

## **User's Guide to the Inkjet Printing Service at SMFA**

The Inkjet Printing Service is located in room B031. The lab is output-only, meaning that a print will be made directly from your file with no edits or adjustments made, except for resizing. Any edits you make must be done prior to sending your file.

### **Requesting a Print**

In order to have a print made, you will need access to the Inkjet Printing Lab Upload folder on Box. You can either stop by B031 during monitored hours or e-mail [SMFAInkjetPrint@tufts.edu](mailto:SMFAInkjetPrint@tufts.edu) and request access.

Once you have access to the Box folder, upload the file that you would like printed. Make sure that it is of sufficiently high resolution for inkjet printing (240-360dpi) and that you have made all adjustments to color, brightness, contrast, etc. before sending.

After uploading your file, please complete this brief form to provide us with the info we will need to complete the print:

[https://tufts.qualtrics.com/jfe/form/SV\\_3fNVwaAbCZ8bee2](https://tufts.qualtrics.com/jfe/form/SV_3fNVwaAbCZ8bee2)

You can also send an e-mail to [SMFAInkjetPrint@tufts.edu](mailto:SMFAInkjetPrint@tufts.edu) with the following information:

- The name of the print file you uploaded
- The dimensions of the print (WxH)
- What size border (if any) you would like
- The type of paper you would like it printed on

The next time a Monitor is on duty, they will e-mail you with a cost estimate. As soon as you write back approving the estimate, your file will be moved to the printing queue. You will receive an e-mail letting you know when it's ready.

You can also stop by B031 with your file during monitored hours if you'd prefer to talk to the Monitor in person. If there are no jobs in the queue when you stop by, this will likely be faster.

## Printers

The Inkjet Printing Service uses 3 models of Epson inkjet printers. Each has a minimum of 9 colors and is capable of outputting onto a Photo Black or Matte Black surface.

### *Epson SureColor P800*

17" Wide, 9 colors



### *Epson SureColor P9000*

44" Wide, 11 colors



### *Epson Stylus Pro 11880*

60" Wide, 10 colors



## Paper and Pricing

Please see the following chart for our options and current prices:

<b>DIGITAL PRINTING LAB PRICE LIST</b>						
<b>PAPER</b>	<b>WEIGHT</b>	<b>SURFACE</b>	<b>ROLL SIZE</b>	<b>PRICE PER SQ FT</b>	<b>SHEET SIZE</b>	<b>SHEET PRICE (EA)</b>
HP Universal Heavyweight Coated Matte (HP Matte)	172 GSM	Matte (MK)	42" 60"	\$1.50		
Epson Ultra Premium Luster	240 GSM	Semi-Gloss (PK)	44"	\$3.50	8.5"x11"	\$2
			60"		13"x19"	\$7
					17"x22"	\$11
Epson Enhanced Matte/ Epson Premium Presentation Matte	192 GSM	Matte (MK)	44"	\$3.50	8.5"x11"	\$2
					13"x19"	\$7
			17"x22"		\$11	
Canson Baryta Photographique	310 GSM	Semi-Gloss (PK)	44" 60"	\$5.50	8.5"x11"	\$4
Canson Rag Photographique	310 GSM	Matte (MK)	44" 60"	\$5.50	8.5"x11"	\$4
Hahnemuhle Cezanne Canvas	450 GSM	Matte (MK)	44"	\$5.50		
Inkpress Matte Duo 80	215 GSM	Matte (MK)	-	-	8.5"x11"	\$4
HP Clear Film (Clear Acetate)			36"	\$3.50		
Kodak Matte Adhesive Vinyl		Matte (MK)	36"	\$3.50		

If you would like to see samples of prints made on different surfaces, please ask the Lab Monitor any time the Print Lab is open.

### Preparing Your File(s) For Printing

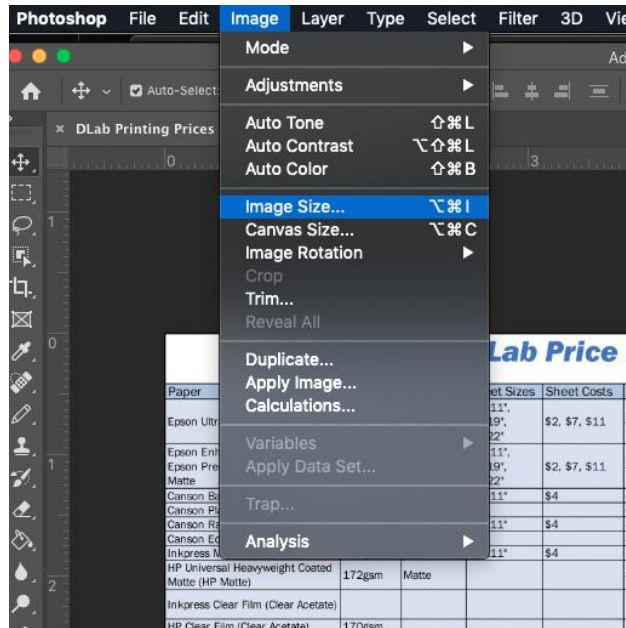
We accept image files in the following formats:

TIFF  
JPEG  
PSD  
PSB

If you are interested in having a file printed in a different format (such as InDesign or Illustrator), please speak with the Monitor ahead of time.

While the Lab Monitor can resize your file for you, it is recommended that you make any necessary size adjustments ahead of time so that your proportions are correct and there aren't any unexpected issues with the image.

In PhotoShop, you can adjust your image size via the “Image Size...” option in the “Image” menu:

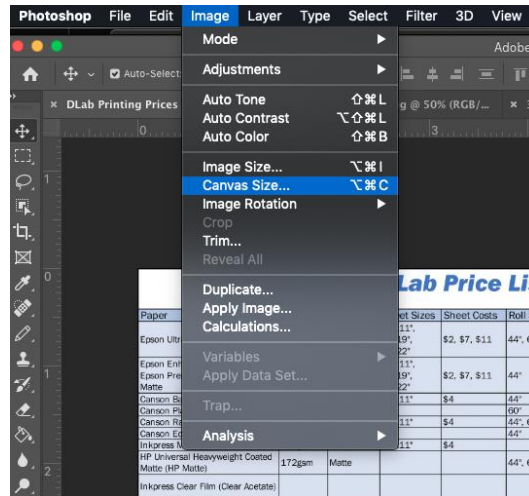


We recommend that you maintain the image’s original proportions in order to avoid distortion. To ensure consistent print quality, your image resolution should be between 240 and 360 dpi (dots per inch) or ppi (pixels per inch). Anything below this range will result in loss of image quality in the print. Anything higher may result in a file size that is too large.

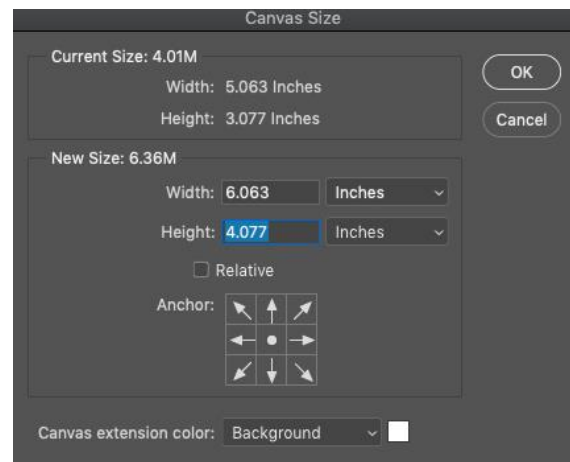
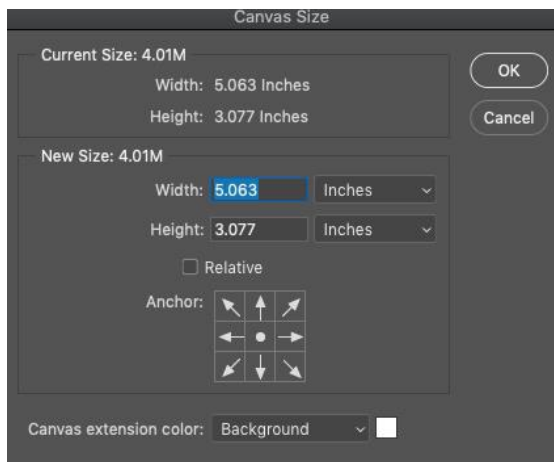


In general, if your initial file size is smaller than the size of the print you would like to make, or the resolution is lower, the quality of the print will be adversely affected. We recommend beginning with a file that is larger than the print you intend to make. When working digitally, it is much easier for software to remove excess information than to try to interpolate information that doesn't exist.

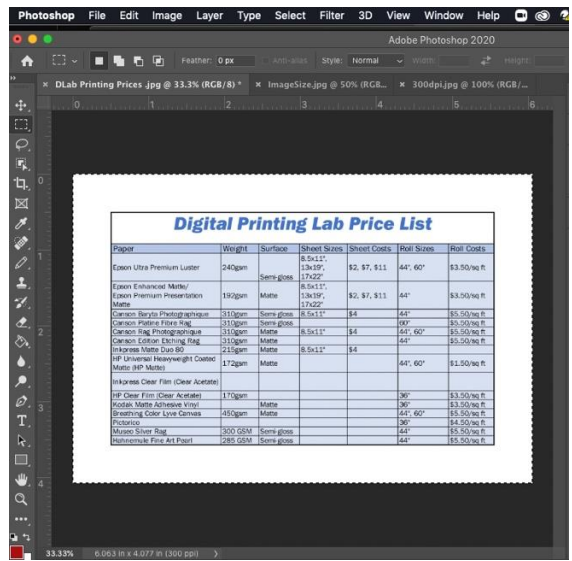
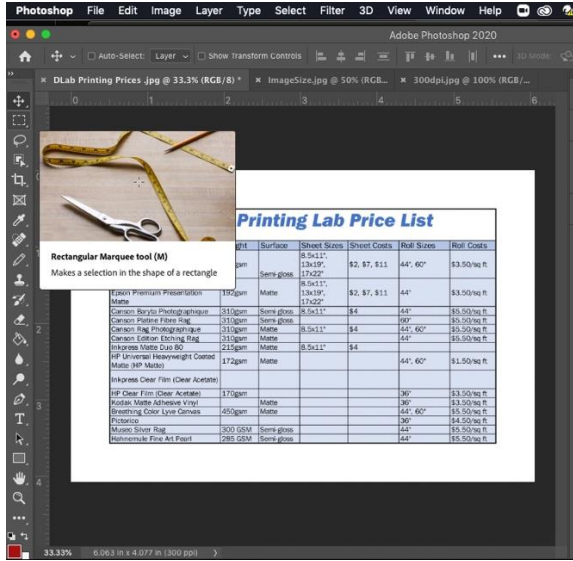
To draw a border around your image, go to the “Image” menu and select “Canvas size...”



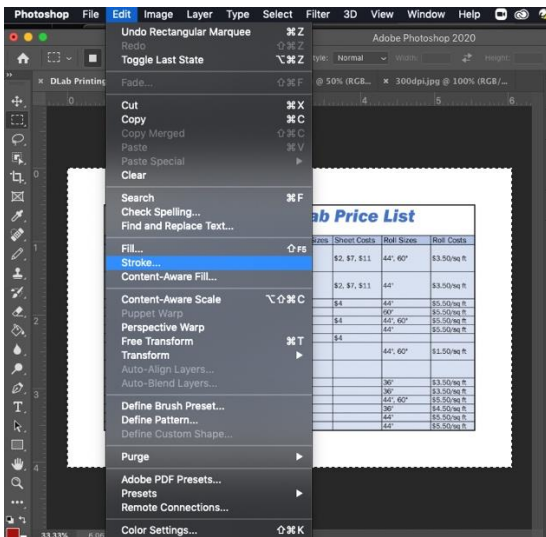
Increase the size of your canvas by twice the size of the border you desire. In the below example, we want to add a ½” border to our image, so we’ve added 1” to the canvas in both dimensions:



After you click “OK”, use the Rectangular Marquee tool to draw a selection marquee around the entire canvas:



Go to the “Edit” menu and select “Stroke”



You can now draw a border around the image to include the margins of the canvas. We recommend a one pixel thick black border.

## **Payment**

All payments are handled by the SMFA Art Store. When you send your file and print request information to the lab, you will receive a cost estimate for the print. Give the total amount to the Art Store and ask them for that amount in digital printing credits. Once they have processed your payment, bring the slip with you to the lab when you pick up your print. Your print must remain in the Print Lab until it has been paid for.