DEPARTMENT FUNDED CLASS PROJECT PRINT REQUEST FORM

Please complete for group class printing at the Media Output Center (MOC). Give completed form to your department secretary for approval before creating a project with the MOC.

PROJECT REQUIREMENTS:

- *Files must be supplied to the MOC by **10am on the due date**.*
- *We require **24 hour turn-around time** to print the files.*
- *Late files will not be accepted.*
- *Prints can be picked up or delivered after the 24 hours.*

Due Date: _____

Instructor Name: _____

Prints will be restricted to:

☐ SIZE: _____   PAPER TYPE: _____   **OR**   ☐ PRICE: _____

Department Approval: ☐   Yes   ☐   No

HOW TO SUBMIT FILES

We will create a class folder on our upload server for each project. After which follow the instructions below.

1. Instruct your students to upload their files **inside your class folder**. Files placed outside the class folder will not be printed. See *www.temple.edu/tyler/facilities/moc.html* for upload instructions.

2. Students must save their files as **.pdf** at the size specified by the professor. Please have students save their files using our standard:
   studentname_teachername.pdf   **ex:** sambrown_vance.pdf

3. If students upload a revised file they must name the file:
   studentname_teachername_NEW.pdf   **ex:** sambrown_vance_NEW.pdf

Important: *If files are not sized correctly, they will be proportionally **scaled up or down to fit** the required size. Expect pixelation when small images are scaled to poster size.*