

## **Northeastern University Photography Lab Printing Policies**

The Photography Lab will make high quality inkjet prints as a service for Northeastern Students, Faculty, and Staff. Digital Files submitted for printing by the Photography Lab need to be formatted in a specific way, ie; **Ready to Print**, or they will not be printed. The staff of the Photography Lab will not correct any problems or errors with Digital Files. If you have questions regarding how to format your files, please consult your Instructor. If you need additional help preparing files, the Staff can assist you. If the staff notices any problems with the file formatting or appearance, you will be notified before any printing takes place. If printing problems occur that are not the fault of the Photography Lab, you will be responsible for paying for those prints. If there is an error or problem caused by an equipment malfunction, the images will be re-printed at no cost. Test prints of large images can be made at no cost.

### **Monitor Calibration**

If you are using your own computer to edit and finalize your digital files, you may want to calibrate your Monitor. This will insure that images edited on your machine will match images displayed on the Photography Lab's monitors. The Photo Lab will sign out calibration devices for this purpose.

### **Epson Printing**

You cannot just show up at anytime and expect a print right away, it will depend on the availability of the Staff and the Printer Status.

Please allow between 24 to 72 hours for your prints to be finished. Student work always takes priority, particularly Assignments and Final Projects.

You need to pay for prints in advance or upon delivery of the prints. Prints must be paid for using NUPay. Checks may be accepted if necessary.

Prints for A+D students are \$6.00 per sq. ft. (\$8.00 per sq ft for all others)  
(For example, An 8"x10" print would be \$3.33,  
a 24"x 36" print would be: 2x3 feet=6 sq. ft. x \$6 = \$36.00)

If you supply your own paper, prints are ½ price.

You may request 3 different paper types:

**Matte, Lustre, or Glossy.** (The default is Lustre, and paper samples are available)

The maximum width is 43.5", the maximum length is 120".

All files must be RTP (Ready to Print), that means:

All files must have an embedded profile :

Adobe RGB, sRGB, or Gray Gamma 2.2

(see below if you don't know what that means)

-saved as a PSD or TIFF, **No PDFs or JPGs**

-**Flattened** (Not merged), Go to Layers>Flatten Image to check (no Alpha Channels or layers)

-at document size (at no lower than 180dpi, but preferably at **240dpi** or 300dpi) (Go to Image>Image Size to check)

Saved as **8 bit file**, not 16 bit (Go to> Image>Mode> 8 bits / Channel)

-on a removable storage device (USB flashdrive preferred),

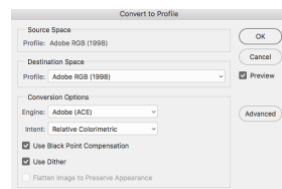
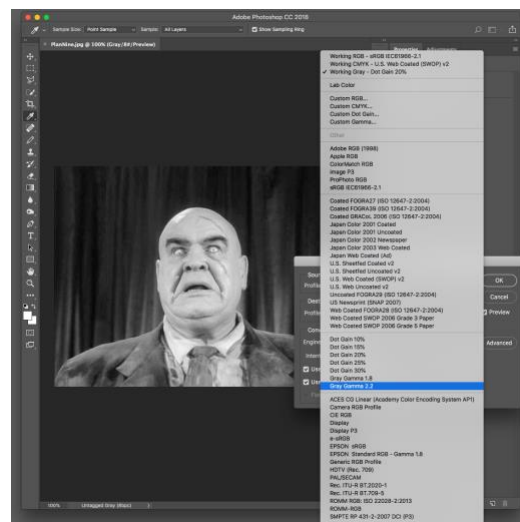
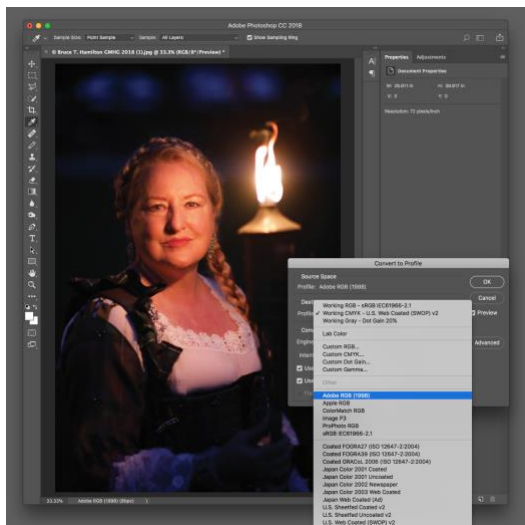
-clearly marked as to which files are to be printed.

**(the image file name or folder of images should be YOUR NAME)**

You must also indicate if the print needs borders, and if so, exactly what size. Your prints might be placed together with other students' prints on the same piece of paper to save you \$. If you do not follow these instructions, your file will not be printed, and your media will be returned to you to make corrections.

How do I tell if I have an embedded profile in my Image file?

**If it says "Untagged RGB", that means it does not have an embedded profile, and you need to assign it a profile. To do that you have to go to Edit>Convert to profile in Photoshop.**



**Grayscale (Black&White) Images must be Gray Gamma 2.2**