FILE SETUP FOR THE LARGE FORMAT PRINTER & HOW TO ADD CROP MARKS

EQUIPMENT

- 44" Epson Stylus Pro 9900
- 44" Canon Pro 4000
- 24" Canon iPF6450

PLAN AHEAD

- Before your appointment have all images completed and ready to print.
- Include crop marks if required and check your spelling
- Make sure you have met all the image requirements listed below.
- Mockups are required for double sided prints and prints to be laser cut.
- Ask for help if you have questions.

APPOINTMENTS

- Printing sessions are scheduled in 30 minute time blocks.
- Make your appointment in person in advance. Please cancel or reschedule as soon as possible if you wil not be able to make your appointment.

FEES

- Printing Fees will be charged to your BURSAR account.
- Students are allowed one free print each semester. (up to $20 off ink area)

FILE REQUIREMENTS:

Format
- .PDF with crop marks
- Resolution at least 300 dpi
- Mode CMYK (not RGB)

ADDING MARKS IN ILLUSTRATOR & INDESIGN

1. Go to "File" and select "Save As"
2. In the "Format" window select "Adobe .PDF" and check the box beside "Use Artboards"
3. Next, change the "Adobe .PDF Preset" to "High Quality Print" at the top of the window
4. Finally, under "Marks and Bleeds," select "Trim Marks" to give the file crop marks and click "Save .PDF"

ADDING MARKS IN PHOTOSHOP

1. Save as "Photoshop .PDF"
2. Open your Photoshop .PDF in Illustrator
3. Use instructions above to save as a .PDF with crop marks

RECOMMENDED SOFTWARE

- Adobe Illustrator
- Adobe Photoshop

Available in Rooms 301, 401, 402, and the VRC. Other software can be used but your final design must be exported as a .PDF or .Ai file.

PRINTING FOR DOUBLE SIDED & LASER CUT

Two appointments are required:
1) Consultation
- A 15 min consultation is required to determine specifications, layout, and mockup before a print appointment and / or laser cut appointment.

2) Appointment
- Double-sided prints and prints to be laser cut will be scheduled during consultations.
- Students will work with VRC staff using their mockup and correctly formated file to print.

Schedule appointments using the calendar on our website.

The hours vary between 8a-8p depending on staff availability.

Contact Us:

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https://art.okstate.edu/facilities-resources/visual-resource-center