

Mural Printing

PROCEDURES

Please have your files 8 bit, flattened and at 180 DPI.

1. Burn finished file to CD or place on the user disc in a folder titled with your first and last name. If desired, pull guides onto image to indicate where you would like the test strip.
Files must be named and sized as indicated by mural request form, otherwise job will not be started.
2. Decide which paper and width to print on.
For the roll paper, the maximum printable across is approximately 1" less than the actual paper width.
For example, 24" paper can print 23" across, so, if the print requires exactly 24" across it will need to be printed on 44" paper.
3. Check the length of the print. Find the price of the print from chart below.
For example: For a 30" x 40" Print on Luster paper find where the "Luster 44"" Column and 25" - 36" Row intersect to get the \$27.00 price.

We are no longer accepting the paper print cards. We will honor cards that have already been purchased, however, students will now be asked to add money via the internet to their Columbia ID cards through Columbia Cash.

A link to the page to add money to your Columbia Card is here.
<https://colum.blackboard.com/webapps/portal/frameset.jsp>

4. Fill out request form found on the wall in digital lab. Please complete entire form including your phone number so we can reach you with questions. Turn in request form and payment to a TA at the front desk.
We cannot accept forms without payment.
5. Test strips and prints are done in order received. In approximately 24 hours (longer around finals) you will find your 5" test strip in the daylight viewing room.
6. Find a TA at the counter. Indicate whether the test is OK and ready for printing OR that you need to make changes. Additional test strips are \$2.00 each.
7. Once Okayed, in approximately 24 hours (longer around finals) you can pick up your print rolled up in the daylight viewing room.
Check print in lab. We will not consider reprinting prints that have left the lab. Ask a TA for help.
Any prints left for more than two weeks will be discarded.

PRICING (BY LINEAR FOOT)

	Own 24"	Luster/ Matte 24" or Own 44"	Luster / Matte 44"
	\$3	\$5	\$9
1" - 12"	3	5	9
13" - 24"	6	10	18
25" - 36"	9	15	27
37" - 48"	12	20	36
49" - 60"	15	25	45
61" - 72"	18	30	54
73" - 84"	21	35	63
85" - 90"	24	40	72