Wide Format Printing Overview

Wide format printers in the DOC should be used for work where the following characteristics are required:

- Prints larger than 12" x 18"
- Color critical
- True photographic quality
- Archival properties
- Various paper substrate and finish options

💡 For images that are 12" x 18" or less and do not require the above characteristics, the ColorPress printer in the DOC pre-production lab can be used for a significantly lower cost. For those instructions and procedures click here:

Step 1: Create your file.

ℹ️ 8-bit images should be saved using the Adobe RGB 1998 color space. For optimum image quality of RAW photographs, a 16-bit file using the ProPhoto RGB color profile is suggested. Photographic resolution should be approximately 360 ppi when the image is at the final output size.
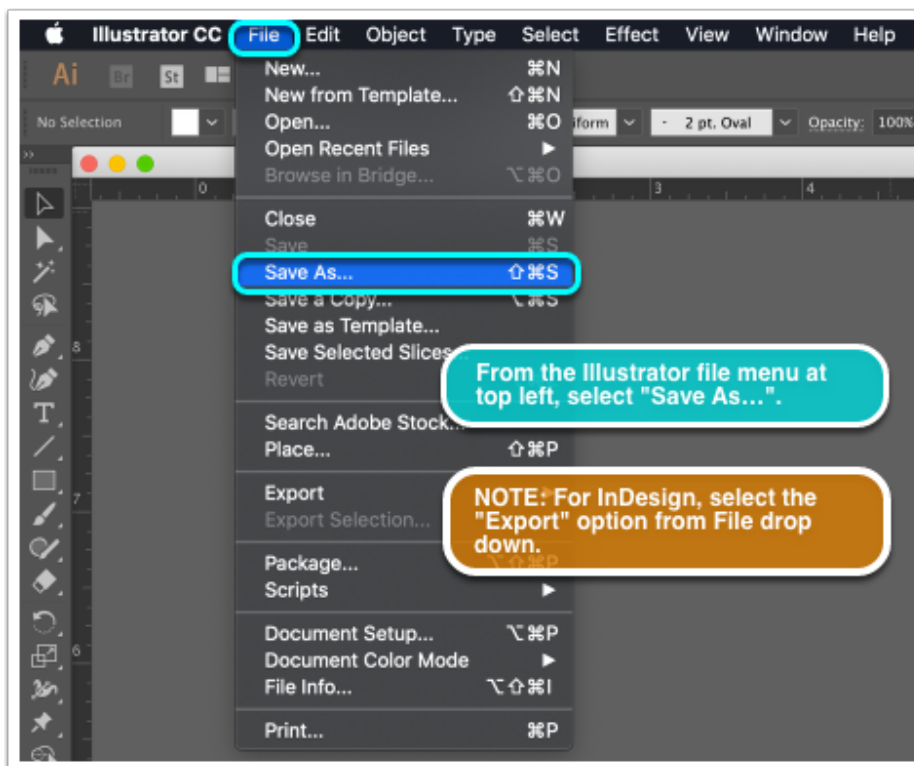
💡 Please note 360 ppi is only a suggested guideline and that there is no magic resolution that is optimal for all images.
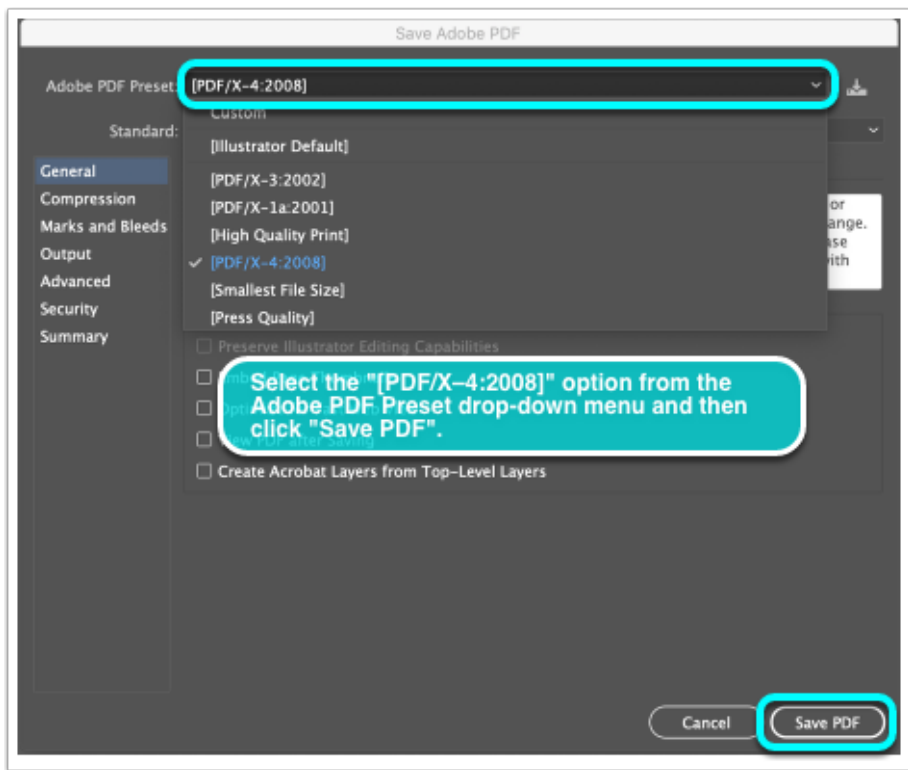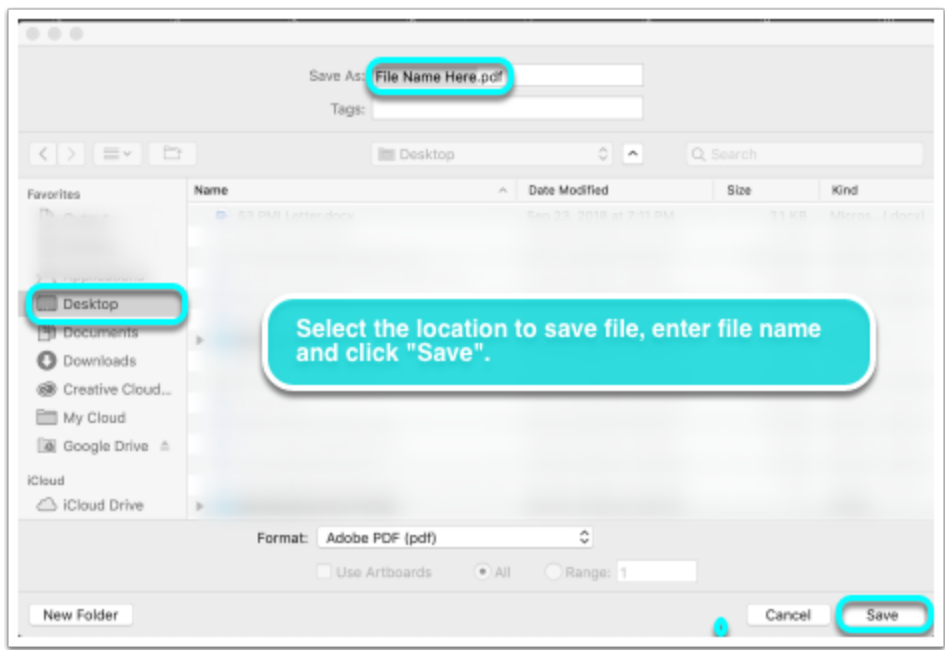
Step 2: Save your file.

> ❗ The DOC is not responsible for assuring correct formatting of files. If proper file specifications below are not complied with, unpredictable results may occur or you may be asked to reformat the file properly and your order placed on hold indefinitely until the file has been properly formatted.
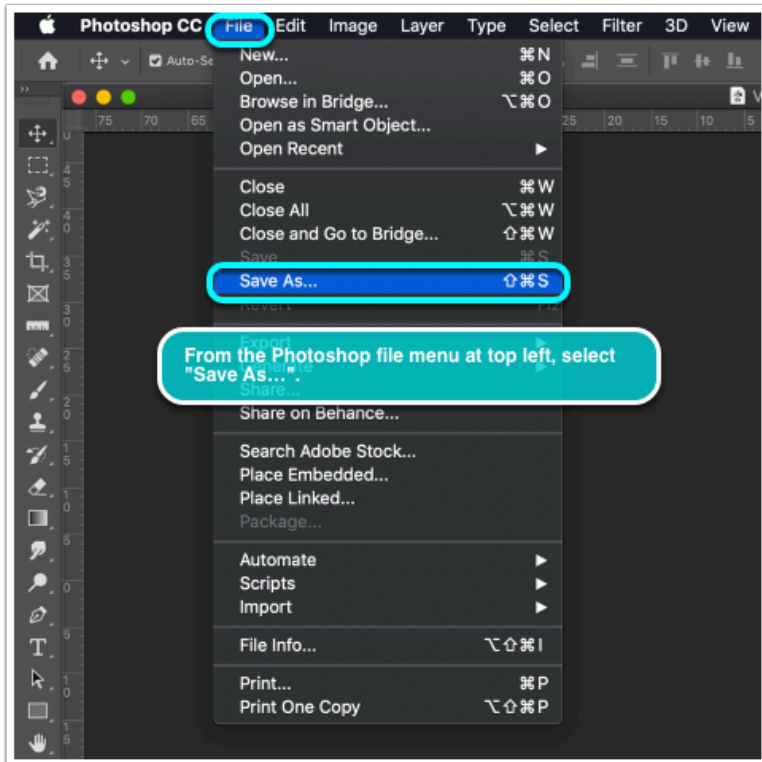
Illustrator & InDesign (vector files)

> ℹ️ An Adobe PDF document is the suggested file type for all vector-based image files (anything created natively within in Illustrator and InDesign).
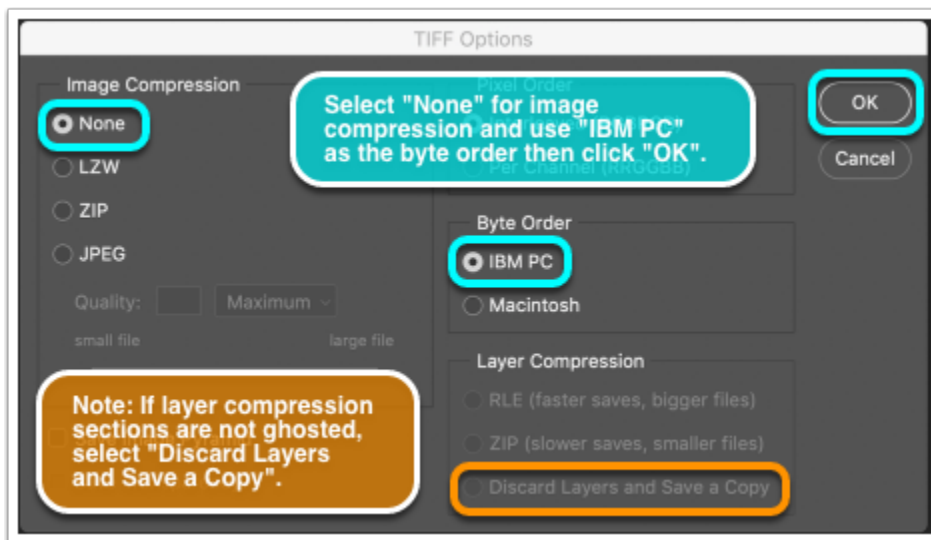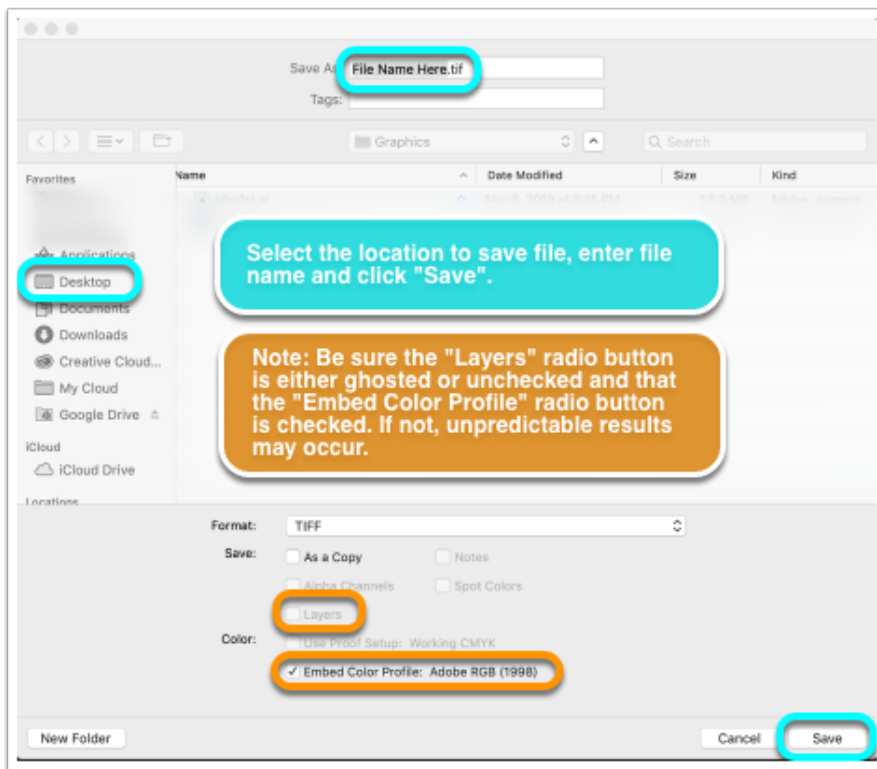
Select the location to save file, enter file name and click "Save".

Select the "[PDF/X–4:2008]" option from the Adobe PDF Preset drop-down menu and then click "Save PDF".

Photoshop (raster/pixel files)

> ℹ️ For Photographic images and files not containing vector information (anything created in Photoshop) a *flat, uncompressed* TIFF is the preferred file type.

From the Photoshop file menu at top left, select "Save As...".

Select the location to save file, enter file name and click "Save".

Note: Be sure the "Layers" radio button is either ghosted or unchecked and that the "Embed Color Profile" radio button is checked. If not, unpredictable results may occur.

Select "None" for image compression and use "IBM PC" as the byte order then click "OK".

Note: If layer compression sections are not ghosted, select "Discard Layers and Save a Copy".
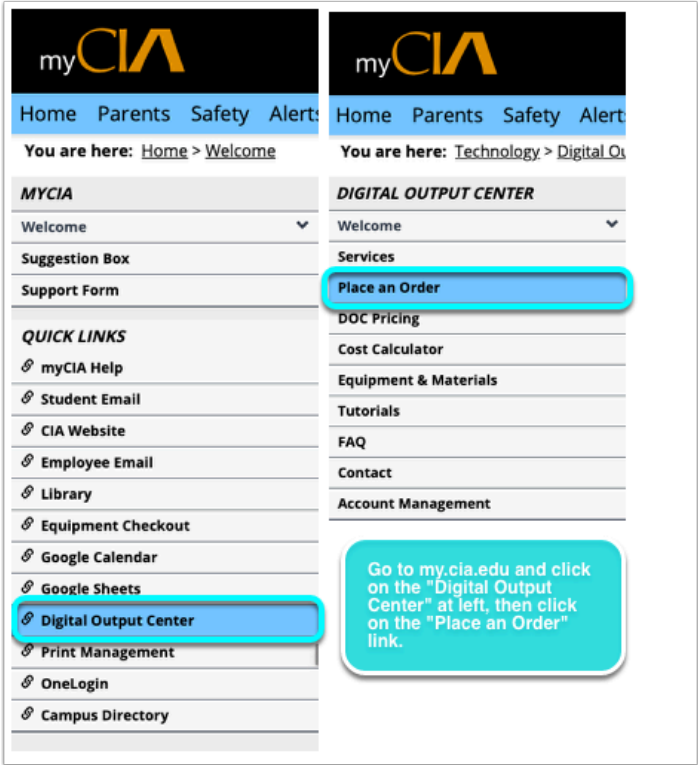
Step 3: Place an order

There are 2 ways to submit wide format print orders in the DOC: An order can be completed online by filling out the form on my.cia or in person by filling out a paper order.

Place Order Online

ℹ️ Online orders can be placed whether you are on or off campus.

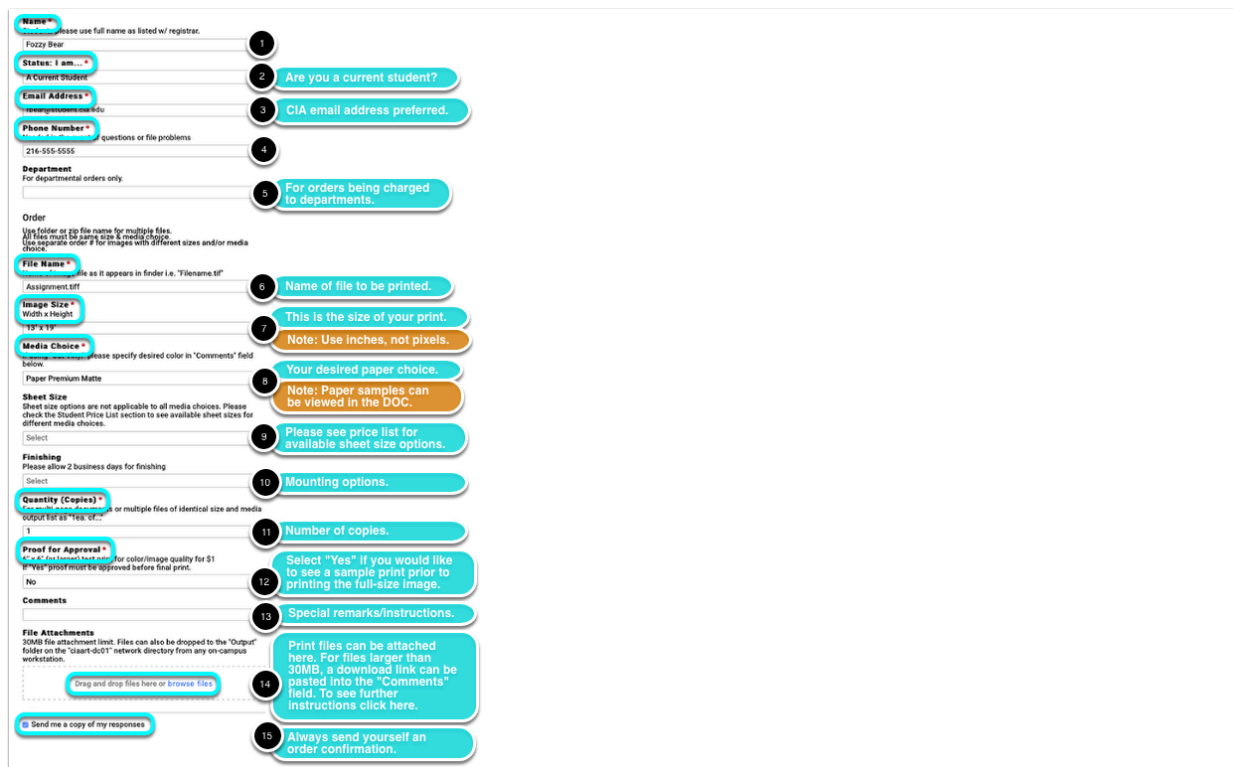1: Navigate to my.cia.edu/doc and click on link to "Place an Order".

ℹ️ Choose "Single Print Order" to submit an order for just one image file, choose "Multiple Print Order" to submit an order for more than one image file.

💡 Note: Required fields have a red asterisk.

> Note: If submitting multiple image files in which all images are being produced at the same size and on the same media choice, the single print order can still be used by collecting files into a zip folder or multipage pdf. Just specify the folder name or multipage pdf as the "File Name" and list the "Quanity" as 1 ea. (or however many copies) of 6 files/pages (or however many files or pages).

2: Complete the online form.

3: Enter email address for order confirmation and click "Submit".

Place Order In-Person

> In-person orders can be placed by going into the DOC and following the instruction below.

1: Proceed to the Digital Output Center pre-production lab in room M114.

2: Login on one of the workstations in the lab using your CIA credentials.

3: Complete an order form.

4: Place file on shared network drop.

5: Place order form in "New Orders" tray on the counter in the DOC office.

Step 4: Check cost of order

1: Navigate to the [Cost Calculator](#) on my.cia.

2: Specify dimensions, media cost & quanity.

> 💡 DOC employees on duty can help with pricing orders if you are having trouble figuring out the cost on your own.

Step 5: Confirm account balance/add funds

> ❗ Student print accounts can only be accessed and funds deposited while student is on campus. Account balances can be confirmed by DOC employees via email, phone or in person. Contact information can be found [here](#).

1: Go to my.cia and click on "Account Management" tab or click [here](#).

Account Management

Reviewing Print History/Costs

You can review your print jobs and costs at any time in the "Recent Print Jobs" section of your PaperCut account. Be sure to turn off any filters to review your entire print history. If you have questions or if you feel you've been charged incorrectly for a print you click on the "Refund" link to the right of the print job line item and list the reason/question. Your request will be reviewed and you will be contacted if there are any questions. You may also contact the DOC directly with any questions or concerns.

Print Credits & Policies

All sales of print credit are final.

If you are dissatisfied with a print you may request a refund of print credit by logging into your account and navigating to the "Recent Print Jobs" tab. Click on the "Request Refund" link located at the far right hand of the page that corresponds with the job for which you are requesting the refund. Your request will be reviewed and accepted or denied within five business days.

Click here to login to your account.

Click here to navigate to print account management.

2: Check balance and add credit, if necessary.

PaperCutMF

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Add Credit

Jobs Pending Release

No jobs pending release.

Your balance:

☑ Auto refresh (29) Refresh Now

Release All   Cancel All

Note: Print credit can be added online here using a credit card. Funds can also be added with credit card, check or cash in person at the student accounts office, room 106.

PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION

Step 6: Pickup of completed work

ℹ️ You will be notified by email or phone when your order is complete and ready to pickup in the DOC office, room 115. Orders will be held for up to 4 weeks after notification if they cannot be retrieved right away.

❗ Turn around times vary depending on workload. It is recommended that orders be submitted at least one full day in advance. Every attempt will be made to complete output in the timeliest manner possible to accommodate everyone.