 17"x11" image by placing them side-by-side and saving it as one file. Then you'll be charged \$3 instead of \$4. The cost saving increases depending on how many files you combine up to 44" wide.

Paper Types

STANDARD PAPER ROLLS AVAILABLE:

- **Epson Ultra Premium Photo Luster**
17" and 44" rolls available
- **Epson Premium Photo Glossy**
17" and 44" rolls available
- **Epson Enhanced Matte**
17" and 44" rolls available
- **Epson Proofing White Semi-Matte**
17" and 44" rolls available
- **Baroque Water Resistant Premium Canvas Matte**
17" and 44" rolls available

Any Final Questions?

Do you have any questions about these procedures?

Any question about a special printing project you had in mind?

Curious about what type of paper would ideally compliment your work?

Please feel free to email me and we can arrange an appointment to meet one on one to go over any specific questions you may still have.

Sarah Keefe

Media Services Manager

Email: sarah.keefe@artacademy.edu

Thank you! Have a beautiful day!