Large Format & Full Service Prints
Instructions and Checklist

Thank you for choosing the Digital Output Center! Our mission is to provide our students and community access to high quality, archival inkjet printing at the lowest prices available. The catch? While we do our best to complete orders in a timely manner, we can not guarantee a completion date though most orders are completed within a day or two. Tight timeline? Check out our Self Service print area to make the prints yourself.

When submitting an order to the DOC please have a completed 'Digital Output Center Order Form' and your prepared files on a flashdrive that you can leave at the DOC until your order is complete. The DOC has flash drives available for orders.

The order form is separated out into 'prints' (print 1, print 2, etc..) please take care and fill out each section accurately.

File Name should be the exact file name as it appears on the flashdrive.

File Format is type of file (eg. .pdf, .jpg, .tiff) other types accepted on a case by case basis.

Image Size is the total size of the printed area including marks and bleeds (a 11" x 17" poster with .25" bleeds will have an image size of 11.5" x 17.5").

Paper Type is the brand, finish and thickness of the paper to be printed on (eg. Hahnemuhle Photo Rag 188gsm, Epson Enhanced Matte or Epson Premium Glossy 270)

Test Strips are a small portion of a image printed at 100% (full size) on the same paper type as selected for the final print. They are a tool to evaluate paper finish and color accuracy and are highly recommended by the Digital Output Center. Test strips will be charged at the same rate as full size prints.

How do you know if your files are ready for printing?

• Files should be in .tiff, .pdf or less desirable but still acceptable .jpeg format and a resolution of more than 175ppi at the desired print size.

• If you want margins or specifically sized white border please include them as part of the final size of your file. Also include any printer marks like crop, bleed and registration.

Pricing:

In order to bring you the best value we charge paper and ink separately for prints. Please consult DOC publications for current pricing or contact for quote.

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