



Sponsored Studio | Quick Information

for more detailed info, please refer to page 3

IMPORTANT DEADLINES

Monday, September 24 @ 8:00am | Budgets open for process work unless otherwise specified

Friday, November 9, 2018 @ 10:00am | Paper type & print specifications due to Michelle Peck

Monday, December 3, 2018 @ 12:00pm | Student test strips are due

Times & Dates to be Determined | Deadlines for individual projects will be determined by Week 2

FILE SPECIFICATIONS

File Type | high resolution JPG or flattened PDF

File Names | ccsusername_sponsored_printdimensions (ex. mpeck_gm_35x120.jpg)

File Size | 300mb or less

Resolution | minimum of 150ppi and a maximum of 300ppi

Paper Types | Enhanced 45#/Satin up to 35.75" wide **OR** Matte/Premium Luster up to 43.75" wide

FILE SUBMISSION

Instructors are responsible for reviewing student files & selecting paper type

Students are responsible for submitting files | MUST submit via Blackboard

if you have **Multiple files** | folder labeled with student name & number of files (ex: MPeck_6)

if you want **Crop corners** | IC can add by request or student can export file with crop marks

IMPORTANT INFORMATION

Correct files turned in on time will be printed and guaranteed for pick-up by the date and time listed on the Fall 2018 Sponsored Project Printing Schedule.

If a submitted file is not ready for print or not 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.



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Sponsored Studio | Inkjet Printer Options

length x width / 144 x \$ = cost of print

The chart below shows examples of common file sizes and pricing info

	Common Board Sizes	Method of Printing	Color Output	Paper Type	Cost/square foot	Final Price
draft quality	35" x 100"	Plotter (max. width 35.75")	B & W	24#, 45#, or Satin	\$0.75/sq. ft.	\$18.23
	35" x 100"	Plotter (max. width 35.75")	Color	24#	\$1.50/sq. ft.	\$36.46
	35" x 100"	Plotter (max. width 35.75")	Color	45# or Satin	\$3.00/sq. ft.	\$72.92
high quality	35" x 100"	Epson 9900 (max. width 43.75")	Color	Matte or Luster	\$6.00/sq. ft.	\$145.83
	40" x 90"	Epson 9900 (max. width 43.75")	Color	Matte or Luster	\$6.00/sq. ft.	\$150

The Imaging Center has one Epson T5270d plotter - **draft quality inkjet**

- › 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 is selected by the instructor.
- › Prints are charged at \$3.00/sq. ft.

The Imaging Center has two Epson 9900 printers - **high quality inkjet**

- › 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 is selected by the instructor.
- › Prints are charged at \$6.00/sq. ft.

Important Printing Info To Note:

- › 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.
- › It is recommended that prints longer than by 120" long be reduced in size or split into multiple prints. With longer prints, there is more risk for print heads to become clogged, paper to run out, or other miscellaneous issues to occur. When this happens, the print must be restarted from the beginning causing paper waste and longer than normal turnaround times.



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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 review student files. Once approved, students are able to upload to the class Blackboard folder in Content Collection.

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 2018 Sponsored Project Printing Schedule.

If a submitted file is not ready for print or not 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 **Friday, November 9, 2018**.

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 **Monday, December 3, 2018**.
- › 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: 35"x2")
- › Test strips are free! (within reason).

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



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