



## Sponsored Studio | General IC 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 keeps a running tally of each student's spending and reports it back to the department and Institutional Advancement. Any remaining cost over the budgeted amount is the student's responsibility.

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.

## Sponsored Studio | Final Project Information

Instructors in each class will collect student files onto a single flash drive or upload in a shared Google Drive folder.

If students have multiple files to be printed, please have a folder labeled with that student's name and the number of files to be printed (ex: folder name - MPeck\_6)

Correct files turned in on time will be printed and guaranteed for pick-up by the date and time listed on the Fall 2017 Sponsored Project Printing Schedule.

If a submitted file is not ready for print or saved in the correct format, it will be returned to the student to fix. Late files or files that need correction are not guaranteed to be completed before the due date and will be put into the standard queue. If a file is returned to a student to fix, an email will go to both the student and to the instructor with details on resubmission.

If the student exceeds the budgeted amount, IC Management will email the student and copy the instructor to give the student the option of printing on the draft-quality printer at a lower cost. The paper choice most equivalent to Premium Luster is Satin. The paper choice most equivalent to Matte is 45# Bond.

Paper type will be either Enhanced Matte or Premium Luster.

- › Paper should be selected by the instructor no later than **Monday, November 13, 2017**.

Test strips are highly encouraged because they allow the student to see what the final print will look like.

- › Students should submit test strips before **Friday, December 1, 2017**.
- › Test strips should be 2" tall by the width of the document and contain areas of the file that will offer the best representation of color, text, resolution, and contrast. (ex: 38"x2")
- › Test strips are free! (within reason).

The Imaging Center can print the files with crop marks at no cost.

- › Files are printed in the center of the paper roll.
- › Depending on the size(s), images will need to be trimmed out by the student.



313-664-1507



Taubman Center  
T631 - 6th Floor



The CCS  
Imaging Center



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## Sponsored Studio | Inkjet Printer Options

Files must be saved in a high-resolution JPG format.

- › Files must be named as follows: ccsusername\_sponsored\_printdimensions (ex: mpeck\_ford\_38x120.jpg).
- › Files should be no larger than 300mb.
- › Files to be printed should be between a minimum of 150ppi and a maximum of 300ppi.

The Imaging Center has two Epson 9900 printers - **high quality inkjet (the pink form)**

- › Files must be saved at 43.76" wide or less in order to be accepted for print.
- › Paper type will be either Enhanced Matte or Premium Luster. Paper should be selected by the instructor.
- › Prints are charged at \$6.00/sq. ft.
- › If the student has a 70" wide board, they will need to separate this into two separate files. It is recommended that they split the image in half. They would be submitting two files at 35" wide. Please encourage a slight overlap in the instance that they mess up while trimming.

The Imaging Center has one Epson T5270d plotter - **draft quality inkjet (the salmon form)**

- › This plotter prints draft quality or proof-of-concept images.
- › Files must be saved at 35.76" wide or less in order to be accepted for print.
- › Paper type will be either 45" Bond or Satin. Paper should be selected by the instructor.
- › Prints are charged at \$3.00/sq. ft.
- › If the student has a 70" wide board, they will need to separate this into two separate files. It is recommended that they split the image in half. They would be submitting two files at 35" wide. Please encourage a slight overlap in the instance that they mess up while trimming.

The Imaging Center has one Epson 4990 - **medium/high quality inkjet (the purple form)**

- › Files must be saved at 16.76" wide or less in order to be accepted for print on matte paper.
- › Files must be saved at 15.76" wide or less in order to be accepted for print on luster paper.
- › Files must be larger than 9" wide in order to be accepted. If an image is 5"x100", the student will be charged for a 9"x100" print to meet the minimum.
- › Paper type will be either Enhanced Matte or Premium Luster. Paper should be selected by the instructor.
- › Prints are charged at \$4.00/sq. ft.

The formula for pricing:

- length × width / 144 × \$6.00 (epson 9900)
- length × width / 144 × \$3.00 (epson t5270d)
- length × width / 144 × \$4.00 (epson 4900)



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