

## VC2 (Camera Vision) Ordering Prints through Art Print

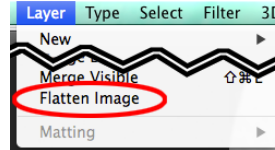
### Overview

Art Print will be acting as our service bureau for Visual Concepts 2 (Camera Vision).  
All files must be prepared according to the guidelines below.  
All files will be submitted digitally using your UMBC BOX account. There is no “walk-in” service.  
Expect the turn-around time to be **2 business days. There is NO rush-service.**

### File preparation

Art Print recommends that you submit **.PSD** (photoshop) files. Other file types may lose their resolution settings when saved or uploaded. Your BOX account is unlimited in size so storage size doesn't matter. Size your image to fit within an **8in. x 10in. maximum** image size (8x10 or smaller) at **300ppi**. Print dimensions may be smaller but should still have a 300ppi resolution.

If your file has layers, flatten it.  
Art Print will not accept files with layers.



*Files not correctly formatted will be rejected.  
An email will be sent to the e-mail address you submitted from notifying you if this happens.*

### Submitting the files for printing

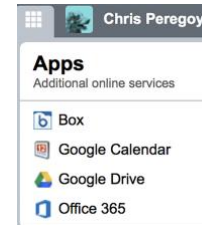
In order to submit your files, you will create a folder in UMBC.BOX.COM, upload your files, and share that folder with the Art Print. Only have the files you wish to print in this folder. All files in this folder will be printed. (If you re-use this folder as your print folder, delete the files that have already been printed)

[ NOTE: Box.com seems to work better in Firefox and Chrome than in Safari, but can be glitchy at times no matter which browser you use. ]

### **Log in to Box**

Each student at UMBC received cloud storage space through Box.  
To access this space, use the following URL: **umbc.box.com**  
OR select Box from the **Apps menu in my.umbc.edu.**

You may be asked to log in. Use your UMBC user name and your UMBC password.

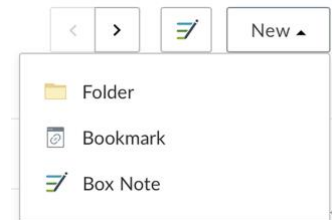


### **Create a folder for your project**

You will create a new folder for EACH project you submit for printing.

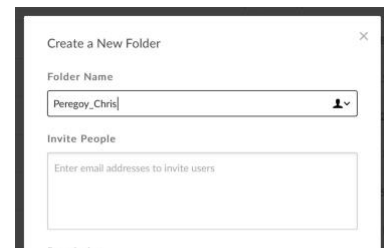
From the “New” button, select “New Folder”.

Name that folder according to the following convention:  
*Last name, hyphen, first name* (e.g., Peregoy-Chris).



This will help the Art Print properly sort your prints for pickup.

Press “Create”



All Files > ☆ Peregoy\_Chris

### **Upload your files for printing**



There are no items in this folder.

Drag files here to upload, or [click here](#) to browse files from your computer.

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Select the folder you just created. (click on the name)

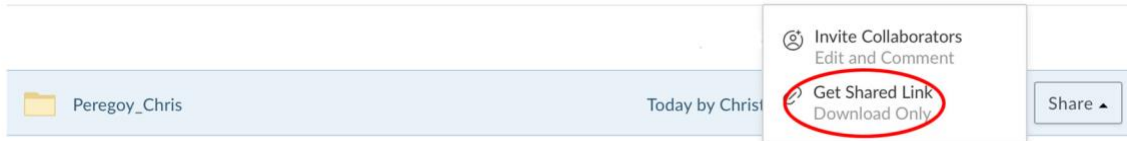
Drag files to upload or click the link to browse files from your computer

**Share the link to your folder**

Once you have uploaded the files, you must make that accessible to Art Print.

From the list of all files (click all files at the top of your window),

Select the “share” link for **your** folder.



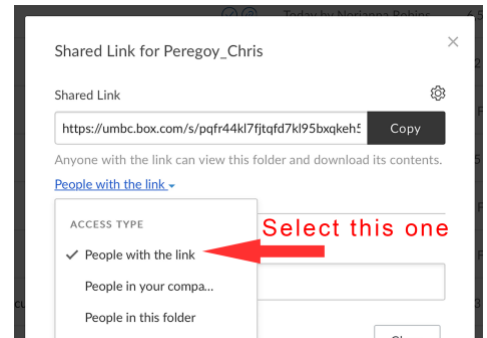
In the link box that appears, change “People in this folder” to **“People with the link”** then Copy the Link

Open a new browser window/tab or your e-mail program.

Create an e-mail with the subject line “VC2 Prints” to submit your link

To: [photobox@umbc.edu](mailto:photobox@umbc.edu)  
Subject: VC2 prints

Type “VC2 prints” in the body of the email before pasting in your link, then send it.



**Art Print will let you know if your file does not meet the specifications found in the file preparation of this handout.**

Picking up your prints / payment

**Once your prints are complete**, Art Print will e-mail you by replying to the e-mail you sent. (usually 2 business-days after you submit)

**Pick up** your prints during posted hours only (see [Artprint.umbc.edu](http://Artprint.umbc.edu) for the hours)

**Please bring a portfolio** or envelope when you pick up your work.

Let the worker know your last name so they can search the picture bins and find your photographs.

**You will be asked to sign** for your photographs to indicate that you have received them. Please count your prints to make sure you have received all the prints you have requested.

**NOTE:** *Art Print is not responsible for color shifts or image cropping and pixilation that may arise from improperly prepared files.*

(updated 4-4-19)