

The following steps explain how to submit work to be digitally printed in the Output Center:

- 1) Create the file to be digitally printed. 8-bit images should be saved using the Adobe RGB 1998 color space for wide format prints (over 11" x 17"). For optimum image quality and color gamut of raw and new images, a 16-bit file using the ProPhoto RGB color can be used. Images being printed to any color laser or CMYK device should use U.S. Web Coated (SWOP) v2. Photographic resolution should ideally be 360 dpi when the image is at the final output size.

- 2) Save your file

An Adobe PDF document is the suggested file type for all images created in Illustrator and InDesign using the "PDF/X-4: 2008" preset from the drop down menu in the "Save Adobe PDF" dialog window. Any file issues may possibly delay production as well so check and double-check your work before and after saving. It is also suggested that all linked images, fonts, and any other elements tied to the final print file as well as the native document file are included in a separate project folder when printing from a pdf created in Illustrator or InDesign.

For Photographic images (images not containing vector information), a flattened TIFF is the preferred file type.

Complying with recommended file types will greatly reduce the likelihood of issues that may delay the production of your work.

- 3) Fill out an order form in person or online at https://my.cia.edu/ICS/Technology/Digital_Output_Center. Copies can be found in the Output Center. Please complete order forms with as much information as possible. The quality and accuracy of information will greatly assist in the timely completion of your work. Your contact information is important in the event that there are problems with the file(s) that might prevent acceptable output of your work.
- 4) Turn around times will vary depending on workload. However, every attempt will be made to complete output in the timeliest manner possible to accommodate everyone.
- 5) Costs can be found in the Output Center. All work must be paid for prior to printing. Students can purchase print credits online with Visa or MasterCard at the following site: store.cia.edu. Credits can also be purchased by cash or check at the Student Accounts office in the JMC building. All students are credited \$20 at the beginning of each semester to print in color at various Institute facilities. Departments will be billed and will require purchase orders. Completed jobs can be picked up from the Output Center employee on duty.