IT resources/S22

Accounts & Help Desk

CORCORAN

There are three types of **accounts** you will be given by the university to access different services:

+ GWID
+ NetID
+ Columbian Cloud

… What are they?

CORCORAN

Your **GWID** is what you use for really sensitive stuff with the university, usually regarding employment. Your GWID is one of the first things you get at GW. It's created by the Division of Information Technology (GW IT). Your GWID looks like this:

G12345678
(A letter 'G" followed by 8 numbers.)

CORCORAN

If you've forgotten your GWID, you can retrieve it here:

https://my.gwu.edu/mod/gwid/index.cfm

CORCORAN

Your **NetID** is what you use to access your GW gmail, Blackboard, Adobe, and other services using single sign on. Your Net ID is your GW email address without the @gwu.edu part. You can claim your NetID or reset your password here:

https://identity.gwu.edu/claim/

Your **Columbian Cloud** account is used to log into computers in the labs in Columbian College (which includes the Corcoran.) You should have already received an email with information about setting up your Columbian Cloud account. If you need to reset your password, go here:

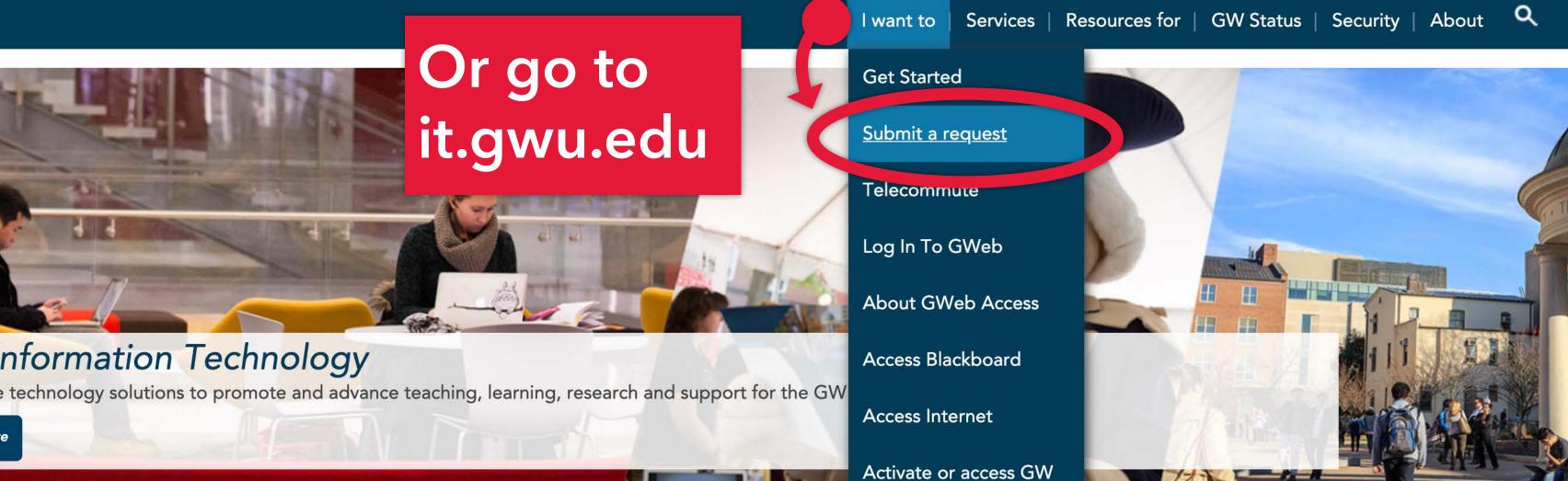**https://password.ccas.gwu.edu/PMUser/**

For problems with GWID, NetID, or Columbian Cloud accouts, as well as network problems, dead computers in labs, etc., contact the IT Support Center (ITSC):

Phone: 202-994-GWIT (4948)
ithelp@gwu.edu

GW Information Technology | T

it.gwu.edu

GW | Information Technology

GET HELP

I want to | Services | Resources for | GW Status | Security | About

Get Started

Submit a request

Telecommute

Log In To GWeb

About GWeb Access

Access Blackboard

Access Internet

Activate or access GW email

Chat with Martha

Download Software

Or go to it.gwu.edu

nformation Technology

e technology solutions to promote and advance teaching, learning, research and support for the GW

Get Started with GW Inform...ology

Request for

Bernard Huckenpahler

Quantity

1

Submit request

Save and close

Please use this form to submit an issue you are experiencing with a current service from GW IT, such as phone not working, undelivered mail, delays and computer-related issues.

Please be as detailed as possible. Include all relevant information, such as your location and contact information. Indicate how the issue began and whether or not it is recurring.

For email related issues, such as delayed or undelivered mail, please include the original message sent by the sender as text and not as a screen shot. The IT Support Center will need the message header information, explained here

What type of issue are you having? (required)
- ○ I could do something before and now can't or something is broken
- ○ I want something new or updated

If you would like IT Support on a large project or initiative, please go to https://go.gwu.edu/itprojectreq

Please provide description of the problem (required)

Would you like to include an attachment (not all interfaces support this)

That form (should) be routed to the right person to solve the problem.
If you think your request has gotten lost in limbo, let James H. know, and he'll do his best to expedite to the right person/team:
sprtwst@gwu.edu

CORCORAN

Support

Submit a Request

ithelp@gwu.edu

Digital Workplace

Customer Portal

Knowledge Base

Phone

202-994-4948

Monday - Friday

7:00 AM - 10:00 PM

Walk-In

Walk-In Support
Centers

Chat Bot

Martha

If you are experiencing issues with classroom technology while class is in session, call 202-994-7900 for support.

NOTE: Due to the COV[...] s busily working to support you remotely. [...] dress above. Be sure to visit Digital Workplace, [...]

**Full array of resources listed at:
https://it.gwu.edu/support**

Remote Assistance

Remote assistance (for Mac and for PC) allows GW Information Technology support analysts to access your computer to provide technical assistance

Walk-up help desk support in Flagg B128 from 10am–4pm, Monday–Friday.
GWIT plans to staff more hours as student workers get hired.
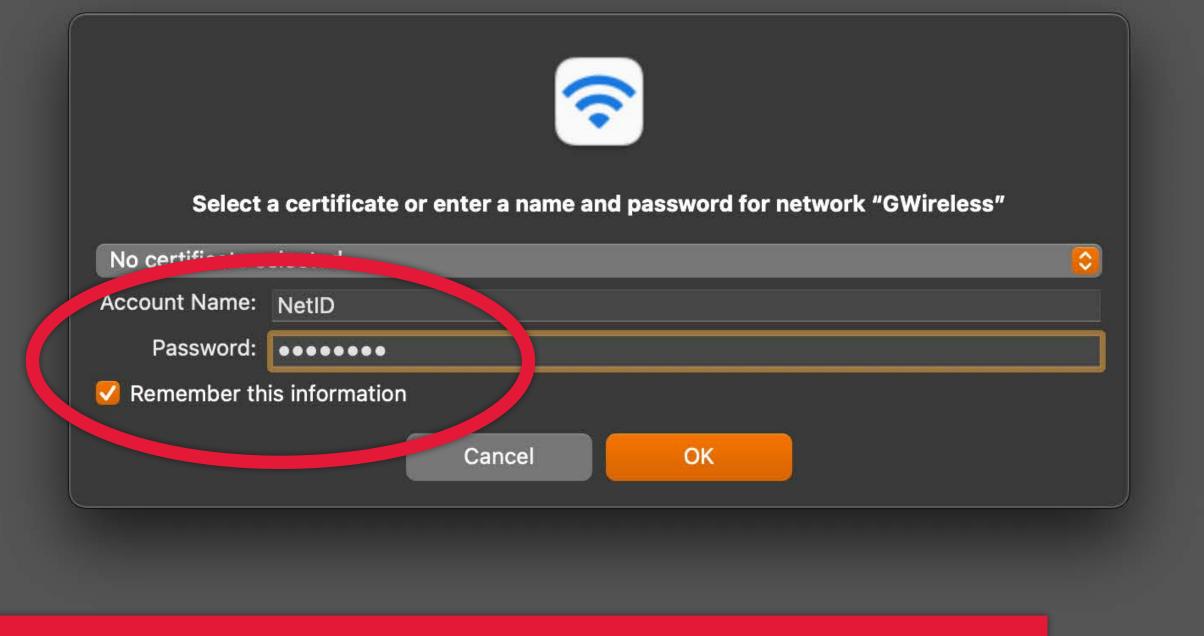
CORCORAN

Connecting to the network on- & off-campus.

CORCORAN

How can I get a secure wireless connection on my laptop when I am on campus? Select the GWireless network...

Select a certificate or enter a name and password for network "GWireless"

No certificate selected

Account Name: NetID

Password: ••••••••

☑ Remember this information

Cancel   OK

Use your NetID (without @gwu.edu) to log in.
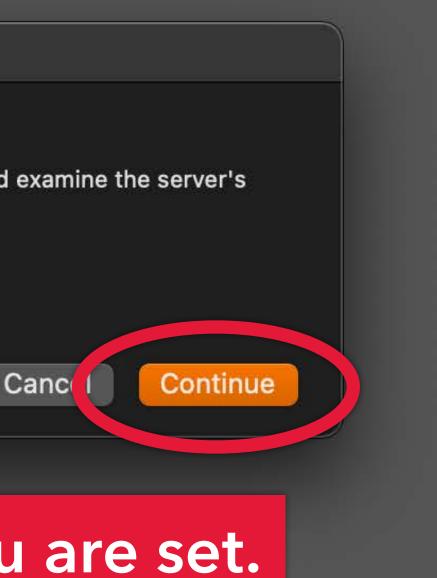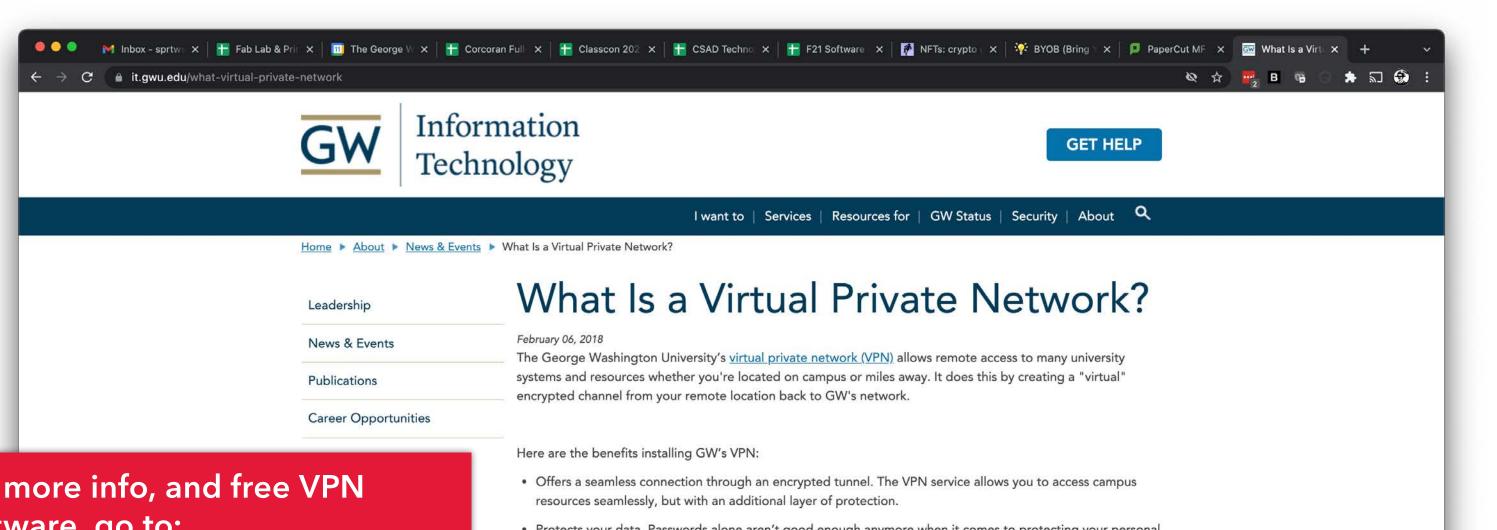
Click 'continue' and you are set.

If you are off-campus and need to access more secure systems, you'll need to connect to the **VPN (virtual private network)...**

CORCORAN

What Is a Virtual Private Network?

February 06, 2018

The George Washington University's virtual private network (VPN) allows remote access to many university systems and resources whether you're located on campus or miles away. It does this by creating a "virtual" encrypted channel from your remote location back to GW's network.

Here are the benefits installing GW's VPN:

- Offers a seamless connection through an encrypted tunnel. The VPN service allows you to access campus resources seamlessly, but with an additional layer of protection.

- Protects your data. Passwords alone aren't good enough anymore when it comes to protecting your personal information, and our systems and networks. Two-step authentication and Virtual Private Networks (VPNs) helps protect your information with more than a password.

- Provides an additional layer of security and privacy when traveling. It's hard to know whether a Wi-Fi network is trustworthy, so make sure you always use a VPN when connecting mobile devices or laptops in hotels, airports, or coffee shops.

Download Cisco AnyConnect VPN Client

GW Information Technology

Academic Center
801 22nd Street, NW B101
Washington, DC 20052

Phone: 202-994-GWIT (4948)
ithelp@gwu.edu

Home ▸ About ▸ News & Events ▸ What Is a Virtual Private Network?

Leadership

News & Events

Publications

Career Opportunities

I want to | Services | Resources for | GW Status | Security | About

GET HELP

GW Information Technology

SOFTWARE DOWNLOADS
DIVISION OF INFORMATION TECHNOLOGY

Software Downloads

Welcome Bernard Huckenpahler. Select a category or follow the appropriate "Download" links below to obtain software.

Category: [Cisco VPN (Off-Campus Access) ▾]   [**Search**]

Download the version of the software for your OS.

Cisco VPN (Off-Campus Access)

Cisco AnyConnect 4.9.06037 for Mac OSX

Download **CiscoAnyConnect-4.9.06037-Mac.dmg** (42.24 MB) (File will begin downloading in a few seconds)

Cisco AnyConnect 4.9.06037 for macOS 10.13 and Higher, includes the GWVPN profile by default. macOS Big Sur (11.0) compatible and includes bug fixes specifically for macOS.

Cisco AnyConnect 4.9.06037 for Linux
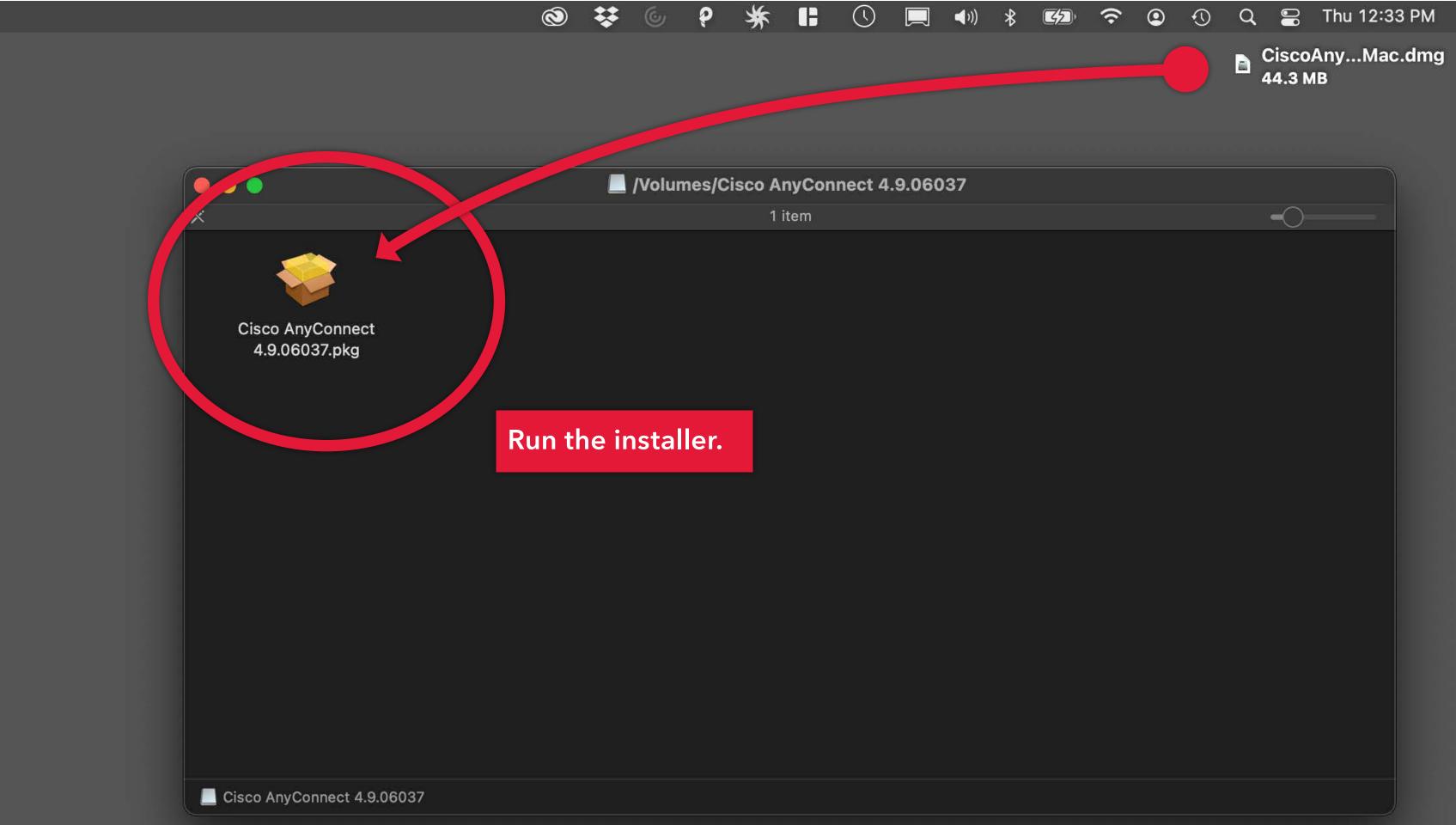
Download **anyconnect-linux64-4.9.06037-predeploy-k9.tar.gz** (26.18 MB) (File will begin downloading in a few seconds)
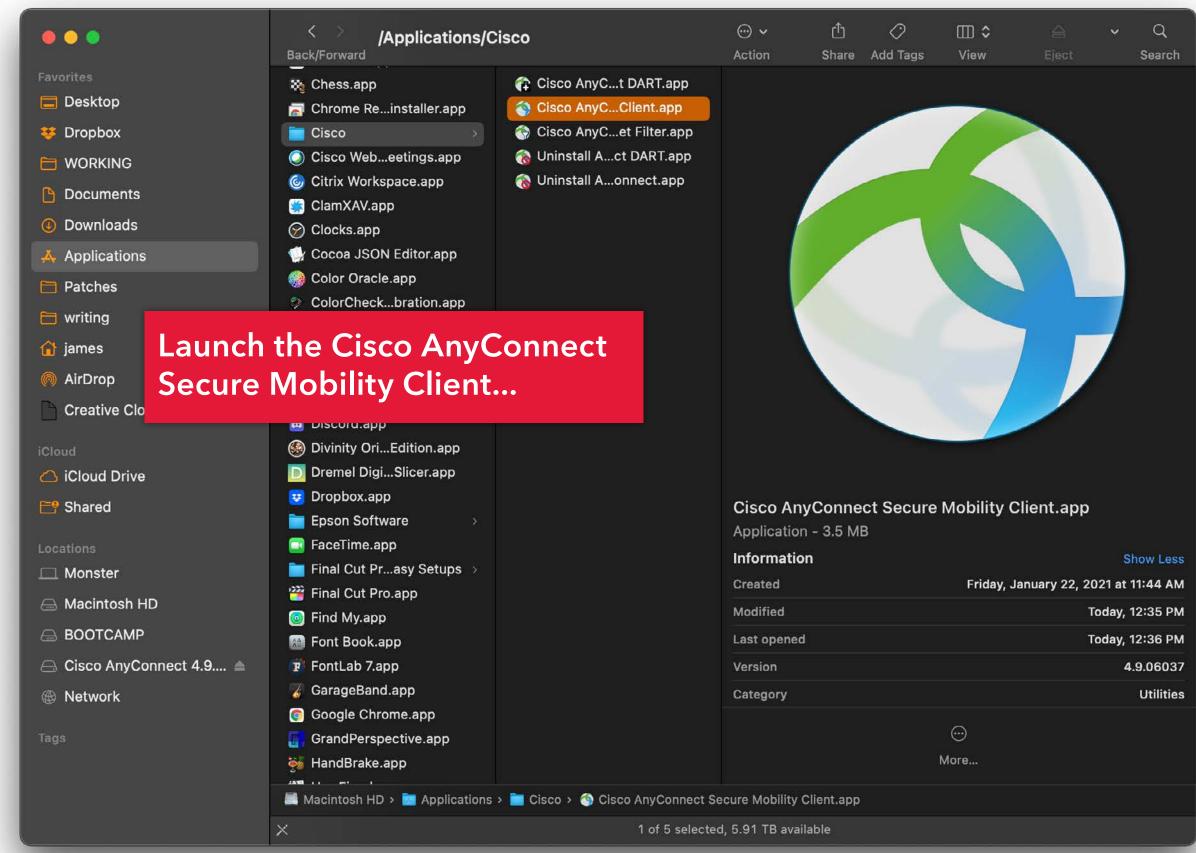
Cisco AnyConnect 4.8.02045 for Windows

Download **CiscoAnyConnect-4.8.02045-Win.exe** (22 MB) (File will begin downloading in a few seconds)

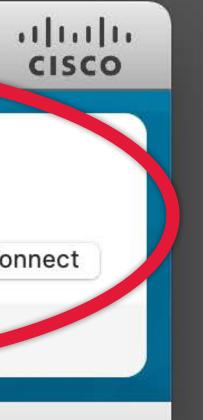Cisco AnyConnect 4.8.02045 for Windows 7 and Higher, includes the GWVPN profile by default.

Last Updated: 11:41 AM Tuesday, October 5, 2021

Launch the Cisco AnyConnect Secure Mobility Client...

In AnyConnect, underneath the 'Ready to Connect' message in the white space, type https://go.vpn.gwu.edu/ and click on Connect

Use your NetID (GW email address WITHOUT @gwu.edu) and the associate password to log in.

Now you can access the portal from anywhere!

If connected successfully you'll see a brief message and the AnyConnect bar will hide away and you'll see the Cisco AnyConnect icon in your Windows task bar or Mac menu bar.

Next time you launch and connect to Cisco AnyConnect, the https://go.vpn.gwu.edu/ will be replaced by GWVPN which you can select to reconnect.

Adobe & Other Apps

Important: when using Adobe apps IN THE LABS, for each work session, you will need to:

1. Log into the lab computer with your Columbian Cloud account (the generic login will not give you access to CC.)
2. Launch any Adobe app; a login dialog will appear.
3. In the "User" field type your full NetID (user@gwu.edu) and hit "return" (no password needed here.)
4. You will be redirected to a GW single sign-in screen.
5. Use your NetID and password.

CORCORAN

How do I get **Creative Cloud and other lab software** for my personal computer? The university provides licenses for Adobe Creative Cloud to faculty and students. Other apps (like Autodesk) offer educational licenses for faculty and enrolled students.

CORCORAN

Common lab software, and where to get educational copies...

	Software in CSAD labs	Where can I get an EDU license?
General	Adobe Creative Cloud	http://go.gwu.edu/adobe
	MS Office	https://it.gwu.edu/microsoft-office-365-free-gw-community-0
CAD/BIM	Autodesk AutoCAD	https://www.autodesk.com/education/free-software/featured
	Enscape (plug-in)	https://enscape3d.com/educational-license/
	Rhino	not free; student version = $195; https://www.rhino3d.com/sales/north-america/United_States
	VRay (plug-in)	not free, student bundle = $149/year; https://store.chaosgroup.com/educational/product/1-year-term-vray-edu-collection
	SketchUp	not free; student version = $55/year; https://www.sketchup.com/plans-and-pricing-promo#for-higher-education
	Revit	https://www.autodesk.com/education/free-software/featured
	Fusion 360	https://www.autodesk.com/education/free-software/featured
Photo	PhotoMechanic	not free: students can purchase a full license for $59, and to do that, they can just email from their edu address, and they'll send back a coupon code for the discount.
Access cloud drives and virtual apps	Citrix	http://citrix.com/receiver - once installed, CCAS services are here: apps.ccas.gwu.edu

CORCORAN

All Products

CATEGORIES

All

Creativity and Design

PDF and E-signatures

Marketing and Commerce

Additional Solutions

TYPES

☐ Desktop

☐ Mobile

☐ Web
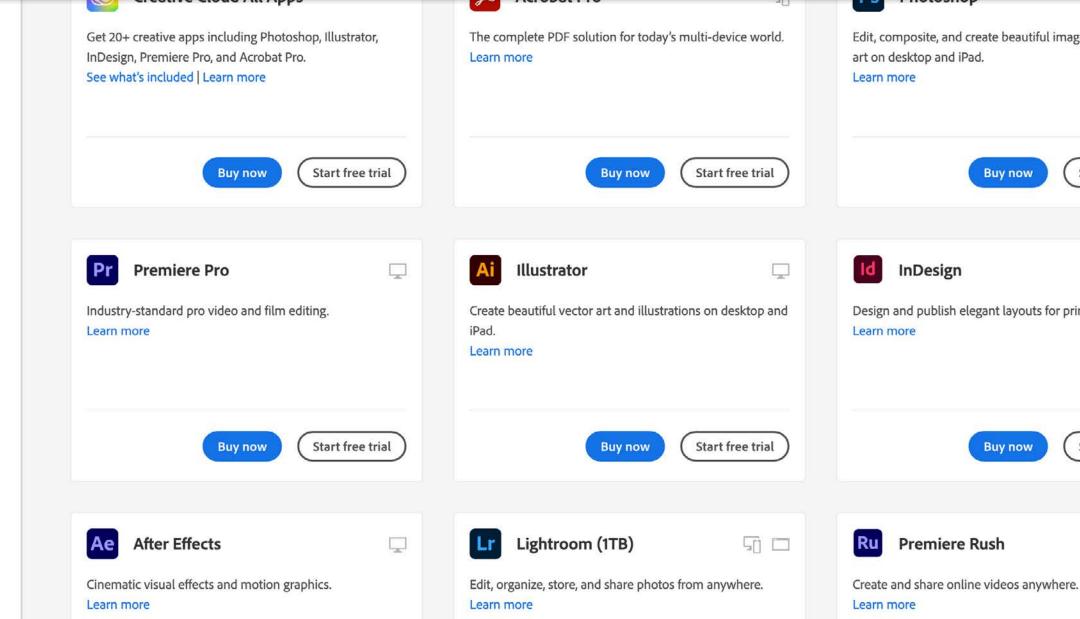
RESOURCES

Special Offers ↗

To get Creative Cloud, go to https://www.adobe.com/products/catalog.html and click on Sign In…

Creative Cloud All Apps

Get 20+ creative apps including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat Pro.

See what's included | Learn more

Buy now   Start free trial

Acrobat Pro

The complete PDF solution for today's multi-device world.

Learn more

Buy now   Start free trial

Photoshop

Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.

Learn more

Buy now   Start free trial

Pr   Premiere Pro

Industry-standard pro video and film editing.

Learn more

Buy now   Start free trial

Ai   Illustrator

Create beautiful vector art and illustrations on desktop and iPad.

Learn more

Buy now   Start free trial

Id   InDesign

Design and publish elegant layouts for print and digital.

Learn more

Buy now   Start free trial

Ae   After Effects

Cinematic visual effects and motion graphics.

Learn more

Lr   Lightroom (1TB)

Edit, organize, store, and share photos from anywhere.

Learn more

Ru   Premiere Rush

Create and share online videos anywhere.

Learn more

Continue with the GW single sign on, using your NetID.

All

Search all products

102 results

Sort Popularity ⌄

Creative Cloud All Apps

Get 20+ creative apps including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat Pro.

See what's included | Learn more

Download

Acrobat Pro

The complete PDF solution for today's multi-device world.

Learn more

Download

Photoshop

Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.

Learn more

Download

Premiere Pro

Industry-standard pro video and film editing.

Learn more

Download

elegant layouts for print and digital.

Download

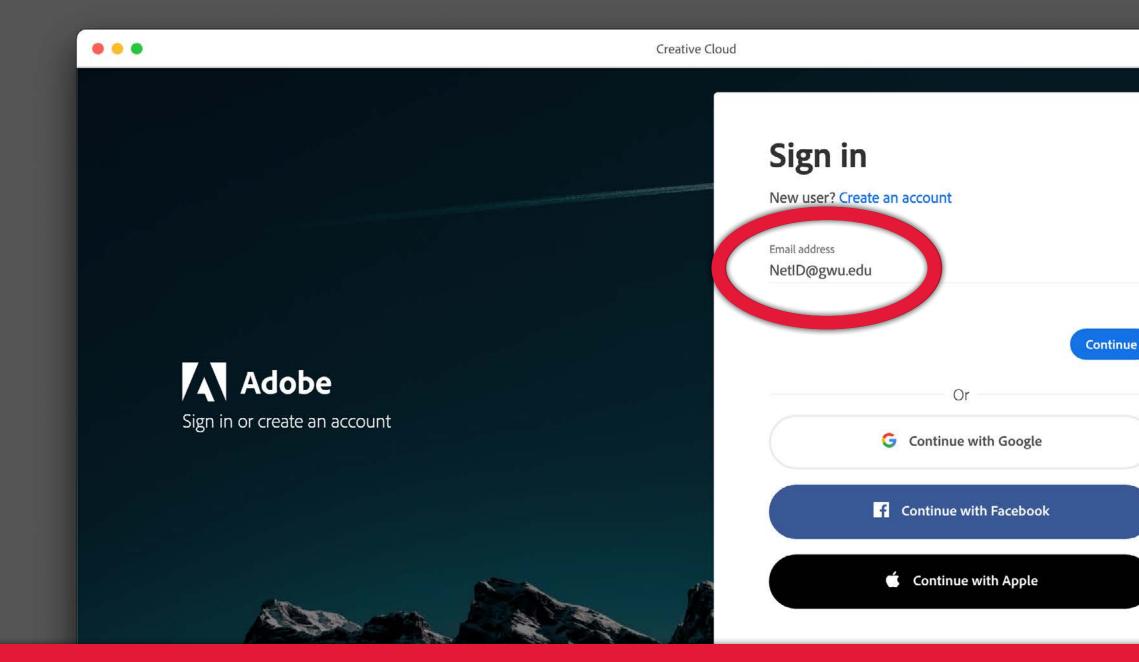## Once you're logged in, download and install Creative Cloud.

After you have downloaded and installed, it will appear in the menu bar of your desktop.
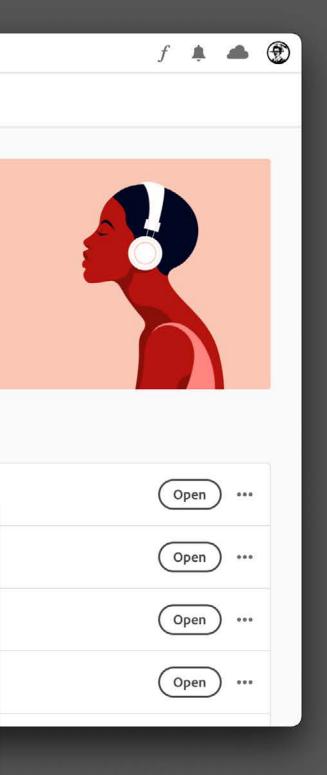
And again, type in your NetID with @gwu.edu and continue with the single sign on.

Now the Desktop app is connected with your account info, you can use it to download all of the apps, and you won't need to keep signing in.

Lynda training has been has been upgraded to **LinkedIn Learning** but it is still free for faculty and students. Go to this address: **https://it.gwu.edu/LILTransition**

From there you will be re-directed to LinkedIn Learning…

CORCORAN

Home ▶ Your Lynda.com account has been upgraded to LinkedIn Learning

Submit a Ticket

Your Lynda.com account has been upgraded to LinkedIn Learning

Your Lynda.com account has been upgraded to LinkedIn Learning to help fuel your lifetime of learning and professional development. Log in to LinkedIn Learning to explore.
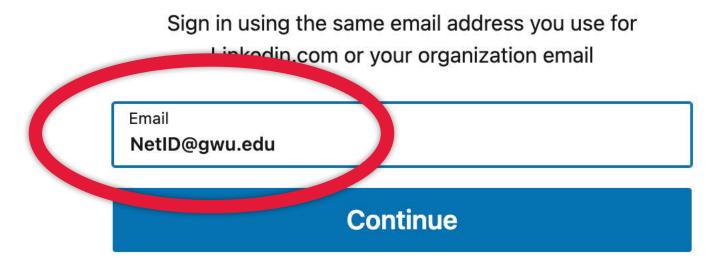
... and click here:

Log in to Linked in Learning
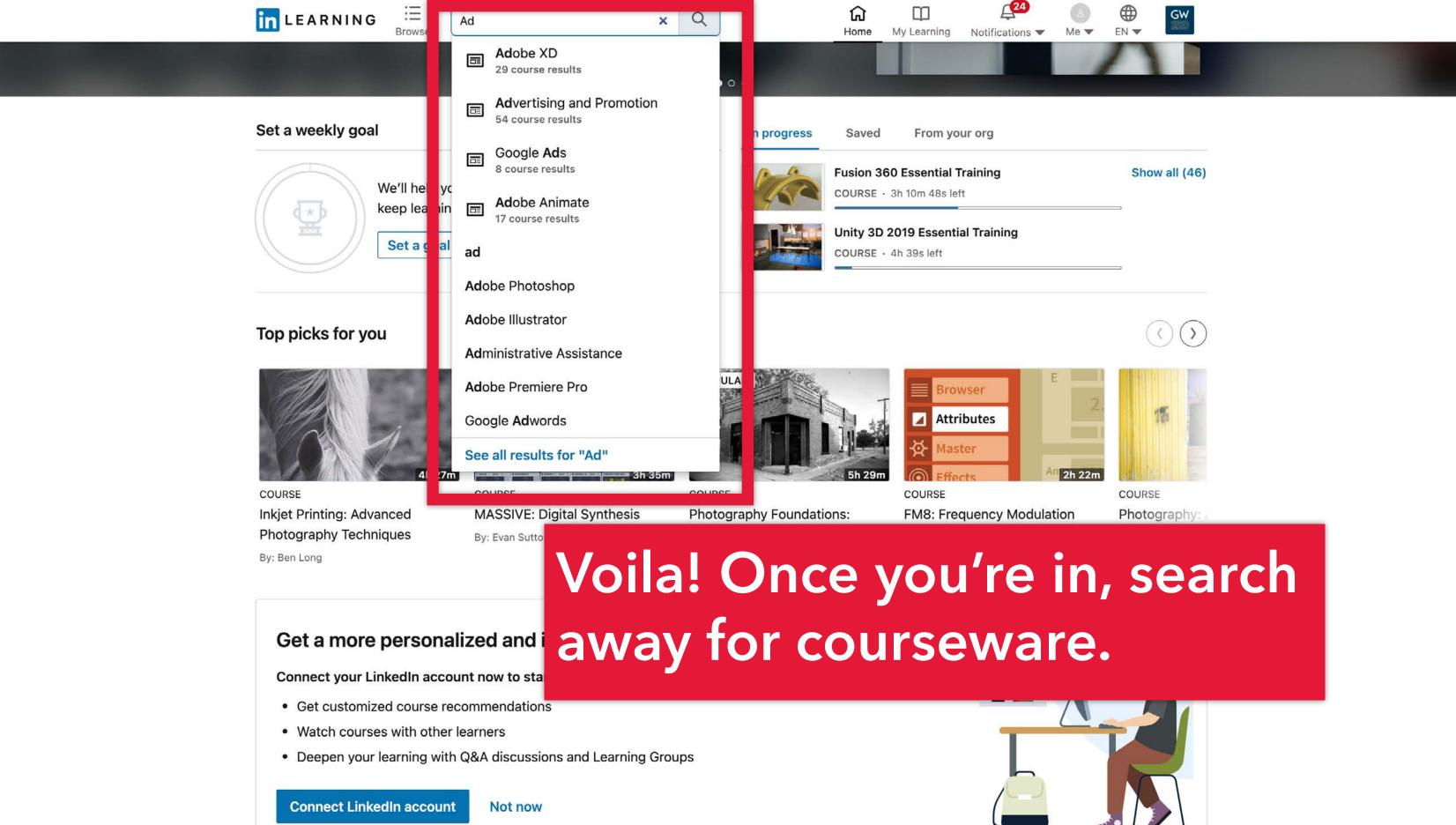
Use your NetID to log in, and complete the single sign on if asked.

Voila! Once you're in, search away for courseware.

In addition to Google Drive (associated with your GW mail), the university offers GW Box for online cloud storage and collaboration. It's free and offers unlimited storage space. To access it, go to:

https://gwu.app.box.com/

English (US) ⌄   Sign Up

Part of The George Washington University?

The George Washington University uses your network credentials to login to Box. Continue to login to Box through your network.

If you are not a part of The George Washington University, continue to log in with your Box.com account.

Continue

Not a part of The George Washington University

Click here:

Voila, you're in.

Copiers

Print jobs can be sent from the lab computers and personal laptops to the **Canon copiers** in Smith Hall (101) and the Flagg building (B103, B136, 127, 157, and on the landing outside of 219.)

Your Gworld card should work within 24 hours of your account being acitivated. You can also key in your cloud acount on the touch pad. If you still need help, the closest help desks are Flagg B128, and Rome 354.

CORCORAN

Columbian College of Arts & Sciences

Search

GW Home   GW Arts & Sciences ▶   Departments & Programs ▶

OFFICE OF TECHNOLOGY SERVICES
COLUMBIAN COLLEGE OF ARTS AND SCIENCES

Office of Technology Services

GW COLONIAL ONE

HOME   ABOUT   PEOPLE   CLASSROOMS & LABS   **PROJECTS & INITIATIVES**   SERVICES   SUPPORT

You are here: Home / Projects & Initiatives / CCAS Print Management Project

COLUMBIAN COLLEGE PRIVATE CLOUD

HIGH PERFORMANCE COMPUTING

COLUMBIAN COLLEGE WEB

CCAS PRINT MANAGEMENT PROJECT

FACULTY WORKSTATION INITIATIVE 2018

CCAS Print Management Project

Overview

Implemented in Fall 2016, the CCAS Print Management project standardized a college-wide lease of new Canon copiers along with a print management tool to provide added convenience for CCAS Departments. This new centralized copier replacement program replaced the current operating model where departments work directly with copier vendors (Xerox, Canon, or Ricoh) to enter into lease agreements and meet with sales representatives. Instead, CCAS is leveraging its size to achieve economies of scale, providing new high-end copier options to departments at less than their current cost. In addition to new copier hardware, CCAS also implemented PaperCut print management tool. This allows users to print from their personal and university-owned Windows, Linux,

Instructions for accessing the copiers are on this page: https://ots.columbian.gwu.edu/ccas-print-management-project

Make a Difference

- Canon imageRunner Advance C5560i (B&W & Color) - 60 pages per minute
- Canon imageRunner Advance 6575 (B&W Copier) - 75 pages per minute

Releasing a print job at a Canon Device:

Scroll down for links to info on printing from lab computers as well as installing the driver for your personal latop.

Mac OS and OS X Documentation

- CCAS Printing: Installing the Follow Me Print Queue on Mac OS - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010047
- CCAS Printing: Printing to a Follow Me Print Queue on Mac OS - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010046

Windows 7 and Windows 10 Documentation:

- CCAS Printing: Installing the Follow Me Print Queue on Windows (Shared GW Computers or Personally Owned) - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010051

Linux Documentation:

- CCAS Printing: Installing the Follow Me Print Queue on Linux - https://gwucolumbian.service-now.com/kb_view_customer.do?sysparm_article=KB0010048

In the 'Print' dialog, make sure you are printing to 'CCAS Follow Me.'

All custom paper must be loaded in the multipurpose tray on the side.

The copiers are set to '2-sided Printing' by default, but you can change to single-sided in the 'Finishing' settings.

Once you hit 'Print' you'll be asked for your cloud username and password.

Make sure you job leaves the print queue before going to the printer.

If it is on 'Hold for Authentication,' click the arrow button to re-enter your cloud username and password.

After you've sent your job to the print queue, simply tap your GW ID card at the nearest copier to release the job.

CORCORAN

Fab Lab &
Service Bureau

CORCORAN

The **Fab Lab in Flagg B148** has laser cutters, 3D printers and desktop CNC routers. Students who have received training may access the devices during open lab hours.

To learn more about what gear we have or to schedule training, contact Devin Pace at paced@gwu.edu.

CORCORAN

Need large format ink-jet prints? Laser cutting or engraving? and 3D prints? Jobs may be submitted to the service bureau: **use the PaperCut portal:**
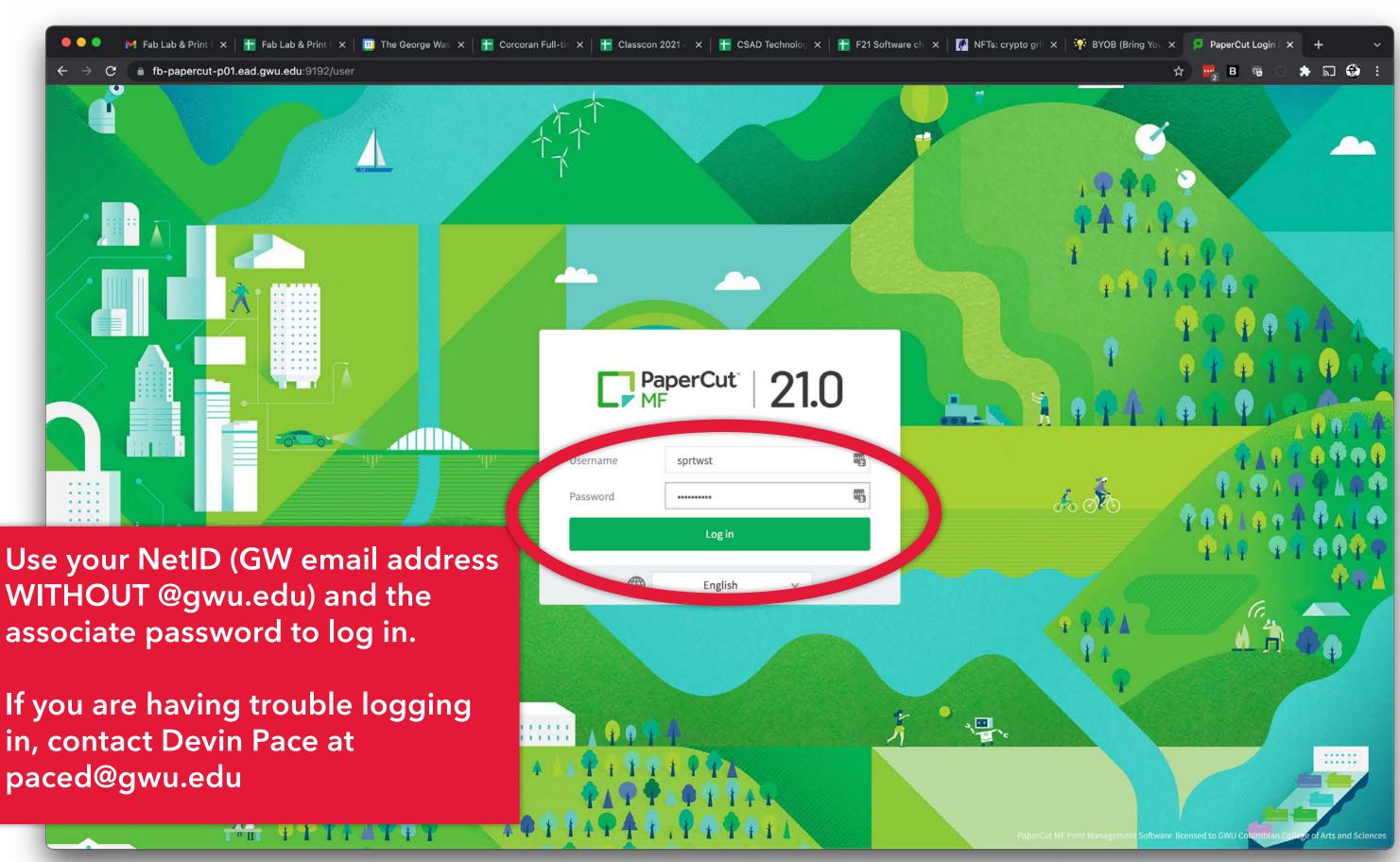
https://go.gwu.edu/CSADservice

CORCORAN
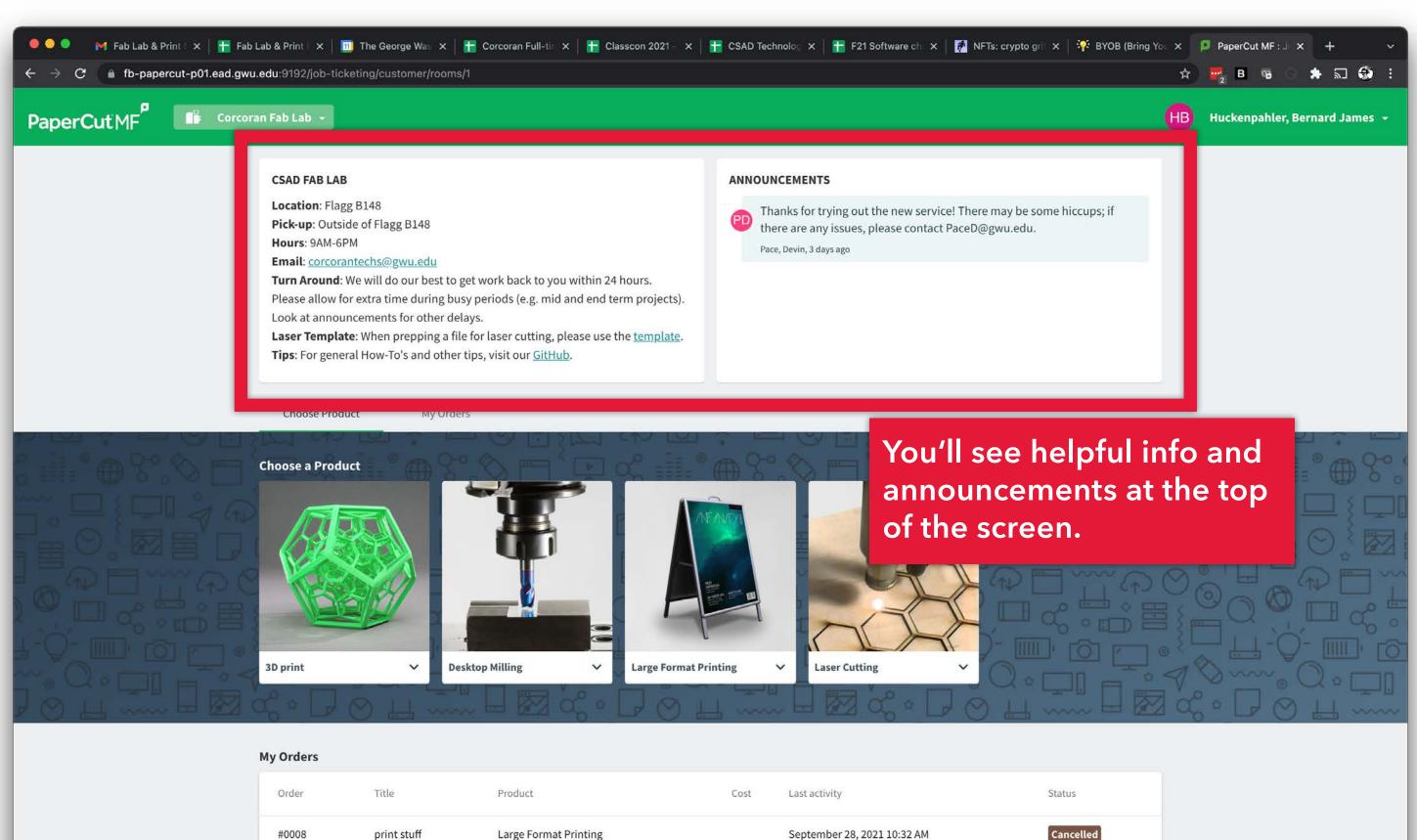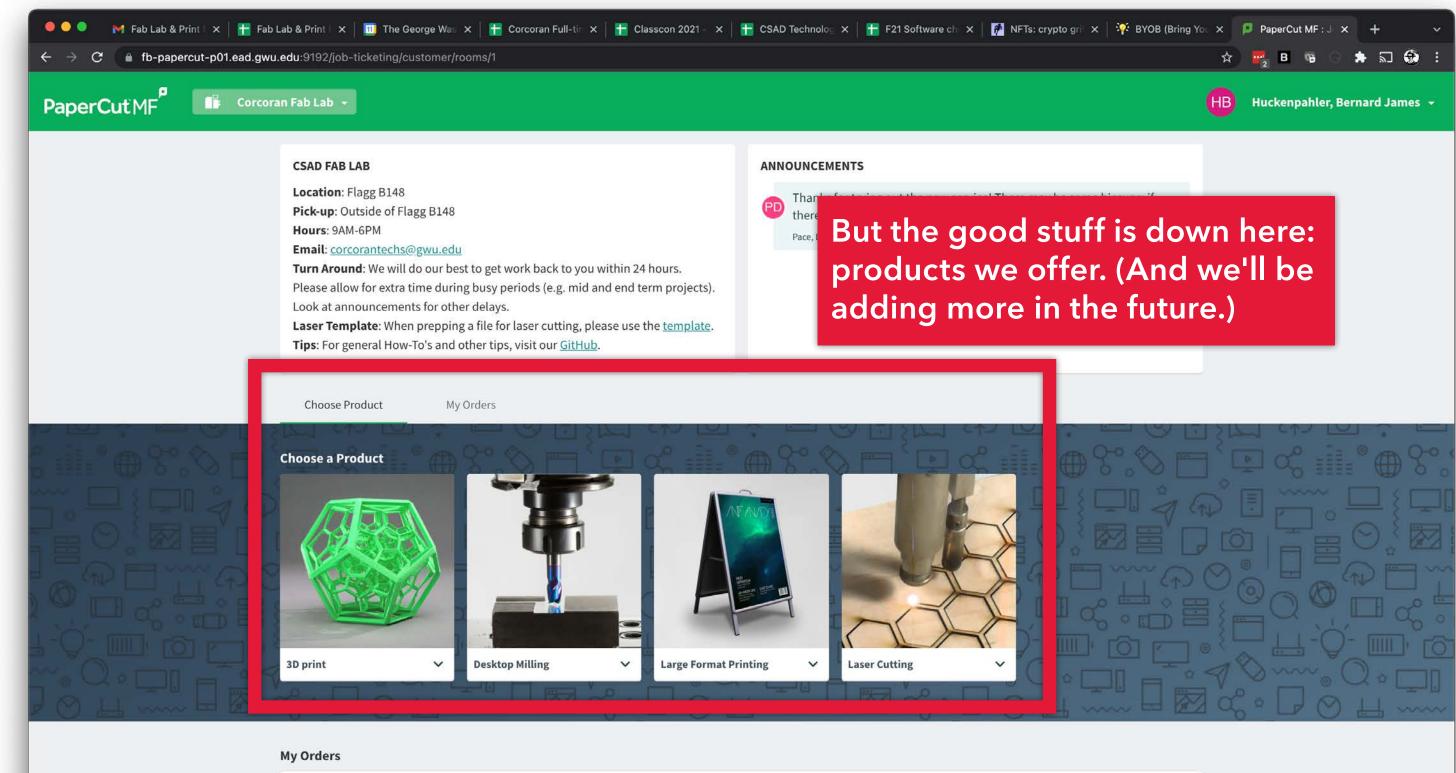
Note: if you on a campus network,
that link will take you directly to the portal;
if you are not on campus, you'll need
to connect to the campus network
using VPN software.

CORCORAN

Use your NetID (GW email address WITHOUT @gwu.edu) and the associate password to log in.

If you are having trouble logging in, contact Devin Pace at paced@gwu.edu

fb-papercut-p01.ead.gwu.edu:9192/job-ticketing/customer/rooms/1

PaperCut MF

Corcoran Fab Lab

HB   Huckenpahler, Bernard James

CSAD FAB LAB

Location: Flagg B148
Pick-up: Outside of Flagg B148
Hours: 9AM-6PM
Email: corcorantechs@gwu.edu
Turn Around: We will do our best to get work back to you within 24 hours.
Please allow for extra time during busy periods (e.g. mid and end term projects).
Look at announcements for other delays.
Laser Template: When prepping a file for laser cutting, please use the template.
Tips: For general How-To's and other tips, visit our GitHub.

ANNOUNCEMENTS

PD   Thanks for trying out the new service! There may be some hiccups; if there are any issues, please contact PaceD@gwu.edu.

Pace, Devin, 3 days ago

Choose Product   My Orders

Choose a Product

3D print ⌄

Desktop Milling ⌄

Large Format Printing ⌄

Laser Cutting ⌄

You'll see helpful info and announcements at the top of the screen.

My Orders

Order	Title	Product	Cost	Last activity	Status
#0008	print stuff	Large Format Printing		September 28, 2021 10:32 AM	Cancelled

But the good stuff is down here: products we offer. (And we'll be adding more in the future.)

Choose a Product

Click on the product name to see helpful submission info.

3D print ⌃

Desktop Milling ⌄

Large Format Printing ⌄

Laser Cutting ⌄

Start Order

3D print

✕

Use Makerbot Print software to prepare your file.
Arrange, size and apply print settings to your .STL file(s) on the build plate.
Then go to "File > Save Project As..." and upload the saved .PRINT file via the submission form.
Your model will be printed on random colors or natural(unpigmented filament) PLA.
Tips can be found on our GitHub Wiki
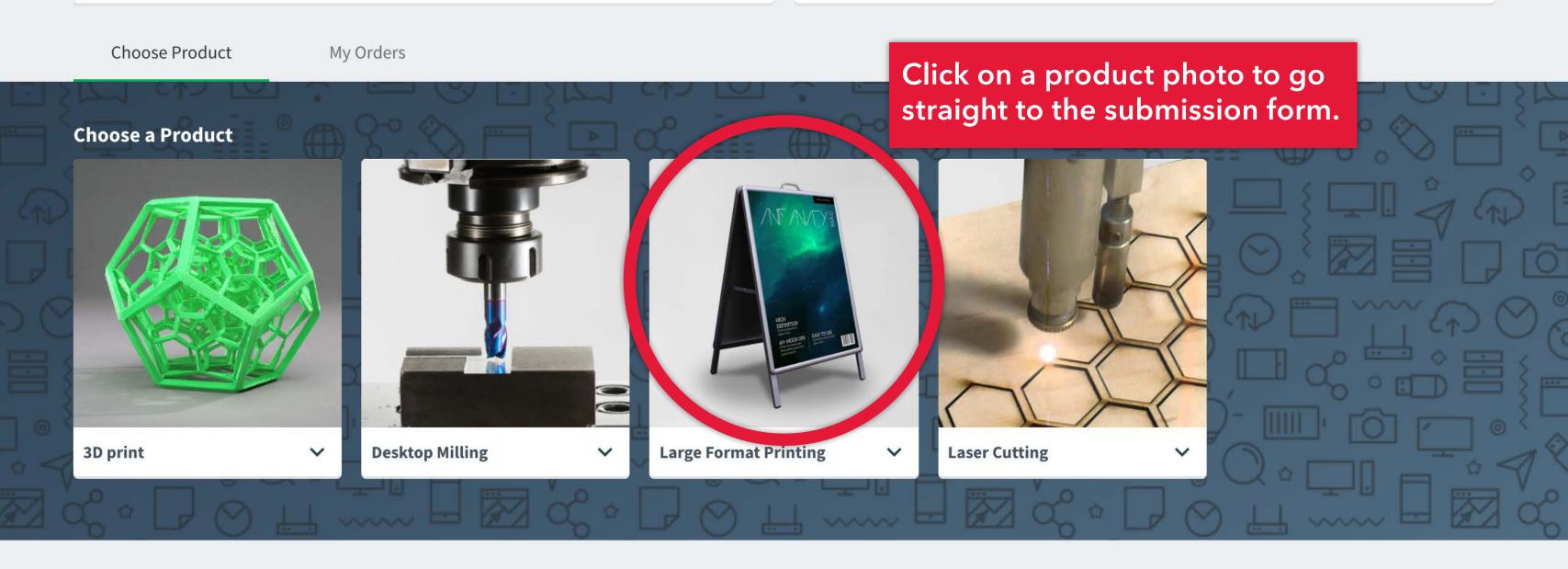
Start Order

Email: corcorantechs@gwu.edu

Turn Around: We will do our best to get work back to you within 24 hours.
Please allow for extra time during busy periods (e.g. mid and end term projects).
Look at announcements for other delays.

Laser Template: When prepping a file for laser cutting, please use the template.

Tips: For general How-To's and other tips, visit our GitHub.

Choose Product   My Orders

Choose a Product

Click on a product photo to go straight to the submission form.

3D print   Desktop Milling   Large Format Printing   Laser Cutting

My Orders
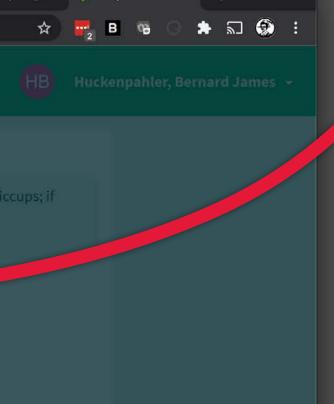
Order	Title	Product	Cost	Last activity	Status

Note: different products have different options in the order forms. The following slides show what to look out for:

BIG-print-job.pdf

New Large Format Printing

🔗 Files

Drag & drop file here

📄 BIG-print-job.pdf

Attach file

Title

Copies   1

Pages   🎨 0

Cancel   Submit

Drag your files into the dropzone at the top of the form. You CAN submit multiple files in a single job. Note: DO NOT submit multipage documents—each page should be a separate file.

For large-format printing, files should either be submitted as flattened .PSD or as .PDF. This will ensure that fonts and embedded images print properly. Most apps will "Save as…" or "Export" as PDF files. When saving from Creative Cloud apps, set the Adobe PDF Preset to "High Quality Print"

Files

BIG-Print-Job.pdf   October 28, 2021 2:

Attach file

Details

Title

big print

Copies   1

Pages   🎨 0   ⚫ 1

↪   BIG-Print-Job.pdf   0   1

Setup

I understand you will not scale my project for me, my expected size is:

I understand that each file should only contain one page.

Location: Flagg B148

Pick-up: Outside of Flagg B148

Hours: 9AM-6PM

Email: corcorantechs@gwu.edu

Turn Around: We will do our best to

Please allow for extra time during bu

Look at announcements for other d

Laser Template: When prepping a fi

Tips: For general How-To's and other

Choose Product   My Orde

Choose a Product

3D print

New 3D print

📎 Files

```
┌─────────────────────────────────────────────────┐
│                                                 │
│              Drag & drop file here              │
│                                                 │
└─────────────────────────────────────────────────┘
```

Attach file

📋 Details

Title

Copies

Pages

🌈 0   ⚫ 0

☰ Print information

Print mode   Balanced   >

Material   PLA 🔒
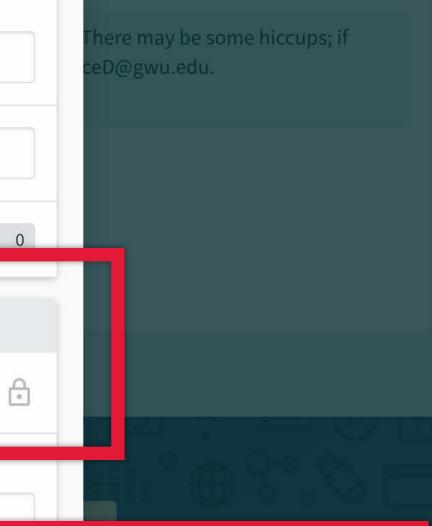
For 3D print jobs, use the <u>Makerbot Print</u> software to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate; Then go to "File > Save Project As…" and upload the saved .PRINT file

For Desktop Milling jobs, save your file as a .STP/.STEP if you can, or .STL if needed. View the documentation for the modeling program you are using if you're unsure of your app's export settings.

Title

There may be some hiccups; if
ceD@gwu.edu.

1

Laser Template: When prepping
Tips: For general How-To's and o her

Pages

Choose Product

My rde

Materials

Choose a Product

Choose Material from List below

Machinable foam

What class is this for?

Note, we currently only offer 'Machinable Foam.' If you are interested in working with other materials, contact Devin Pace at: paced@gwu.edu

Accounting

Charge to

3D print

De

Delivery & Instructions

Delivery option

Pickup

Hallway pickup outside of Flagg B148

agg B148
tside of Flagg B148
6PM
rantechs@gwu.edu

Pages 🔴 0 ⚫ 0

There may be some hiccups; if
ceD@gwu.edu.

≡ **File Prep**
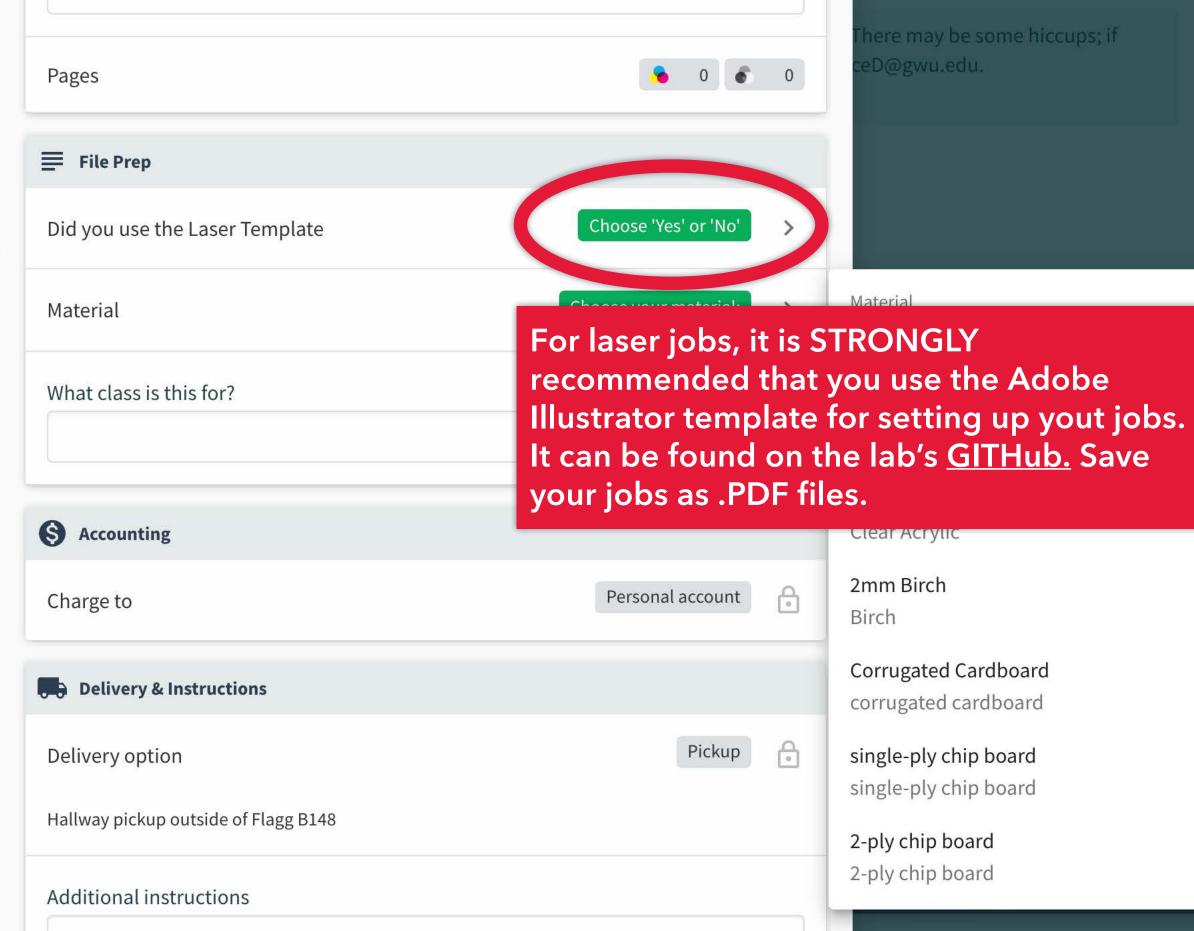
d: We will do our best to
for extra time during bu
ouncements for other de
ate: When prepping a fil
eral How-To's and othe

Did you use the Laser Template   Choose 'Yes' or 'No' ›

Material   Choose your material ›

Material

What class is this for?

For laser jobs, it is STRONGLY recommended that you use the Adobe Illustrator template for setting up yout jobs. It can be found on the lab's GITHub. Save your jobs as .PDF files.

Clear Acrylic

$ **Accounting**

oduct   My Orde

2mm Birch
Birch

oduct

Charge to   Personal account 🔒

Corrugated Cardboard
corrugated cardboard

single-ply chip board
single-ply chip board

🚚 **Delivery & Instructions**

Delivery option   Pickup 🔒

2-ply chip board
2-ply chip board

∨   De

Hallway pickup outside of Flagg B148

Additional instructions

Pages

🔴 0   ⚫ 0

☰ File Prep

Did you use the Laser Template   Choose 'Yes' or 'No'   >

Material   Choose your material: >

What class is this for?

**For laser jobs, choose your material.
If you are interested in working with
other materials, contact Devin Pace at:
paced@gwu.edu**

Charge to   Personal account 🔒

🚚 Delivery & Instructions

Delivery option   Pickup 🔒

Hallway pickup outside of Flagg B148

Additional instructions

Material

Choose your material:

2mm Clear Acrylic
Clear Acrylic

3mm Clear Acrylic
Clear Acrylic

2mm Birch
Birch

Corrugated Cardboard
corrugated cardboard

single-ply chip board
single-ply chip board

2-ply chip board
2-ply chip board

Width

18

Epson Enhanced Matte 🔒

For all jobs, add the class that this job is for, or indicate that is a personal project.

What class is this for?

IA Studio 2

Choose Product   My Orde

Choose a Product

3D print   ⌄   De   ⌄

💲 **Accounting**

Charge to   Personal account 🔒

🚚 **Delivery & Instructions**

Delivery option   Pickup 🔒

Hallway pickup outside of Flagg B148

Additional instructions

My Orders

Order   Title   Status

Cancel   **Submit**

Width

18

Paper Stock   Epson Enhanced Matte   🔒

What class is this for?

IA Studio 2

Choose Product   My Orde

Personal account   🔒

🚚 **Delivery & Instructions**

Delivery option   Pickup   🔒

Hallway pickup outside of Flagg B148

3D print   ⌄   De   ⌄

Additional instructions

My Orders

Order   Title   Status

Cancel   **Submit**

Paper Stock   Epson Enhanced Matte   🔒

What class is this for?

IA Studio 2

💲 **Accounting**

Charge to   Personal account   🔒

🚚 **Delivery & Instructions**

Delivery option   Pickup   🔒

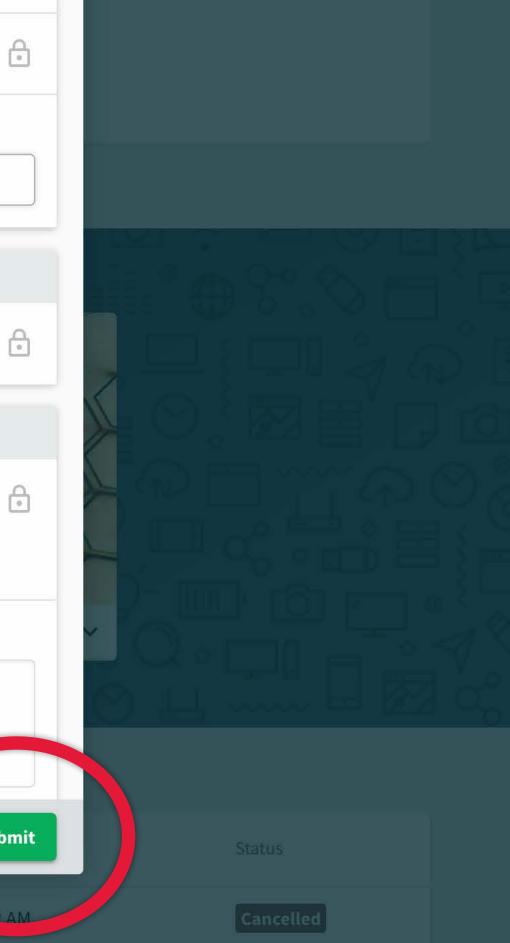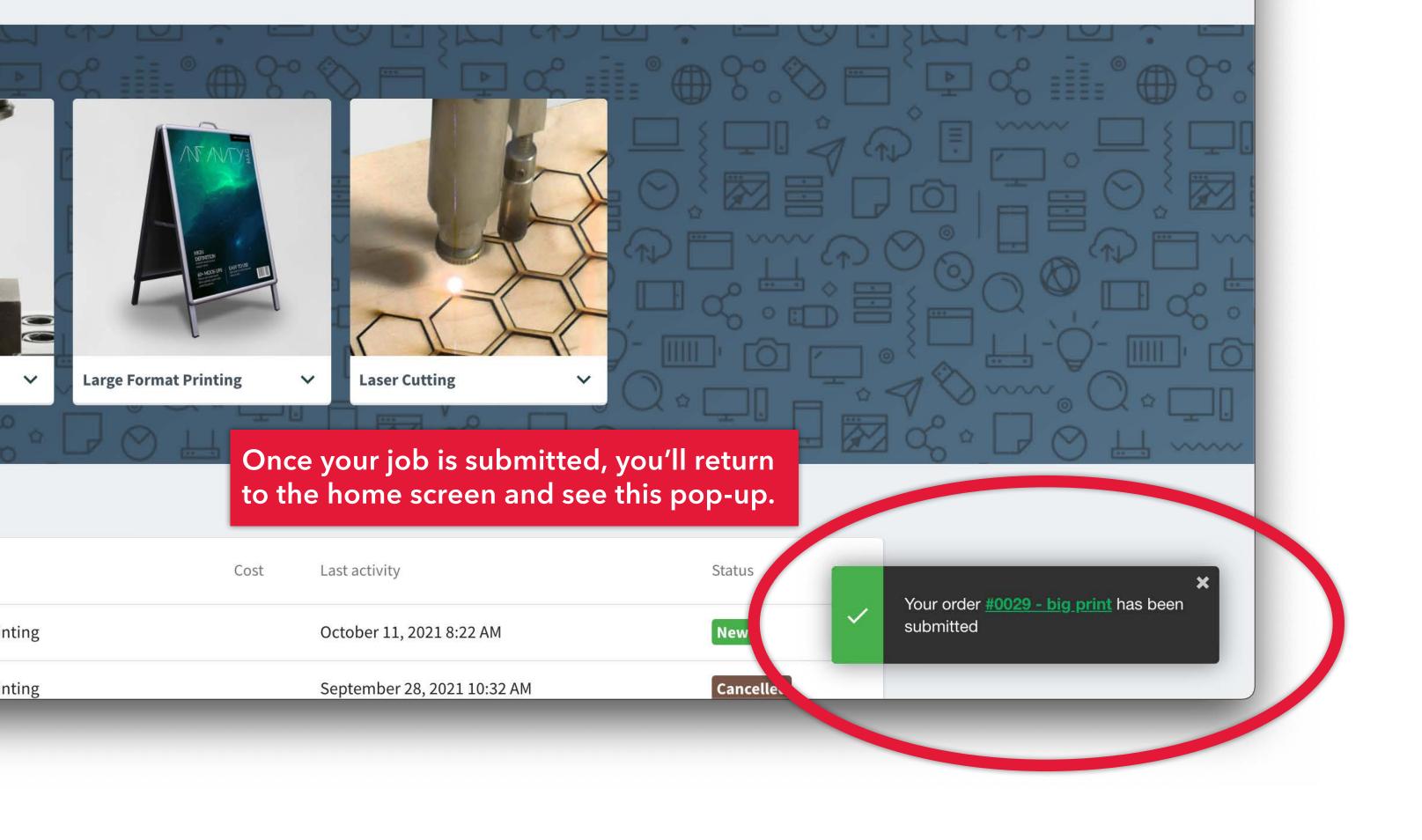Hallway pickup outside of Flagg B148

Additional instructions

Hit submit!

Cancel   **Submit**

Choose a Product

3D print   ⌄   De... ⌄

My Orders

Order	Title		Status
#0008	print stuff	Large Format Printing September 28, 2021... :32 AM	Cancelled

Large Format Printing

Laser Cutting

Once your job is submitted, you'll return to the home screen and see this pop-up.

Cost	Last activity	Status	
nting	October 11, 2021 8:22 AM	New	✓ Your order #0029 - big print has been submitted
nting	September 28, 2021 10:32 AM	Cancelled	

Your Corcoran Fab Lab order has been submitted. ➤ Inbox ×

no-reply@papercut.gwu.edu
to sprtwst ▾

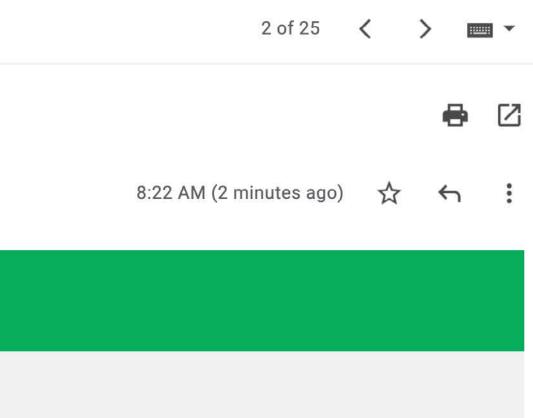8:22 AM (2 minutes ago)

PaperCut MF

Hi, there!

Your Large Format Printing order with the Corcoran Fab Lab has been submitted. We will do our best to get it back to you within 24 hours. Please allow extra time around busy periods such as mid and end of semester projects.

View Order

You'll receive an email that looks a little like this...

↩ Reply   → Forward

Your Corcoran Fab Lab order has been completed. Inbox ×

no-reply@papercut.gwu.edu
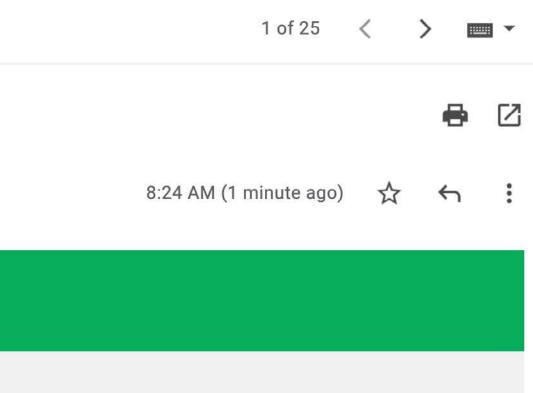to sprtwst

8:24 AM (1 minute ago)

PaperCut MF

Hi, there!

Your Large Format Printing order with the Corcoran Fab Lab has been completed. It is available for pickup in the hallway outside B148.

View Order

... and once the job is done, you'll get an email that looks a little like this. After you get this email...

↩ Reply   → Forward

Flagg B148!

B148
MAKER SPACE

Shelves with finished jobs.

Large-format print submission guidelines:
We accept print files with output sizes larger than 11" x 17" up to 44" wide x 10' long on Epson Enhanced Matte paper. We run the jobs as-is: make sure your document is set up to the desired output size. Files 11" x 17" or smaller will be rejected (they can be printed on color copiers.)

We do not print full-bleeds; ensure 1/4" margin on your art. (If you submit an 18" x 24" job with a full bleed we will scale it down slightly to run on a 24" wide roll.)

We do not trim finished prints; you'll need to trim finished prints in your studio. You may want to add a bounding box or trim marks.

Files should either be submitted as flattened .PSD, .JPG or as .PDF. This will ensure that fonts and embedded images print properly. Most apps will "Save as…" or "Export" as PDF files. When saving from Creative Cloud apps, set the Adobe PDF Preset to "High Quality Print" If you are submitting a .PSD or .JPG, make sure the image resolution is at least 180ppi.

We do not accept multipage documents; each print should be submitted as a seperate file; for example, if you have multiple boards in a multipage InDesign file, each page should be submitted as a seperate job.

CORCORAN

Laser cuting and engraving submission guidelines:
Use the Illustrator template for preparing your file, then save as .PDF and upload your finished work via the submission form. The template is set up in the correct color mode and has the correct color swatches built in: **the laser is very picky** and requires RGB colors. Artboards set to the CMYK color space will output the wrong colors, even if you manually choose the correct RGB values.

Be sure to indicate which material you wish to cut/engrave.

If there is type/text in your artwork, convert the type to outlines, to ensure the correct font.

3D printing submission guidelines:
Use the Makerbot Print software to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate; Then go to "File > Save Project As..." and upload the saved .PRINT file via the submission form.

Desktop milling submission guidelines:
Go to our GitHub site to view some important parameters. Save your file as a .STP/.STEP if you can, or .STL if needed. View the documentation for the modeling program you are using if you don't know how. You will need to provide the material to be machined. We recommend providing extra in case any testing needs to be performed or there were issues with the file.

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Note: we make a best effort to turn around jobs within 24 hours; however, during busy periods there may be delays. Jobs will be run on a first-come, first-served basis.

GENERAL HELP!

Phone: 202-994-GWIT (4948)

Email: ithelp@gwu.edu

Web: it.gwu.edu

CSAD STUDIO HELP!

Email: corcorantechs@gwu.edu

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