

PHOTOGRAPHIC

CENTER

NORTHWEST

DIGITAL PRINTING SERVICE

Photographic Center NW (PCNW) offers online printing services through our Digital Lab. This service allows students to e-mail assignments and contact sheets directly to our Digital Lab to be printed for the upcoming week's class. **All printing requests must be submitted by 12pm on the Sunday prior to the class meeting for which the photographs are needed; late submissions will not be printed.**

HOW TO USE THE DIGITAL PRINTING SERVICE

- 1) Edit & flatten your images, and **convert to JPEG or TIF files**. No additional adjustments will be made to images sent to the printing service, so be sure to complete all editing before saving and sending your files. *Size limit for e-mailing files is 25MB – Please send files 25MB or smaller, or ZIP your file.*
- 2) Determine the desired dimension, in inches, of the longest side of your image (i.e. for an image that you want printed in a landscape orientation, specify the length you want the image printed at OR for an image that you want printed in a portrait orientation specify the height you want the image printed at); you may also crop/resize your image to the desired dimensions (i.e. 4x6 or 8x10 – digital files do not automatically conform to these dimensions, cropping is required), also making note of the intended size in your e-mail. Choose a paper size; available paper sizes are 8.5"x11" and roll paper (variable size). All images will be printed in full on 8.5"x11" paper unless specific dimensions are noted.
- 3) NOTE: PCNW charges a flat rate for contact sheets; contact sheets are considered an 8.5"x11" print, therefore the charge for one contact sheet is \$5.61 + tax.
- 4) Decide what paper finish you would like: Matte, Luster, or Glossy
- 5) E-mail your images to printing@pcnw.org by 12pm on the Sunday prior to your upcoming class meeting.
 - **IN EACH E-MAIL INCLUDE: YOUR CLASS + DAY/TIME, DIMENSIONS, PAPER TYPE, DUE DATE and a PHONE NUMBER** (in case there are any problems with the files and PCNW needs to contact you)
 - **IMAGES MUST BE SENT AS ATTACHMENTS**; images copied into the body of e-mails will not be printed. To attach a file, click the paperclip icon in your e-mail window and follow prompts to select the file(s) you wish to send
 - **SIZE LIMIT for E-MAILING FILES IS 25MB – PLEASE SEND FILES 25MB or SMALLER or ZIP YOUR FILE**
 - If multiple e-mails are needed to send your images, specify the total number of e-mails you will send, and number each e-mail. For example, in the subject line include: "E-mail 1 of 3" and in the body of the first e-mail: "I will be sending 3 e-mails, each with 5 images."
 - Images sent after the Sunday 12pm deadline prior to the class/date needed will not be printed in time.
- 6) Pick up and pay for your prints at the front desk

PRICES

The cost for printing is \$0.06/square inch and is calculated based on the size of the paper used to make the print, regardless of the actual image size. *The average cost of a print on 8.5"x11" paper = \$5.61 + tax.*