



College of Human Sciences

Printer Use Request Form

Canon IPF8700S Graphic Arts Printer



Overview & FAQ

Built for ultra-high quality imaging and exceptional performance, the image PROGRAF iPF8400 large format printer is equipped with an array of professional features. Located in SAN204 multimedia lab, it is used only for CHS faculty, staff and graduate students.

- Up to 2400 x 1200 dpi maximum resolution
- Up to 44" prints
- Print plug-ins for Adobe Photoshop and Microsoft Office

Page Size

The paper in the printer is 44" wide. A maximum width of 42" is suggested to ensure none of your material is unintentionally cut off. Posters can be of any length, but keep in mind that trimming excess margins requires a steady hand. Also, if you want a poster wider than 42" (i.e. perhaps 60"w x 42"h) it is OK to change the page orientation so the width of the paper becomes the height of the poster--again, keep in mind you are responsible for trimming excess margins if the height is under 42".

File Formats

Posters are typically sent to the printer via Photoshop (PSD, PDF, PS, TIFF, PNG, JPG, EPS, GIF, etc.) or Adobe Acrobat (PDF). Other formats such as Adobe Illustrator (.AI) or OmniGraffle (.GRAFFLE) should be exported to Photoshop to print. Email TSG with any questions regarding conversion of your format. The VisLab (DSL 428) is another good resource for knowledge and software to convert formats.

What software should I use to create my poster?

Use the application you are most comfortable with, but make sure there is a way to get from your application's format to one supported, such as a PDF or PSD file. For example, Adobe Illustrator and Photoshop (.AI and .PSD) and Gimp (.XCF) have options to export your media directly to the Adobe PDF (.PDF) format. If you have not purchased a version of Photoshop, Illustrator, or any of the other commercial graphic design software, we recommend Gimp as a free (open source) alternative with a very similar feel to Photoshop. Free alternatives for PowerPoint and Adobe Acrobat Professional also exist including OpenOffice.org. Contact TSG if you need these installed on your machine.

Color

The poster printer uses the CMYK color model. Photoshop can automatically convert RGB to CMYK for you, but please be aware that: 1) it is not always an accurate conversion, and 2) failing to change to the correct color model causes many poster printers to revert to grayscale prints. We advise configuring your color model before creating your poster to avoid this headache

E-mail this form to chstechsupport@fsu.edu and an IT staff member will assist you in your print job.

This request requires 72 hours notice. For immediate services we suggest Target Copy or the UPS Store

Today's date

Print Job Deadline

Request ☐ Approved
Approval ☐ Denied

First Name

Last Name

FSUID

E-mail

Course /Instructor /Description of Print Job

Statement of Understanding

☐ I have carefully reviewed the layout and content (including grammar) of the poster and declare that the information is correct and ready for printing.