

Printing

Copy Center Tips for Color Copying / Printing / Scanning

Plan, Plan, Plan!

We can't stress how important planning is. Know ahead of time what you are trying to accomplish and know how you wish to accomplish it.

Graphic Formats/Scanning

If your work is going to contain graphics, be sure they are of good resolution (output measurement of an image, expressed in dots per inch - DPI). In most cases, a Jpeg (*.jpg) format is one of the smallest compressed files with the best resolution. Typically, Bitmap (*.bmp) and CompuServe GIF (*.gif) creates a very poor quality print. We have an HP Scanner available for use at the Copy Center. We also have scanning utilities for HP-Scan, CorelScan, and AdobeScan. Thus, you could scan your image using one of the available utilities, saving the picture in many different formats. We also have several programs available for "cleaning up" the scanned picture, just in case!

Digital Graphic Size

The actual size of the digital graphic can be either decreased or increased to a certain level. Typically, a graphic can be enlarged or reduced to 75% to 150% of its size with little change in the printed quality. Especially in enlargements, the image is likely to lose detail, have some jagged edges, or appear to be posterized with rough graduations in tone and poor contrast.

Hard-Copy Graphic Size

The color graphic printer has the capability to reduce or enlarge a graphic, including photos, from 20% to 400% with little deterioration in quality. The hard copy can be up to 11" x 17" in size.

Presentations

If your presentation is going to be on transparencies for use with an overhead projector, remember that what you see on your screen may not necessarily be what will be projected. In Microsoft PowerPoint, many background colors and pre-formatted layouts are available. The "rule of thumb" is that for the best looking projected presentations, use a light background with dark text. Make sure the font you use is very legible (script type fonts are very difficult to see when enlarged).

Fonts

At Copy Center we have over a 1,000 fonts currently available on our PC systems but if the font you used is not available, our system automatically substitutes a font.

Printing

Sometime this substitution will change the complete formatting of your document. We do recommend that if you use a non-typical font, you can load the font on disk and bring it to our facility. We will then load it on our PC for your use. Also, our systems are PostScript Level 2 compliant, thus we do not recommend the use of True Type Fonts due to potential difficulty in printing properly.

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