New Student Plotting Policy

Students no longer will have unlimited prints as of Fall Semester 2024. Students will be given an allotment of 100 square feet. Once that allotment is used, students will pay $0.50 per square foot for plotting services. As an example, an Arch D size print is 24″x36″, which is 6 square feet and would cost $3.00. Once a student is paying to print, they will have to come to the Media Lab in person, approve their file for printing and pay for their print job before their job is printed. They will wait in the Media Lab while their job is printed.

Self Plotting Option

Students have the option of bringing their own paper and plotting their own work, as they have in the past. You may plot from single cut sheets or rolls of paper that have a 2″ core. Contact the Media Lab Supervisor for an appointment if you prefer this option. Normal printing rates will apply after the student uses their 100 square foot allotment, as the major cost in printing is ink.

Lead Time for Plot Submittal

Morning (9:00AM) Pickup:
> All Plot Submittals due 4:00PM on previous business day.
> For example, Monday 9:00AM pickup requires Plot Submittals due 4:00PM on the Friday prior.

Afternoon (2:00PM) Pickup:
> All Plot Submittals due 9:00AM on that day.

Plot File Preparation for Submittal

File Format:
The file format to use for plot submittals is PDF. Any other file format may be rejected and/or printed after all proper PDF files submitted are printed for that day.

File Resolution:
The file resolution to save your PDF file is 150 dpi. The relationship between resolution and file size is exponential, not linear. That means a file saved at 300 dpi is not double the file size of a file saved at 150 dpi, it is 4x-5x the size. At arm's length your eye cannot perceive the difference between a file printed at 150 or 300 dpi. Exceptions for resolution can be made for plot submittals for competitions or scholarships. Any other plot submissions at resolutions other than 150 dpi may be rejected and/or printed after all proper resolution PDF files submitted are printed for that day.

File Flattening:
Adobe product files can get quite large if a lot of revisions are done. This is because they retain every version of the file throughout the editing process, which allows you to use the undo and redo functions. Before saving your PDF file use the flatten function to reduce the file size by only retaining the current version of the file. In Adobe PhotoShop go Layers -> Flatten Image then File -> Save As to save to a new file to send to plot.

If you realize a mistake before I send you an email your plot is ready for pickup, please reply to your ORIGINAL email submission or come see me in person ASAP, as I go through the plot submissions in the order I get them and I will not see your email submission until after I have printed your initial submission.

Multiple Copies:

The Media Lab provides 1 copy of each image submitted. 6TJ18 eit3 (b pr4-67n( )Tj)-67 (pi)36 (e)-27.4 (s)-1f rdiadiL0 0 11