

# QUICK TIPS



## **Sponsored Project Information:**

Students enrolled in a class with a sponsored project have funds allotted to them at the start of the semester.

Once the IC receives a class roster and information on what type of printing the project will entail, the budget will be open for eligible students to use.

A student involved with a sponsored project that has funds available can come in to the Imaging Center and print without having to pay out of pocket.

IC management keep a running tally of each student's spending and reports it back to the department and Institutional Advancement.

Print jobs using sponsored project money must be used for sponsored project content only. Any unusual spending will be reported directly to the instructor and department chair.

Any remaining cost over the budgeted amount is the student's responsibility.

Please see your instructor for details on the deliverables for your sponsored project. It is also up to your instructor on when the funds will be available. Some determine that the budget will only be open during midterms/finals. Others decide to keep it open for the duration of the semester.

**For more information, check out our full Imaging Center Guide.**

## **Laser Printing:**

The IC can print or tile a large format document by splitting the page across multiple sheets of paper.

Tiled print requests must be saved in a JPG file format.

By default, the IC will print all tile jobs using the following specifications:

- 12"x18" Hammermill Card Stock
- Tile Scale: 100%
- 0.125" Overlap
- Cut marks
- Auto Rotate (in Page Setup menu)

## **Laser Printer Pricing Information:**

Canon C6010 (**yellow form**)

Single-Sided = \$1.00/sheet

Double-Sided = \$1.50/sheet

## **Inkjet Printing:**

The IC has two Epson 9900 printers, which can print up to **43.76"** (approx 3.6') wide on Enhanced Matte and Premium Luster. In addition, the IC has two Epson 4880 printers, which can print up to **15.76"** on Premium Luster and up to **16.76"** on Enhanced Matte.

Test strips are **free!** (within reason of course!). Test strips are highly recommended because they allow you to see exactly what the final print will look like.

Test strips should be 2" tall by the width of the document and contain areas of the file that offer the best representation of color, text, and contrast.

## **Inkjet Printer Pricing Information:**

Both the Epson 4880s and Epson 9900s are billed by the square foot.

To calculate the price of a print job, use the following formula:

Epson 4880 (**purple form**)

Length" x Width" / 144 (sq. ft.) x \$4.00

Epson 9900 (**pink form**)

Length" x Width" / 144 (sq. ft.) x \$6.00