

IMAGING CENTER FILE PREP GUIDE



PRICING INFO

LASER:

- » \$1.00/single side | \$1.50/double side
- » 8.5"x11" | 11"x17" | 12"x18"

INKJET:

- » \$4.00/13"x19" sheet | \$4.00/sq. ft. on a roll
- » \$6.00/sq. ft. standard paper up to 44" wide
- » \$8.00/sq. ft. speciality paper up to 36" wide

PLOTTER:

- » \$0.75/sq. ft. black/white
- » \$3.00/sq. ft. color

FINISHING:

- » \$1.00/cut
- » \$2.50/binding combo
- » \$6.00/complete combo

CONTACT INFO

PHONE:

313.664.1507

PAYMENT:

Cash or CCS Flex

HOURS:

Mon-Thurs 8:00a - 10:00p | Fri 8:00a-3:00p

LOCATION:

Taubman Campus
6th floor
next to 24-hour lab
T631

FILE SPECS

FILE TYPES

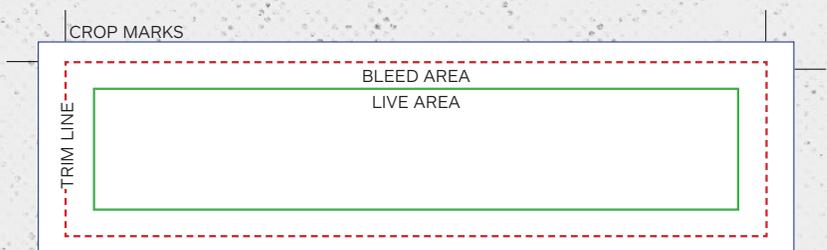
1. PDF
2. JPG

COLOR SPACES

1. Adobe RGB 1998
2. U.S. Web Coated CMYK (swop) v2

RESOLUTION

1. 300 PPI (pixels per inch)



PRINT LAYOUT

TRIM LINE

The area that is safe to keep any important information within.

LIVE AREA

The finished size of the piece

BLEED AREA

The minimum space needed for a print is 0.125" (1/8")

CROP MARKS

Indicates where to cut the paper

BYOP PAPER TYPES

ACCEPTED

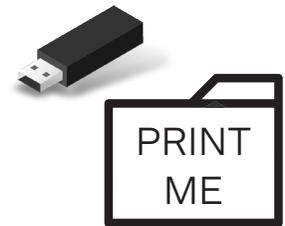
Size: 13"x19"
Weight 16lb. - 120lb.

must be for laser printer
& in original packaging

neenah, french, mohawk
preferred

NOT-ACCEPTED

1. vellum
2. newsprint
3. canson
4. metallic
5. watercolor
6. adhesive labels



The IC will only accept files on a USB.

All files to be printed must be located in a Print ME folder.

Know your file names!

TURNAROUND TIMES

4 - 6 hours epson 9900 inkjet	1 - 2 hours epson t5270 plotter	1 - 2 hours canon 750/850 laser	1 - 2 hours binding cutting finishing	2 - 4 hours canon 750/850 laser - BYOP	2 - 4 hours epson 4900 inkjet
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TIPS & TRICKS

INDESIGN PREFLIGHT

Fix document errors
File > Preflight

COMBINE PDFS

File > Create > Combine Files into
Single PDF

SET COLOR AT START

Edit > Color Settings
RGB > Adobe RGB 1998
CMYK > US Web Coated CMYK

PAPER TOLERANCES

Lighten your image based on the type of paper & printer.

Generally, you should lighten laser prints more than inkjet prints & you should lighten gloss/coated prints more than matte/uncoated prints.

PROOFING

SOFT PROOF

A representation on a monitor of what an image is going to look like on an output device.

Soft proofing station located in 24-hour lab at the Taubman (calibrated monitor!)

HARD PROOF

Test strips are free!

A test strip is the most accurate kind of proof, since it is an actual print made using the same materials that will be used to make the final print.