## **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.

DJECT REQUIREMENTS:			
<ul> <li>Files must be supplied to the MOC by 10am on the due date.</li> </ul>			
We require 24 hour turn-around time to print the file	es.		
Late files will not be accepted.			
Prints can be picked up or delivered after the 24 hou	urs.		
Date:			
ructor Name:			
ts will be restricted to:			
SIZE: PAPER TYPE:	OR		PRICE:
artment Approval:	No		
W 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 <b>inside your class folder</b> . Files placed outside the class folder will not be printed. See <a href="https://www.temple.edu/tyler/facilities/moc.html">www.temple.edu/tyler/facilities/moc.html</a> for upload instructions.			
Students must save their files as <b>.pdf</b> at the size sp	pecified by the prof	essor.	Please have students save their
files using our standard:	, .		
studentname_teachername.pdf	<b>ex:</b> sambrown_van	ce.pdf	F
3. If students upload a revised file they must name the file:			
studentname_teachername_NEW.pdf ex: sambrown_vance_NEW.pdf			
	Files must be supplied to the MOC by 10am on the average require 24 hour turn-around time to print the file state files will not be accepted.  Prints can be picked up or delivered after the 24 hour control name:  So will be restricted to:  SIZE: PAPER TYPE:  Introductor Name:  SIZE: PAPER TYPE:  Introductor Name:  SIZE: PAPER TYPE:  Introductor Name:  So will be restricted to:  SIZE: PAPER TYPE:  Introductor Name:  So will create a class folder on our upload server for each construct your students to upload their files inside you not be printed. See www.temple.edu/tyler/facility.  Students must save their files as .pdf at the size specifies using our standard:  Studentname_teachername.pdf  If students upload a revised file they must name the	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.  Date:  Interview Name:  Si will be restricted to:  SIZE: PAPER TYPE: OR  Interview Approval: Yes No  V TO SUBMIT FILES  will create a class folder on our upload server for each project. After when the printed. See www.temple.edu/tyler/facilities/moc.html for up.  Students must save their files as .pdf at the size specified by the profiles using our standard:  Students upload a revised file they must name the file:	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.  Date:  Sector Name:  Sector Nam

**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.