

## PRINTING

The Graphics Lab offers laser and inkjet printing facilities, including archival and large format machines. To assist you in proper color reproduction we also provide Pantone formula books for reference.

**DO NOT expect your print on time if you submit it less than three hours before its due.**

### LaserWriter Black & White

Our least expensive printing choice. It has a resolution of 1200dpi and can handle images up to 11.13"x17.75". It also has the ability to duplex (print on both sides of the paper).

### Canon Laser Printer

This printer has a resolution 400dpi and is capable of duplexing. It uses letter, tabloid, and oversized 12"x18" which we stock in 4 weights for each of the three format sizes. Laser prints dry instantaneously and will not smear or bleed with water contact.

### Epson Stylus Photo 2200 - Matte

This printer produces photo—quality prints at a resolution of 2880x1440dpi and handles paper as large as 13"x19". It uses seven colors of archival ink. When printed on archival matte paper, and in a gallery setting, images from the 2200 are expected to last for 80 years.

### Epson Stylus Photo R2400 - Semi-gloss

Printing with 8-color Epson UltraChrome K3™ pigment inkset for archival color and black and white photos, prints from this printer are worthy of gallery display. These inks deliver fade-resistant pieces that stay brilliant for up to 108 years in color and over 200 years in black and white. Output photos up to 13 inches wide using a maximum 5760 x 1440 optimized dpi. Even creates borderless photos.

### Encad NovaJet 880

Our highest resolution large format printer, it can print 48" wide and any length up to 100' at a resolution 600dpi. The printer uses 8 inks for accurate color reproduction and outputs on heavyweight Kodak photographic paper. In a gallery environment the prints have a 40-year longevity. Allow some time to dry before picking up your print.

**Please keep in mind that we print files as we receive them; we will not correct errors in your document. When in doubt, submit your files in PDF format. If you are submitting original files remember to include linked images and fonts. Also, it is recommended that you turn your fonts into outlines to alleviate font problems.**

## SCANNING

Our scanning technology is some of the best out there today. If you have a slide you would want to be made into a digital file, just bring it to us. Our equipment includes:

- Standard flatbed scanning (max res. of 1600dpi. Up to 11.7"x17.7")
- Two scanners that handle positive and negative films
- Dedicated 35mm film scanner (max res. of 5400dpi)
- A 4800dpi scanner that will accept film from 35mm to 8"x10" in size

We also offer image scaling, dust removal, color correction, and contact sheets.

## COPYING

The Lab offers both black & white and color duplex photocopying up to 11"x17".

## BINDING

For a small fee, we offer spiral/wire binding equipment and materials. We have 7 wire sizes (3-9) and up to 4 colors to choose from black, white, gray, silver and red.

## FINISHING

The Graphics Lab provides a place for students to mount and finish their work. In addition, the Lab provides assistance with bookbinding, trimming and various mounting techniques. Many of our materials

- and tools are available free of charge:
- Guillotine (for precision cutting of stacks of paper up to a phonebook in thickness)
  - T-squares
  - Cutting surfaces
  - Light tables
  - X-acto knives
  - Adhesives and glues
  - Magnification loops
  - Saddle Stitch Stapler
  - Kraft paper
  - and most everything else you can think of.



## PHOTOGRAPHY

The Lab has a variety of digital and film cameras for the creation and documentation of work.

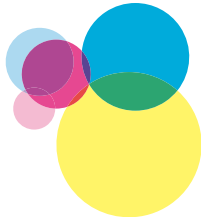
Photographic equipment includes:

- 2 Nikon N90 35mm SLR cameras
- Nikon D70 digital SLR camera (6.1 mega pixels)
- Nikon D200 digital SLR camera (10.2 mega pixels)
- 4x5 Calumet view camera

**Kodak 35mm slide Film (EPN 100 & EPT 64) is available for purchase. We do accept exact cash for film.**

We have several lighting systems for in-Lab photography. These include a Track System for documentation of large 2D and 3D works. Which also includes two table surfaces, Black Formica or Translucent Plexiglas, great for shooting small jewelry, glass or sculpture. For smaller pieces, we have a Copy Stand for 2D work up 12" x 18".

For a small hourly fee, Lab staff will assist you in setting up lighting and explain basic camera use. We can also shoot your work for you for an additional fee. Stop by the Graphics Lab and speak to a Lab assistant to set up an appointment.



## WHO WE ARE

The Graphics Lab is an imaging and design service center with resources available to the entire VCUarts community. We specialize in digital printing, scanning and photographic services for students and faculty. The Lab also offers start-to-finish design services and event photography/videography for departmental clients.

For students interested in graphic arts, the Graphics Lab also serves as an educational resource. Our experienced and friendly staff will be happy to assist you with any questions you have about the tools and techniques you need to create your work.

Since we are non-profit, all the proceeds we make go back to upgrading the Lab and advancing our technology. We are determined in providing you with unbeatable prices and quality that rival outside companies.

We like to accept

- Personal Checks
- Money Orders
- Credit cards (\$5.00 min, no credit cards for film)
- Pre-paid punch cards are available with a \$5.00 card balance and punched as prints are made.

But please, **NO CASH**

THE <sup>LOB</sup>  
graphics

325 N. Harrison St. Room 217  
(804) 828-1710  
Monday-Friday 9:30-4\*  
[www.pubinfo.vcu.edu/artweb/graphics](http://www.pubinfo.vcu.edu/artweb/graphics)

\*Hours subject to change

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