

9th Floor Computer lab & Digital Print Center (DPC)

623 S. Wabash

Presented by ISG

with Mike Ulm & Courtney V Cusack



Join the [Resource: Visual Arts & Design Facilities](#) page on Canvas!
It has a lot of useful tips, info and resources

9th Floor Computer Lab - HOURS
Spring 2019 January 22 - May 10*

Monday	8:00am - 8:00pm
Tuesday	8:00am - 8:00pm
Wednesday	8:00am - 8:00pm
Thursday	8:00am - 8:00pm
Friday	8:00am - 5:00pm
Saturday	9:00am - 5:00pm
Sunday	CLOSED

*Hours for Spring Break may vary, please check back for updated information.

DIGITAL PRINT CENTER - HOURS OF OPERATION

Spring 2019: January 22 - May 10

Monday	8:00am - 8:00pm
Tuesday	8:00am - 8:00pm
Wednesday	8:00am - 8:00pm
Thursday	8:00am - 8:00pm
Friday	8:00am - 3:00pm
Saturday	10:00am - 3:00pm
Sunday	CLOSED

(312) 369-7679

(312)-369-8774

The Lab



The 9th floor digital lab is an incredible resource!

-All computers have the software listed to the right

-You can check out different tools, some of which you can take home overnight

Software

- Adobe Creative Cloud Suite
- Apple iWork and iLife suites
- Autodesk Suite
- FTP applications
- Microsoft Office Suite
- Rhinoceros

Taking home Equipment

-Undergrad students can check out overnight equipment for two days, while graduates get a week

You can take home:

-**Laptops** (with full adobe suite)

-**Wacom Tablet Kits**



Be sure to return your equipment on time, you'll start racking up a fine if you don't!

Other Useful Lab Equipment

(can't take home)

-Ruler

-tape

-Scissors

-Cutting Matt

-X-Acto Knife

-iPhone Charger

-Wacom Paper Tablet

- Book/Saddle Stitch Binding
Station

-Sliding Paper Trimmer



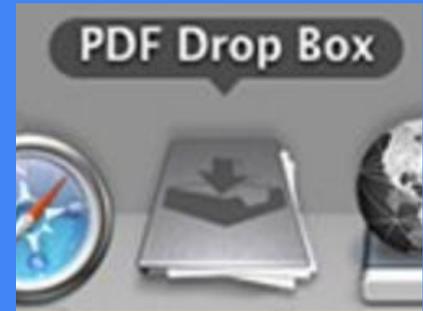
Scanning in the Lab:

You can scan your traditional artwork in the lab!

We have 2 sizes available, small and medium!
--detailed instructions are printed on top of the scanners
--feel free to ask a lab worker if you have any questions!



How the DPC Works



1. Go to the 9th Floor Computer Lab and bring up the file/design you want to be printed (Bring it up in Photoshop, Illustrator, InDesign or Acrobat)
2. Make sure that the file is the size you want it to be printed at. Small formats are:
 - a. 8.5 x 11
 - b. 11 x 17
 - c. 12 x 18 (Larger sizes are printed on a 24 or 36" roll)
3. Name your file based on the DPC Naming Convention
LastName_FirstInitial_6digitdate_FileName
4. (EX: UlmM02119DPCSkillShare) and drop it into the PDF Dropbox on the Dashboard of your monitor.
5. Go to the DPC (Room 905), tell them your last name and have them help you fill out an order sheet. You pay with your Columbia Card Cash.

DPC Tips & Tricks

- The DPC can't resize or alter your file! Make sure you submit it exactly how you want it printed!
- Bear with the employee on duty! They aren't magicians and things go wrong all the time with printers, so take their turnaround times with a pinch of salt-- especially during midterms and finals week.
- Sometimes they run out of media or are super busy-- don't wait until right before class to print!
- Avg wait time is 30 minutes

- ❑ The papers print with a ~.2 inch border
- ❑ Colors between computers to printers tend to change-- Work in CMYK and expect darker colors.
- ❑ Do a test print
- ❑ Check your sizes when bringing files from other devices, like your iPad, to the computer.
- ❑ Be aware of closing times!
- ❑ Read the quickstarts! Things like perfect bound books can be very tricky.
- ❑ Check out the cool paper samples & student work outside the DPC to plan your choice of paper

Before getting in line
double-check that all
file(s) are setup correctly:

**Files must
be PDF's
and:**

Correctly Named using the DPC Naming Convention.
Correct Dimensions the DPC will not scale.
Uniformly Sized multi-page PDF's must be equal
dimensions, on all pages.

The DPC does not recommend:
Using Mac's Preview program
to save or create PDF's.

DPC Tips & Tricks cont.

- ❑ Ask the front desk of the lab for help!
- ❑ Fit as many stickers on a sheet! Personal Recommendation: stickers between 2 and 4 inches
 - ❑ New stickersheet sizes: 8.5 x 11
- ❑ If you have to resubmit a file, you have to change the name.
- ❑ Always bring your ID or pink slip when picking up orders.
- ❑ You can do double sided printing or submit multiple prints that are going to be the same size by going into Acrobat, hitting File -> Combine multiple files into one PDF and choosing the images you want to group.

PDF's Must Be Submitted Using The Naming Convention

Last Name **First Initial** **6-Digit Date** **File Description**

Ex: **Jackson****M**090716**moonwalk**.pdf

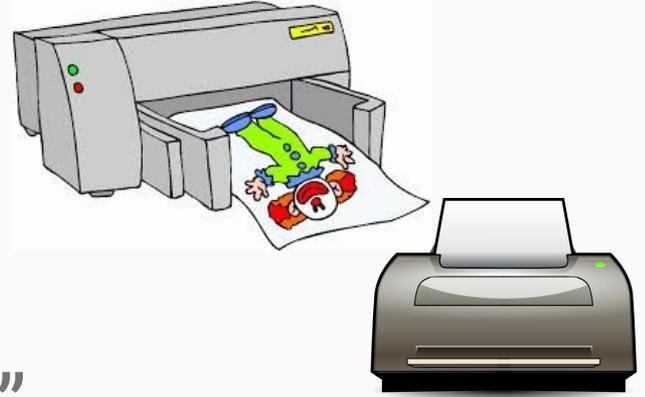
Only Alpha-Numeric Characters:

i.e. NO dashes, slashes, spaces, underscores, or special characters.
If the file is named incorrectly it will have to be resubmitted.

“This is a super-important quote”



- From an expert



“Go get printin’.”

- Mike & Courtney

