Submitting Files to MCAP

There are two options for submitting files to be printed at MCaP:

Test Strip	Waive Test Strip
ensures color accuracy	*faster turnaround*
Submit one FREE 2" test strip. ➢ Submit online to the MCaP Printer Drop Box, or bring to the MCaP on a USB drive. ➢ Test strips will be available for you to review after noon on the next business day.	**Submit** files online to the MCaP Printer Drop Box. ➢ If you upload your print to the drop box and do not pick up your print within one week, your MCaP privileges will be suspended until you pick up and pay for your print. ➢ If you waive the test strip, there are no complimentary reprints due to color issues. ➢ Prints will be ready for pickup within 2 working days from submission. ➢ Rush available for extra charge
Review test strip at the MCaP, and bring image file on a USB drive. ➢ **Approved:** pre-pay for print, and submit file via USB drive or MCaP Printer Drop Box for printing. Technicians will use approved test strip to ensure color accuracy on your print. ➢ **Not approved:** edit file, and resubmit either test strip or edited image file. Pre-pay for second test strip or print.	

Rush Charges

Rush service (same business day) is available for a fee. Rush fees are calculated as 50% of the total cost of the job. For example:

8.5 x11 = $4.55, plus rush fee totals $6.82
20 x 24 = $23.33, plus rush fee totals $35.00

Preparing Your Files

RESOLUTION and SIZE:	FILE FORMATS ACCEPTED:
● All files must be 150ppi resolution or higher, 300ppi is preferred. ● Files must be no larger than 200 MB each. ● File dimensions MUST match those specified in your filename! ● Photoshop resizing tutorial	● PSD (flattened) ● TIFF ● JPEG ● PDF (For all PDF files, you MUST include a 1 pixel border on your document edge. Without this border, your file will not be printed at the correct size.)

MANDATORY Naming Convention

Your files must be named as follows: *(your BGSU username)_(print size)_(paper abbreviation)_(image number)*

File type	Naming example
Test strip	username_11x14_HGE_Test.JPG
Two 11x14 files on Hahnemuhle German Etching paper	username _11x14_HGE_1.JPG username _11x14_HGE_2.JPG
Rush	username _11x14_HGE_2_RUSH.JPG

NOTE: You MUST use your BGSU username, not a made up name or your personal name! If we need to contact you about your file, we will email your BGSU account, and we need your username to do that.

Paper abbreviations:
- **LPP** - Luster Photo Paper
- **HPR** - Hahnemuhle Photo Rag Bright White
- **HGE** - Hahnemuhle German Etching
- **CVS** - Canvas ($8.00 per square foot)
- **SLK** - Silkjet transparent film, used primarily for transfer processes ($18 per 17x22 sheet)
- **OWN** - Your own paper ($5.00 per square foot, test strip recommended)

Uploading to the Dropbox

1. Go to SharePoint and complete both logins:
   - Enter your **full BGSU email** and password at the Microsoft 360 login
   - Enter your **BGSU username** and password at the BGSU login
2. Upload file to Digital Arts Printer Dropbox:
   - Click on **+New Item**
   - Enter a **Title** for your file (see naming conventions)
   - Click on the **Attach File** icon at the top
   - **Choose File**, then **OK**
   - Click **Save** to upload your file

Managing your Uploads:

- Once your files are uploaded, you will be able to see them on the main Digital Arts Dropbox page on Sharepoint.
- If you uploaded the wrong image or need to cancel your print order, you can edit or delete these files at any time and the MCaP will receive the updates.

Printing Rates

- **$7.00** per square foot for all in-stock papers (LPP, HPR, HGE)
- **$8.00** per square foot for canvas (CVS)
- **$5.00** per square foot if you have your own paper
- **$18.00** for one 17x22 Silkjet sheet (sold in full sheets only, includes printing)
- **$5.00** rush charge per print

Determining Cost

1. Multiply the length by the height of your image to determine the total area. If you need white borders added in, you MUST add them to the file, and include them in the cost calculation.
2. Divide the area by 144 to determine the square footage (1 foot = 12" x 12" = 144").
3. Multiply the square footage by the paper cost to get your total.
4. For example, if you have an 8 x 10 print, 8 times 10 is 80, 80/144 = .56 sqft. Then multiply .56 by $7 to get a total of $3.92.

Payment Type

Payments must be made through your BG1 Card (transfer money on MyBGSU)
or BGSU department charge.

Contact Us!

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