Digital Print Studio FAQ

What can I do in the DPS?

- You can drop off images to be printed by DPS staff. The DPS works like a drop-off service bureau for printing.
  - You no longer have to wait in the lab for your print to be completed or mess with ImagePrint. We do that for you.
  - The standard turnaround time, after you have approved your test strip, is 24-hours. The exact turnaround time can be shorter or longer depending on how busy we are in the lab.
  - Rush orders are also available at additional cost, with a maximum turnaround time of four (4) business hours.
- You can scan negatives or images up to 11” x 17”.
- You can trim your prints.
  - Note that mat board or other heavy paper products cannot be cut or trimmed in the DPS. Guillotines and Logan mat cutters are available in other select Art School department facilities.

How do I print in the DPS?

The DPS works like a drop-off service bureau. You format, size, and color calibrate your images before dropping them off and ordering printing by DPS staff; there is no sign-up sheet.

- Your sized and color calibrated image must be formatted as either an 8-bit TIFF or JPG with a resolution of 300 dpi, and flattened.
  - The largest printable area on an individual 8.5” x 11” cut sheet of paper is 8” x 10”. Ensure your file size is no larger than this size.
    - You do not need to add borders for cut sheet.
    - If you want larger borders than are possible on a cut sheet you will need to upsize your request to roll paper.
- You fill out a hard copy order form and transfer your images to our ordering computer from a USB or CD.
  - If you want crop marks on your print, please be sure to check the box.
- Transfer your files in a folder to the ordering computer desktop.
  - The folder should be named as “yourlastname_mm.dd.yy”.
  - Each file in the folder should be named with a prefix of “yourlastname_printn”, where the “n” is a number. For example, “yourlastname_print1”, “yourlastname_print2”, and so forth
- You can include a test strip file named “yourlastname_test” in your folder. There are different limitation for a “free” test strip; based on how many images you have and how big they are.
  - The test strip size for 8.5” x 11” cut sheet paper is a single piece of 8.5” x 11” cut sheet paper for all prints in the job. The print area for the 8.5” x 11” sheet is 8” x 10”. You only get a “free” sheet test if you are printing 3 sheets or more.
  - A roll paper test strip for prints smaller than 16” x 20” is a 3” test for all prints to the width of the paper selected by DPS staff. Staff will select the most appropriate width for your selected roll paper type for your test print. You can ask them for the appropriate roll size before creating your test.
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- Roll paper test strips for prints 16” x 20” or larger is a 3” test strip per print to the width of the paper selected by DPS staff. Staff will select the most appropriate width for your selected roll paper type for your test print. You can ask them for the appropriate roll size before creating your test.
  - We will call you or send you an email, your choice, when your test strip is ready.
    - Your first test strip is free. Additional test strips will be charged at the basic rate for the paper you select.
  - We will call you or send you an email, your choice, when your job is ready.

The standard turnaround time for prints is 24 hours from when you approve your test strip. The exact turnaround time can be shorter or longer depending on how busy we are in the lab. Rush orders are also available at additional cost.

You pay for your prints when you pick them up with CatCash through your CatCard. Cash, checks, credit cards, or IOU’s are not accepted.

**How much does it cost to print?**

The cost of printing depends on the fine art paper you choose for your prints. In general, there are three 8.5” x 11” cut sheet surfaces available, two economy roll papers, a selection of middle-range roll papers, a few high end roll papers, and several specialty surfaces, like canvas, vinyl, or transparency film on rolls.

You pay for your prints when you pick them up with CatCash through your CatCard. We do **not** accept cash, checks, credit cards, or IOU’s.

**Can I use my own paper for my prints?**

Yes, but with specialty papers you will need to actively participate in the print setup until you approve the job for final printing.

  - Please plan to spend additional setup time working with a DPS staff member if you wish to use your own specialty paper.
  - You will be charged an ink charge priced per square foot for printing on your specialty paper.
  - As with any DPS print service, you will receive one free test strip (restriction for the free test do apply, based on how much you are printing and how big). **Note that the process of setting up a specialty paper for printing may require multiple test prints before acceptable settings can be obtained and approved by you. You will be charged for any additional test strips required for specialty paper setup.**

**How can I contact the Digital Print Studio?**

The Digital Print Studio is located in the basement of the Art Building, next to the Art Advising office. The DPS phone number is 520-626-4172 or you can email uofaprintstudio@gmail.com

David Huber can be contacted directly at dvh55@email.arizona.edu.