

PRINT SHOP / DESKTOP PUBLISHING - GENERAL INFORMATION

The Desktop Publishing Office is located in the Advancement Department.

Hours are 8:30 a.m. to 4:30 p.m.

The Desktop Publishing Office offers design services for college departments needing publications such as marketing brochures, postcards, course booklets, advertisements, letterhead and business cards. All text exceeding 50 words must be typed and mailed electronically to the Advancement department. Specifics as to e-mail addresses can be obtained by calling the department. A minimum of two week's notification is required for completion of design and printing services. Desktop Publishing will prepare camera-ready layouts for printing by AC's Print Shop. As noted below, the Print Shop can print black ink only or two-color work. Desktop Publishing can also design camera-ready layouts for four-color process printing which must be procured off-campus. Please notify the Senior Advancement Officer if four-color process printing is needed.

Upon receipt of a request form, the Advancement Department will forward to the requestor a "Scheduling Verification" form. This form will note the date on which a proofcopy of your publication will be sent to the requestor from Desktop Publishing. Also noted on the form will be the date that the proof copy is due back to Desktop Publishing as well as the date that the requestor can pick up the finished copies from the Print shop area. Please note all dates and notify the Senior Advancement Officer if proofing will delay the project's printing. Both the Desktop Publishing Office and the Print Shop will work to design and duplicate orders as needed but will not delay the completion of a scheduled job for those that are "off schedule."

Print Shop Hours Are:

Monday through Friday 7:45 a.m. to 4:30 p.m.

The Print Shop is located on the lower level of the College Center. Print Shop personnel operate a large Xerox duplicator, a two-color press, a small copier for faculty/staff convenience, as well as various finishing machinery.

The Xerox duplicator is used for large quantity copying (six or more copies of an original). The Xerox is generally used for "daily work" (e.g., tests, syllabi, and other course handouts), although it is also used for black-ink specialty work scheduled through the Advancement Office. Allow a 24-hour turn-around period for work to be done on the Xerox. Work may be picked up after 2:00 p.m. the day after begin submitted. If a job is needed earlier, be sure to note the time needed on the job request form and alert the Print Shop staff. Rush orders can make it impossible to meet both rush and scheduled deadlines in one day. In order to serve everyone fairly, the Print Shop staff requests the cooperation of all parties involved to make rush orders the exception and not the rule, especially for jobs consisting of a large number of copies or requiring special handling (i.e., folding, collating, etc.). **RUSH ORDERS WILL BE HANDLED IF AT ALL POSSIBLE, BUT THE PRINT SHOP STAFF CANNOT DO THIS AT THE EXPENSE OF SCHEDULED WORK.**

The two-color offset press is used for color-ink jobs and special projects (e.g., marketing brochures, letterhead, and business cards). ALL work for the two-color press must be scheduled through the Advancement Office. Request forms are available through the campus electronic mail system. Please call the Advancement Office to obtain a request form.

Unless otherwise clearly indicated on the Print Shop job request form, jobs will be printed on both sides of each sheet of paper. Whenever possible, two-sided printing should be done in order to conserve paper.

PRINTING CHARGES

Current prices are noted on the Print Shop request form. For most college duplicating, charges are billed to "9100" accounts and therefore do not represent an actual transfer of money. This information is kept for historical purposes to identify areas of greatest need and usage. Please contact the Print Shop manager for complete information on Print Shop charges.

CAMPUS COPIERS ARE LOCATED:

Allied Health Building	Vend Cards Only	Staff/Students
Continuing Education	Account Numbers	Staff
Library (2)	Vend/Coin/Currency	Staff/Student/Public
Humanities	Vend Cards Only	Staff
Science Building	Vend Cards Only	Staff/Students
Cafeteria	Coin Only	Students/Public

Vend cards reduce the cost of copies and are available for purchase at the Library and Bookstore. Value is added to the vend cards in the Library. The vend cards are available for use by staff and faculty.