

QUICK TIPS

Printing business cards in the IC:

There are two ways to print business cards in the Imaging Center.

Either by Imposition (actual size) or with a template that can be found on Blackboard.

Rotary trimmers are provided in the Taubman 24-hour lab for students to trim business cards.

The IC does not stack cut business cards.

Imposition (actual size) method:

Start by creating two separate standard sized (2.5" x 3") business card designs for the front and back of the card.

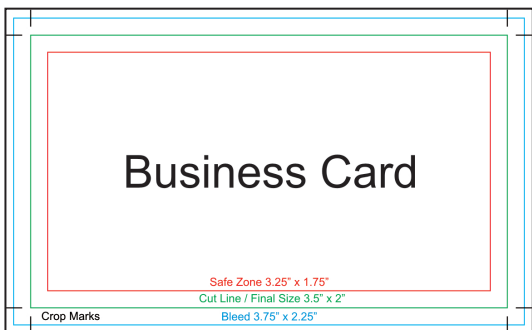
Save or export your documents as a PDF.

Be sure to export your document with a .125" bleed (or 1/8").

If needed, use Acrobat Pro to combine the two PDFs into one single PDF file.

File > Create >

Combine Files into a Single PDF...

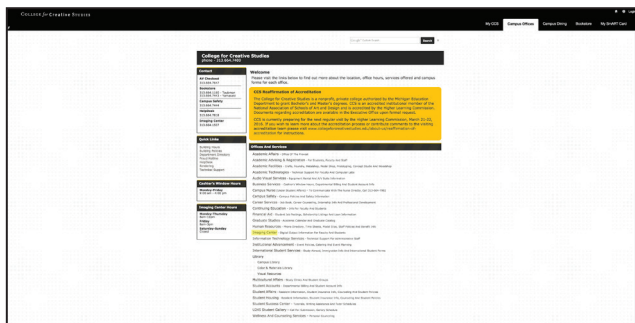


turn over ►

Template Method:

You can also bring business cards to the Imaging Center by importing the design into our formatted template.

To find a template, go to Blackboard and click on the Campus Offices tab in the top right hand corner.



From the Campus Offices tab, click on the Imaging Center link.

Scroll down to access either the Photoshop, Illustrator, or InDesign template

Download the preferred template and follow the provided instructions.

Information

- Imaging Center Guide
- Soft Proofing Guide
- IC Print Clinic

Staff/Faculty Forms

If color prints or posters are being charged to a department, an 8-digit budget code number is required in order for the job to be processed. The appropriate account number can be obtained from your Department Administrator.

If you have any special requests or if you are interested in arranging for your class to come in to the Imaging Center for a tour, please let me know so that I can make the proper arrangements.

For faculty teaching a sponsored project course, please contact the Imaging Center within the first few weeks of the semester with information on what type and how much printing is needed to complete the project and any major due dates. In order to set up a student print budget, the Imaging Center will need a current class roster.

Please direct questions to the Imaging Center at ic@collegeforcreativestudies.edu

Printing - Inkjet Large Format
Printing - Laser Color Print Jobs

Templates

- 2"X3.5" Business Card - Illustrator
- 2"X3.5" Business Card - InDesign
- 2"X3.5" Business Card - Photoshop

The IC can also impose other take-aways, postcards, resumes. Plan creatively. Two resumes could potentially fit on a 12"×18" sheet of paper.

For more information check out our full Imaging Center guide