



PHOTO CENTER NORTHWEST
900 12th Avenue
Seattle, WA 98122

DIGITAL PRINTING SERVICE

The Photo Center offers online printing services for students through our Digital Lab. Primarily for beginning Digital Photo students, this service allows you to e-mail your assignments and contact sheets directly to our lab monitors, who will turn around your request in 12-24 hours (except in cases where monitor shifts are not staffed). Prints can be picked up and paid for at the front desk.

How to use the digital printing service:

- 1) Edit & flatten your image, and convert it to a JPEG or TIF file.
- 2) Determine the desired dimensions of your image, and choose a paper size. Available paper sizes are 8.5 x 11 and roll paper (variable size). All images will be printed in full on 8.5 x 11 paper unless otherwise noted.
- 3) Decide what paper finish you would like: Matte, Semi-Matte, or Glossy
- 4) E-mail your images to printing@pcnw.org for printing at least 12 hours before the start of your class. **INCLUDE YOUR CLASS + DAY/TIME, DIMENSIONS, PAPER TYPE, and DUE DATE with each e-mail.**
- 5) Pick up and pay for your prints at the front desk.

PRICES: The cost for printing is \$.05/square inch and paper will be \$.50/sheet (8.5 x 11 in). Prints larger than 8.5 x 11 will be printed on roll paper: \$1.00/square foot

SIZE LIMIT for E-MAILING FILES IS 25MB – PLEASE SEND FILES 25MB or SMALLER or ZIP YOUR FILE

FILM AND TRANSPARENCY SCANNING SERVICE

The Photo Center offers film and transparency scanning services through our Digital Lab. Scanning jobs can be completed between 5 and 7 days. CDs/DVDs with your file can be picked up and paid for at the front desk.

How to use the scanning service:

- 1) Drop off your negative or transparency at the Photo Center front desk.
 - Film **MUST** be in negative sleeves.
 - **PROTECT YOUR MATERIAL** by including a support or card in any envelope.
 - Clearly **INDICATE THE FRAME** to be scanned
 - **LABEL YOUR MATERIALS** (name, phone, e-mail) including all packaging
 - Complete a **SCAN SERVICE FORM**
- 2) Pricing and Options (for 35mm, 2 ¼, 4 x 5 and 5 x 7):
 - \$25 for wet mount/scan
 - \$15 for flatbed scan
 - 5 x 7 and 8 x 10 are wet mount only