

IT resources/S23





Accounts & Help Desk



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

+ GWID + UserID + Email addess + Columbian Cloud

... What are they?



Your **GWID** is what you use for really sensitive stuff with the university, like grades and 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).



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

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



Your **UserID** is what you use to access your GW email, Blackboard, Adobe, many of the lab computers, and other services using single sign on. It used to be called NetID.

For users **prior to Fall 22**, nothing has changed: your UserID is your GW email address without "@gwu.edu".

For **new users** (incoming students, new faculty and staff), your UserID is your GWID.

You can claim your UserID or reset your password here:

https://it.gwu.edu/identity-and-access-management



This is a sign-in screen on a typical lab computer.

It uses your UserID followed by "@gwu.edu"

For returning students and faculty, that's basically your email address.

For new students and faculty that's your UserID (which is your GWID) plus "@gwu.edu" which is not to be confused with your email.

Yes, it's complicated.

GW

Sign in

Enter your UserID followed by @gwu.edu

Can't access your account?

Back

Next

GW community members can access this service using their UserID followed by @gwu.edu and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit go.gwu.edu/userid for more information and to reset your password.

🔍 Sign-in options

Terms of use Privacy & cookies





Your **GW email**:

For users **prior to Fall 22**, nothing has changed: your GW email is your UserID address with "@gwu.edu".

For **new users** (incoming students, new faculty and staff) your GW email is LegalFirstName.LegalLastName or ChosenName.LegalLastName, followed by "@gwu.edu". In the event there are multiple individuals with the same first and last name, a number will be added to your last name.



Columbian College has a number of legacy systems which are accessed by **Columbian Cloud** accounts. For example, it is used to log into the PCs in Flagg B120 (PC lab) and 127 (student lounge), as well as a handful of the teacher's stations in Flagg and Smith Hall. It is also used for sending jobs to the FollowMe copiers.

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:

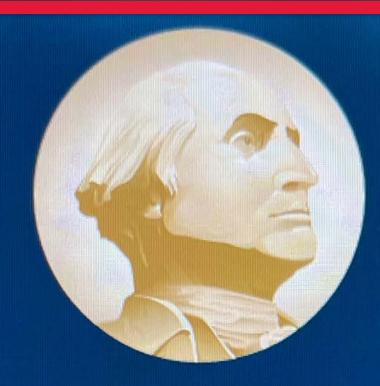
https://password.ccas.gwu.edu/PMUser/



This is a sign-in screen on an atypical lab computer: PCs in Flagg B120 and 127, and some of the teachers stations in Flagg and Smith.

How do you know to use a cloud account to log in? Below the Password field it says "Sign in to: Cloud"

You'll also use your Cloud account to send jobs to the Canon Copiers in Flagg.



Other user

User name

Password

 \rightarrow

Sign in to: cloud

How do I sign in to another domain?



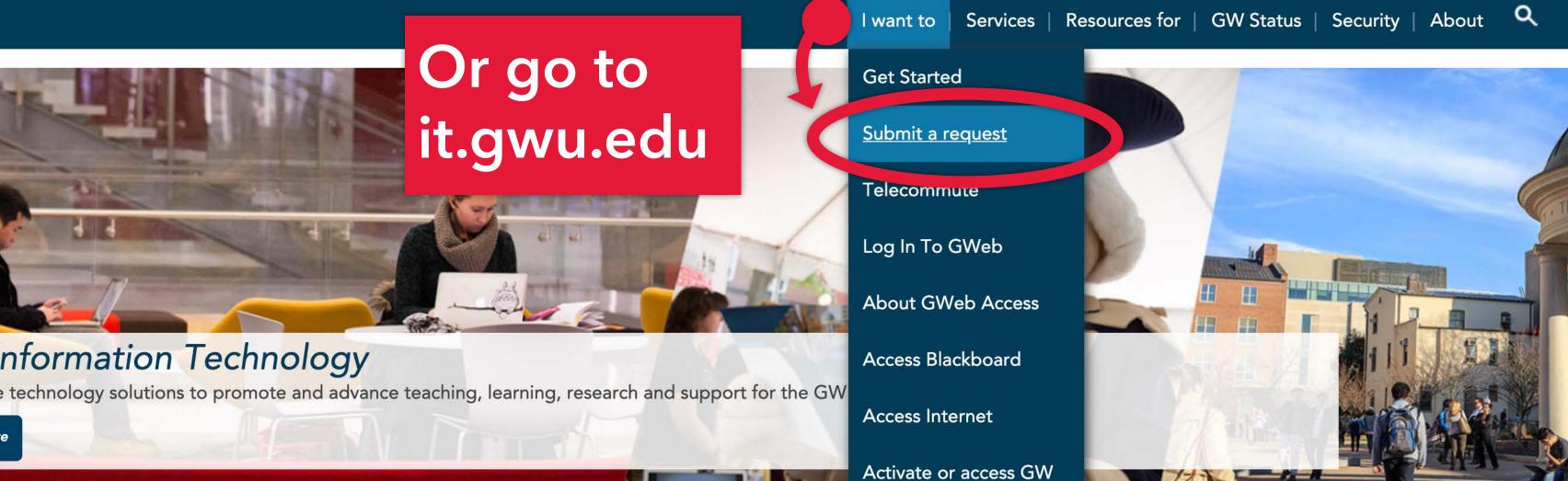
For problems with GWID, UserID, or Columbian Cloud accouts, as well as network problems, dead computers in labs, etc., contact the IT Support Center (ITSC):

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



🗎 it.gwu.edu

Information G٧ Technology



email

Chat with Martha

Download Software

Get Started with GW Inform









Request for James Huckenpahler

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

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

Quantity

Please provide description of the problem (required)

Location (required)

If you are on campus, include building and room number. If you are off campus, enter "remote"

Phone Number (required)

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

Submit request

Save and close

That form (should) be routed to the right person to solve the problem.

If you think your request has gotten lost in limbo, contact CCAS IT Support at ots@gwu.edu and your program admin.





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





If you are experien

NOTE: Due to the C support you remote

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

visit Digital Workplace, our customer support portal, at <u>go.gwu.edu/itreguest</u> to learn more about technology at GW.



Q





Walk-in support centers: Monday–Friday, 9AM–5PM

+ Flagg Building B128 + Foggy Bottom-Rome Hall 354

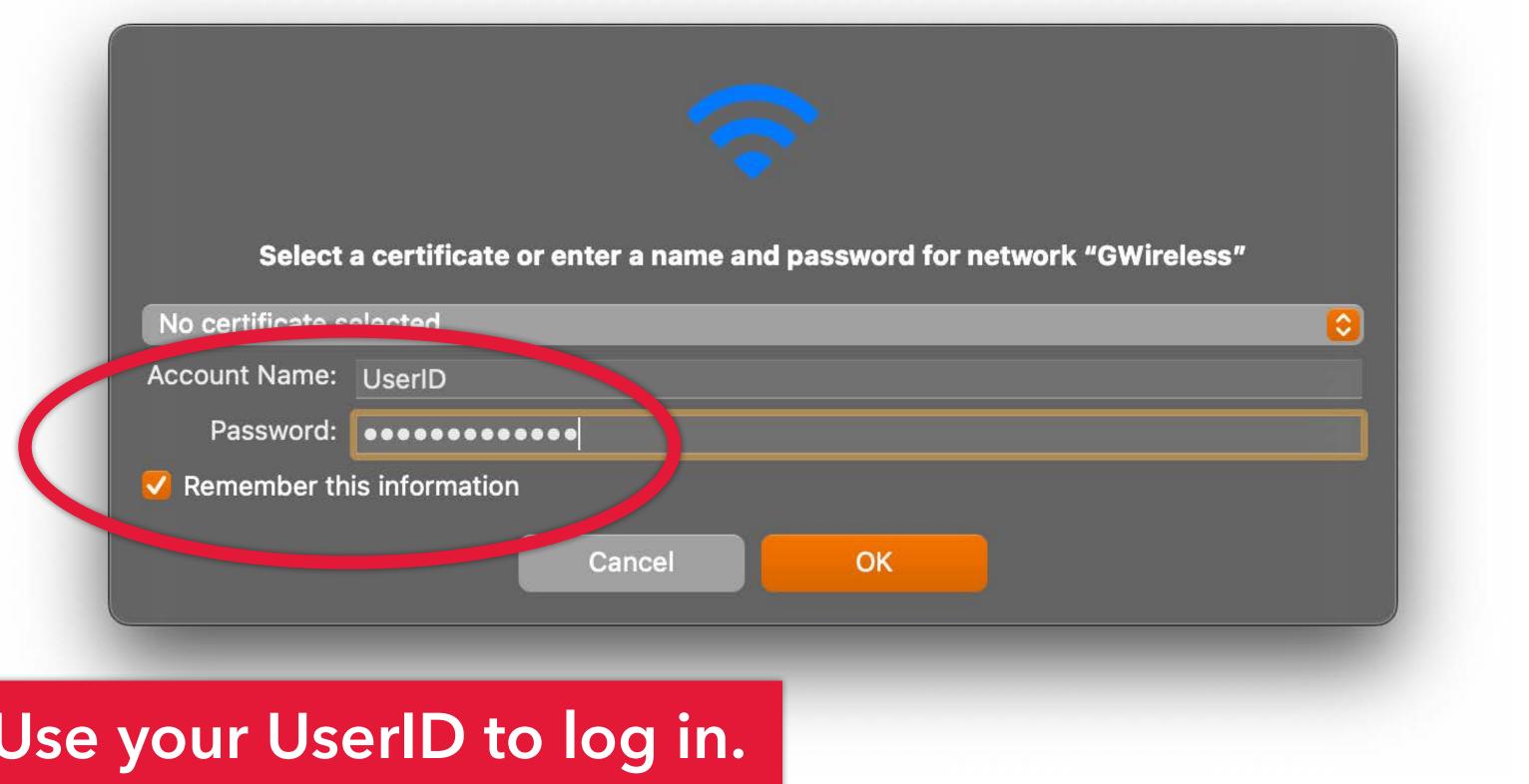


Connecting to the network on- & off-campus.



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

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Personal Hotspot										
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Preferred Network										
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Network Preferences										



Use your UserID to log in.

Verify Certificate



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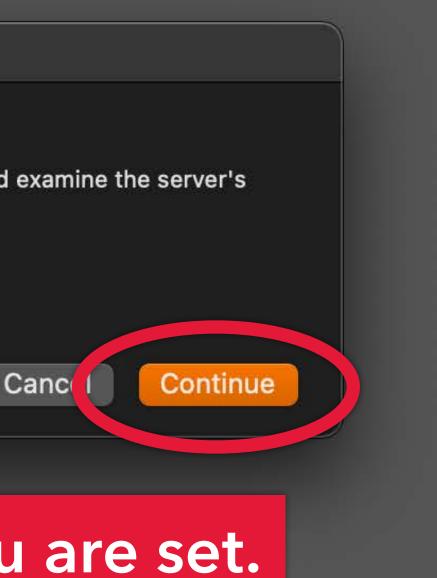
Authenticating to network "GWireless"

Before authenticating to server "gwise.it.gwu.edu", you should examine the server's certificate to ensure that it is appropriate for this network.

To view the certificate, click 'Show Certificate'.

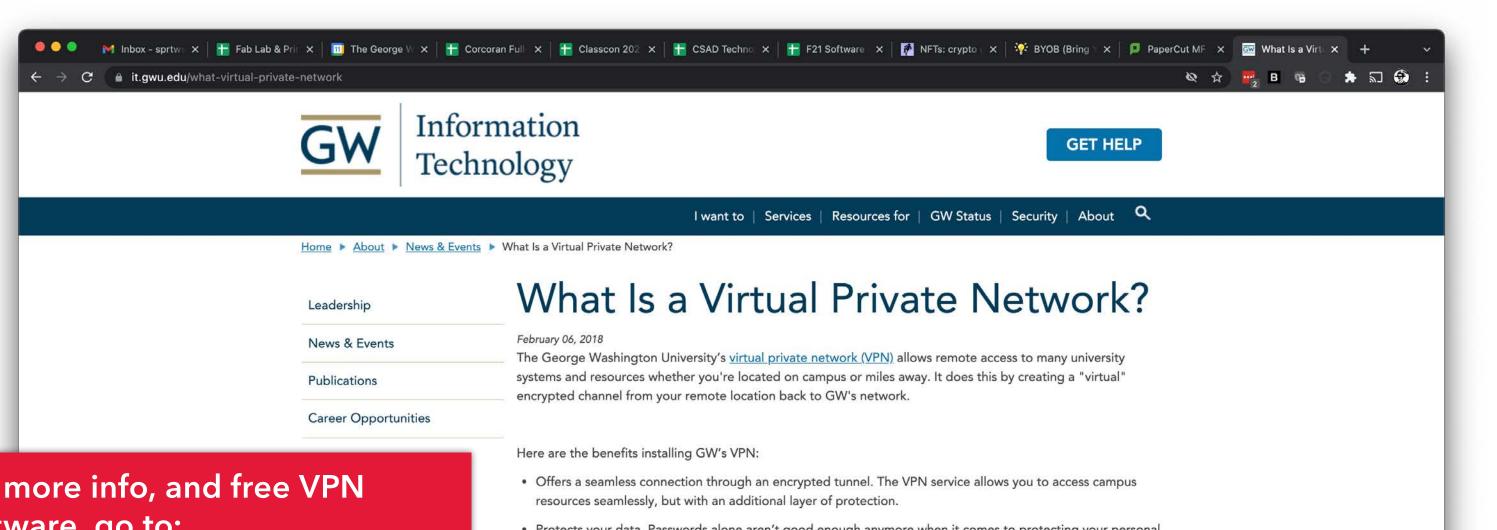
Show Certificate

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)...





For more info, and free VPN software, go to:

https://it.gwu.edu/what-virtualprivate-network

- · 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



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

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





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

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

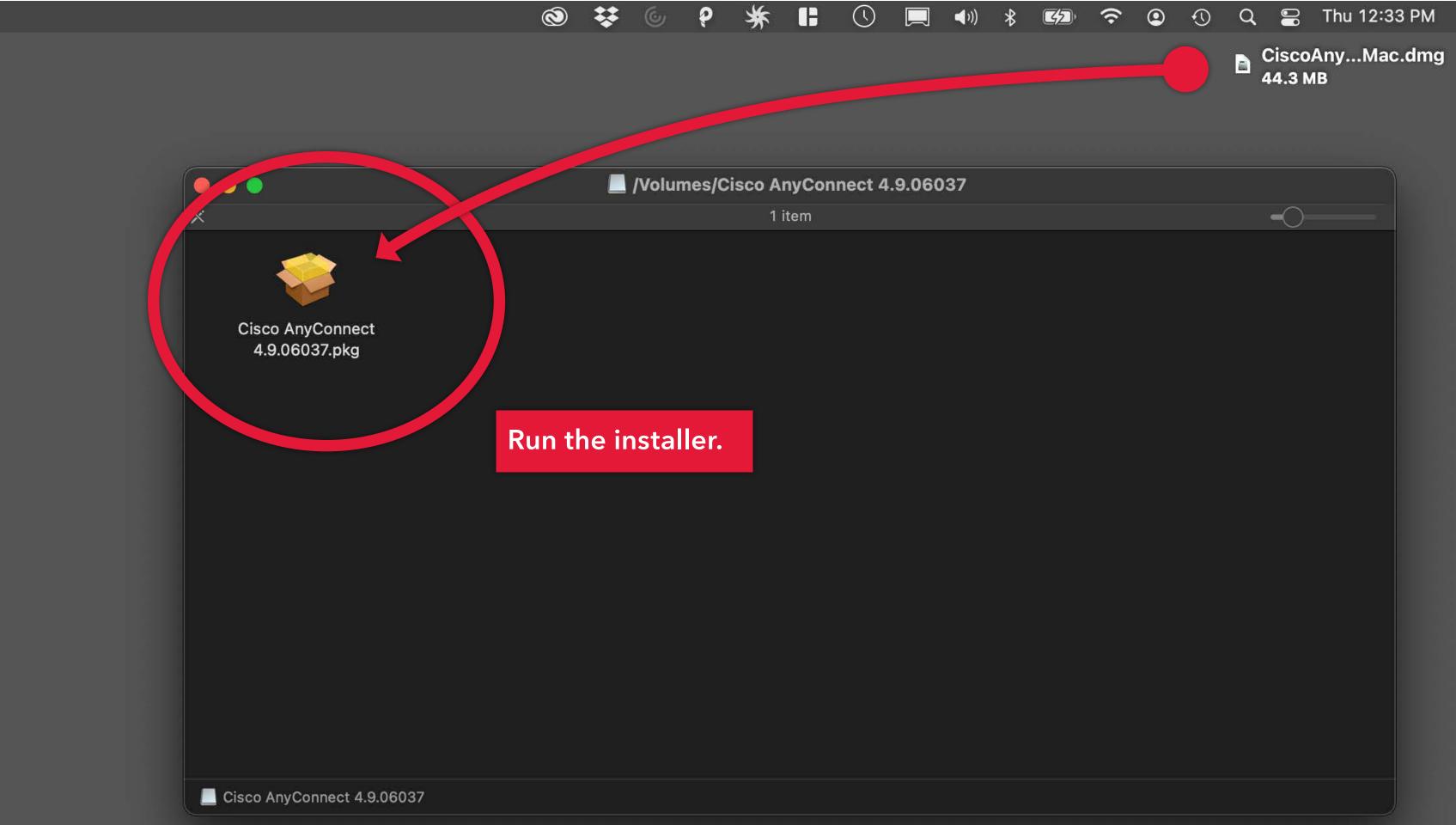
Download anyconnect-linux64-4.9.06037-predeploy-k9.tar.gz (26.18 MB) (File will begin downloading in a few seconds)

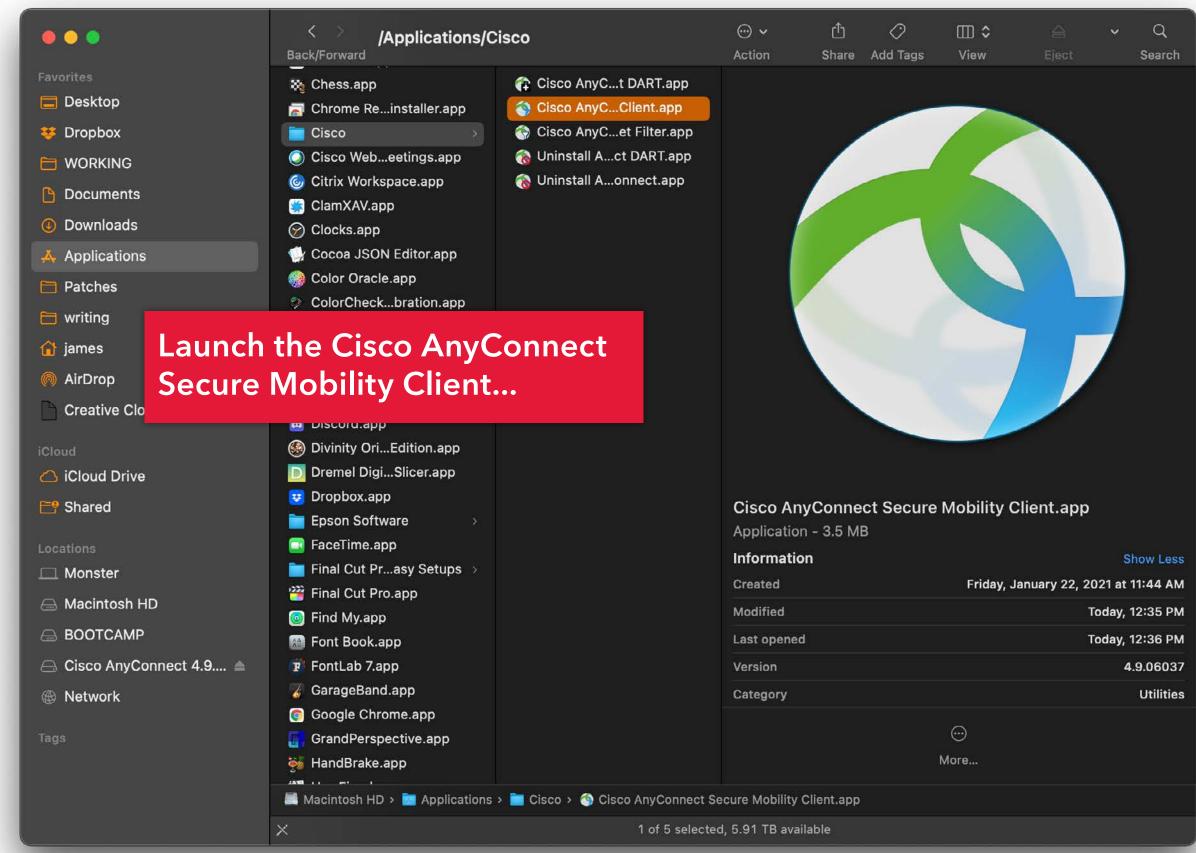
Cisco AnyConnect 4.8.02045 for Windows

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.

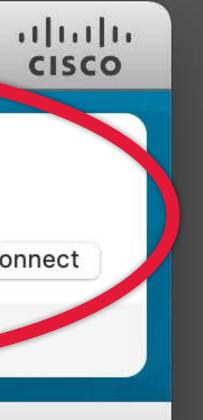
Download the version of the software for your OS.





• • •	AnyConnect Secure theomy oner	
	VPN: Ready to connect. go.vpn.gwu.edu	Co

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



000	AnyConnect Secure Mobility Client	cisco
	VPN: Please enter your NetID and Password GW students, faculty, and staff can access t go.vpn.gwu.edu	this service Connect
* 2		
	Cisco AnyConnect go.vpn.gwu.	edu
	Please enter your NetID and Password GW students, faculty, and staff can acces using their GW NetIDs (the part of the e-meile bit of the e-meile bit (the part of the e-meile bit of the e-meile (the part of the e-meile bit of the e-meile correct thang passwords. NetID: sprtwst Password: Password: 9 2014, The George Washington University 202-994 CHT (4948) Site Maintained by Division of H	des @gwu.edu) and
	Cance	е ОК

Use your UserID and the associated password to log in.

Now you can access the portal from anywhere!

If connected successfully you'll see a brief message. The Cisco AnyConnect icon will appear 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 8 Other Apps



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

- 1. Launch any Adobe app; a login dialog will appear.
- 2. In the "User" field type your GW email and hit "return" (no password needed here).
- 3. You will be redirected to a GW single sign-in screen.
- 4. Enter your UserID and password.



How do I get **Creative Cloud and other Iab 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.



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-commun
CAD/BIM	Autodesk AutoCAD	https://www.autodesk.com/education/free-software/featu
	Enscape (plug-in)	https://enscape3d.com/educational-license/
	Rhino	not free; student version = \$195; https://www.rhino3d.cor
	VRay (plug-in)	not free, student bundle = \$149/year; https://store.chaosg year-term-vray-edu-collection
	SketchUp	not free; student version = \$55/year; https://www.sketchu higher-education
	Revit	https://www.autodesk.com/education/free-software/featu
	Fusion 360	https://www.autodesk.com/education/free-software/featu
Photo	PhotoMechanic	not free: students can purchase a full license for \$59, and their edu address, and they'll send back a coupon code fo
Access cloud drives and virtual apps	Citrix	http://citrix.com/receiver - once installed, CCAS services a

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om/sales/north-america/United_States

sgroup.com/educational/product/1-

hup.com/plans-and-pricing-promo#for-

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e for the discount.

s are here: apps.ccas.gwu.edu



A Adobe

All Products

To get Creative Cloud, go to https://www. adobe.com/products/catalog.html and CATEGORIES click on Sign In... **Creativity and Design** I COLIVE CIOUO ALLAP **PDF and E-signatures** Get 20+ creative apps including Photoshop, Illustrator, Marketing and Commerce InDesign, Premiere Pro, and Acrobat Pro. Learn more Additional Solutions See what's included | Learn more Desktop Start free trial Buy now

Mobile

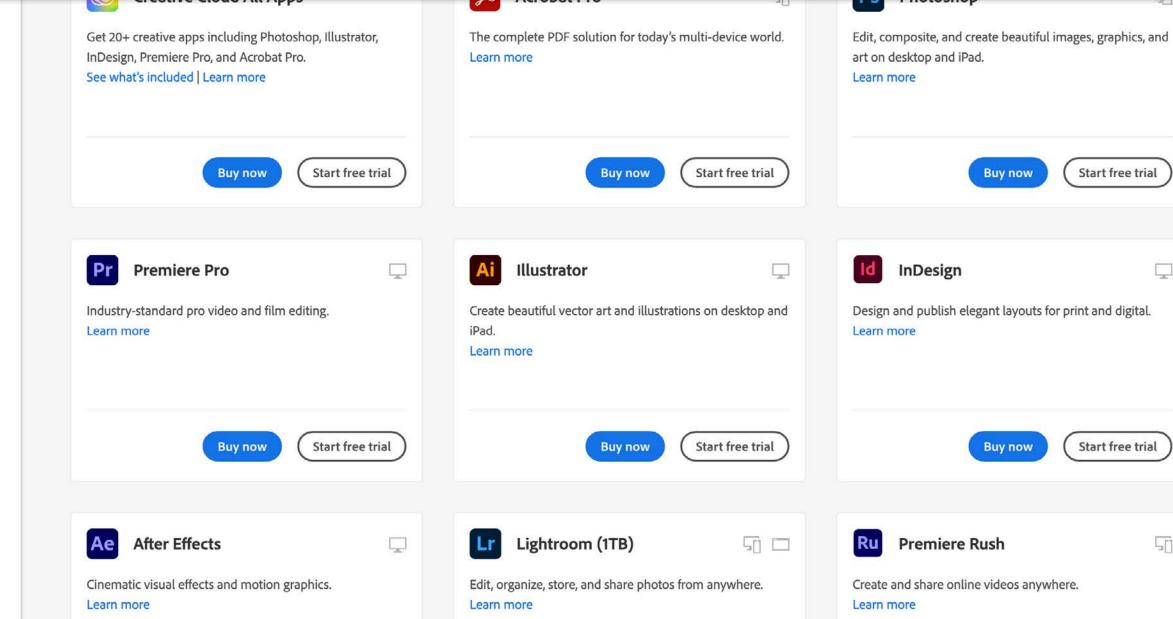
Web

TYPES

All

RESOURCES

Special Offers



Sign In

Dunumann	Chant
Buy now	Start f



Type in your GW email and hit 'Continue.'

Adobe

Sign in or create an account



New user? Create an account

Email address my.email@gwu.edu

Continue Or Continue with Apple **G** Continue with Google Gontinue with Facebook

GW

Sign in

Enter your UserID followed by @gwu.edu

Can't access your account?

Next

GW community members can access this service using their UserID followed by @gwu.edu and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit go.gwu.edu/userid for more information and to reset your password.

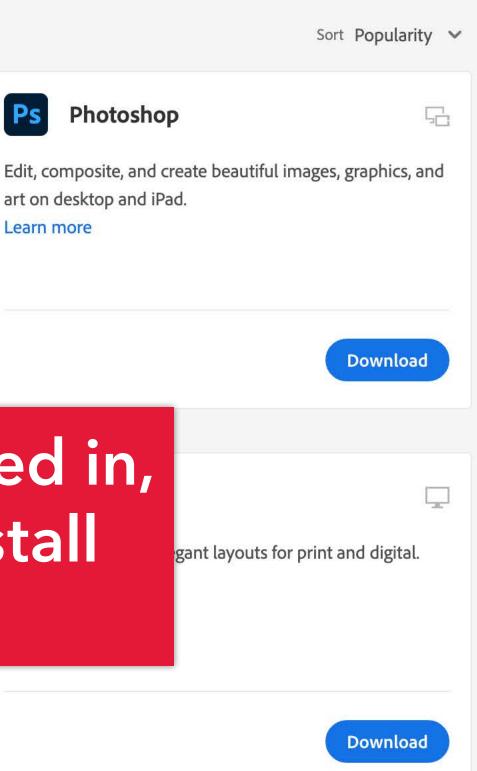
℃ Gign-in options

Continue with the GW single sign on, using your UserID plus @gwu.edu





All Q Search all products 102 results Creative Cloud All Apps ٢ï **Acrobat Pro** Get 20+ creative apps including Photoshop, Illustrator, The complete PDF solution for today's multi-device world. InDesign, Premiere Pro, and Acrobat Pro. Learn more See what's included | Learn more Download Download Once you're logged in, Ļ **Premiere Pro** download and install Industry-standard pro video and film editing. Learn more Creative Cloud. Download Download

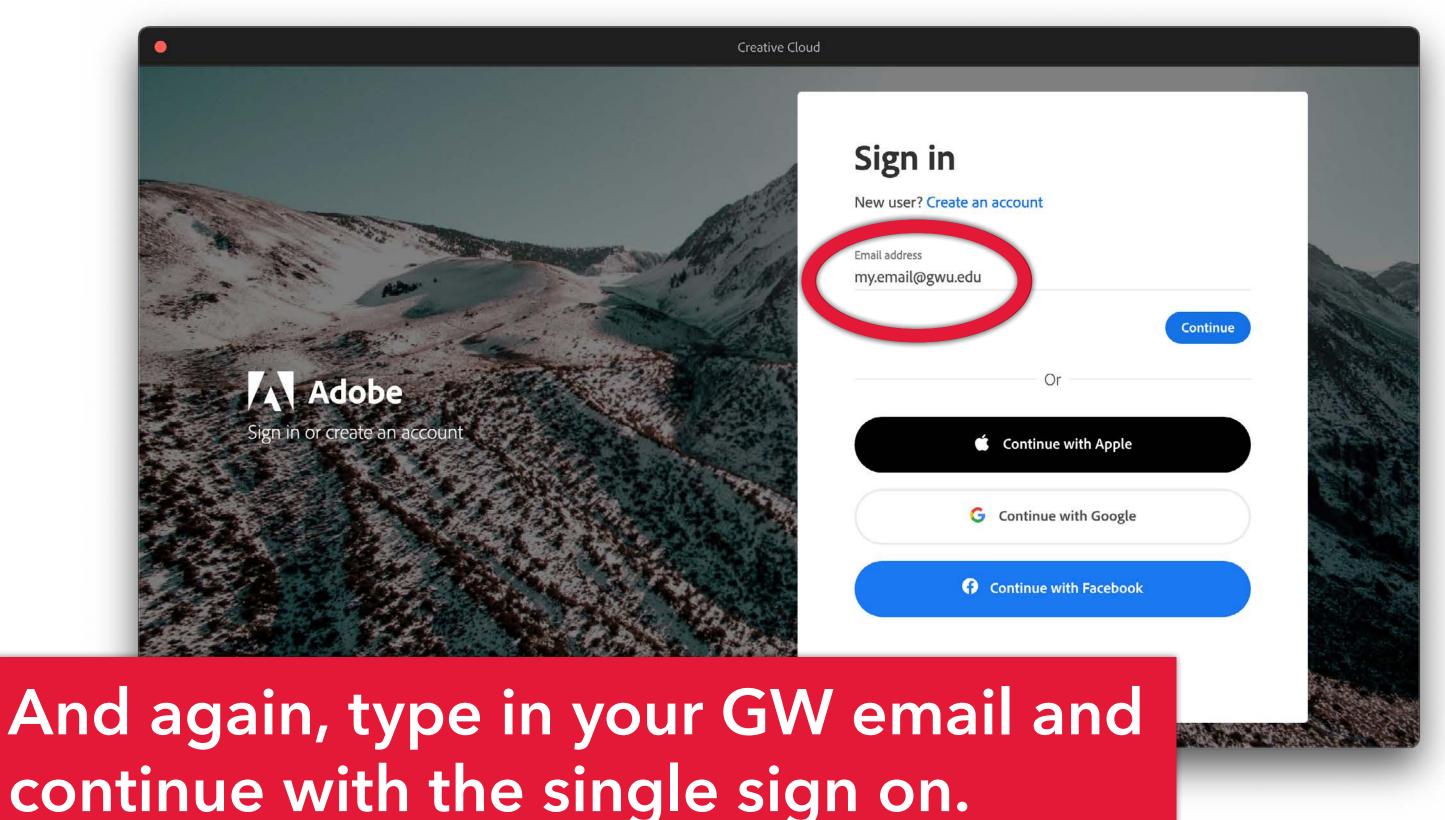


After you have downloaded and installed, it will appear in the menu bar of your desktop.





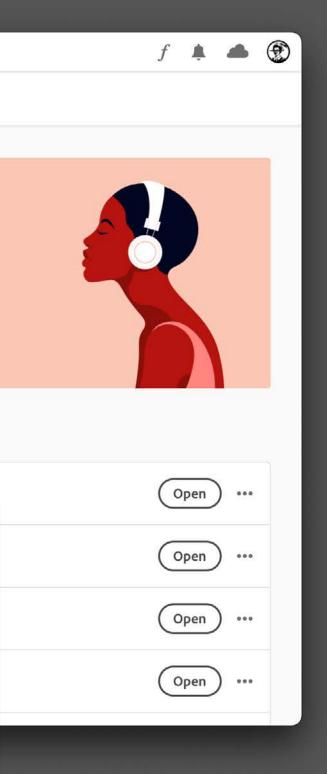




continue with the single sign on.

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3D and AR	Installed	
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Acrobat and PDF	Ps Photoshop	 Up to date

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 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...



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:

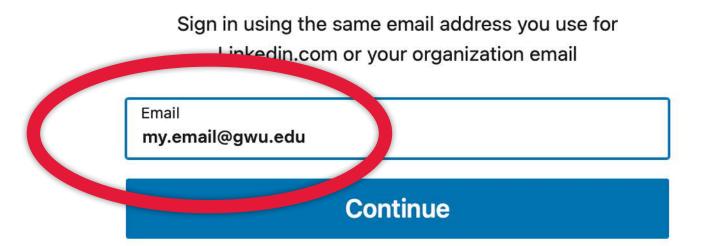
Log in to Linked in Learning

Resources for \mid GW Status \mid Security \mid About \square





Sign In

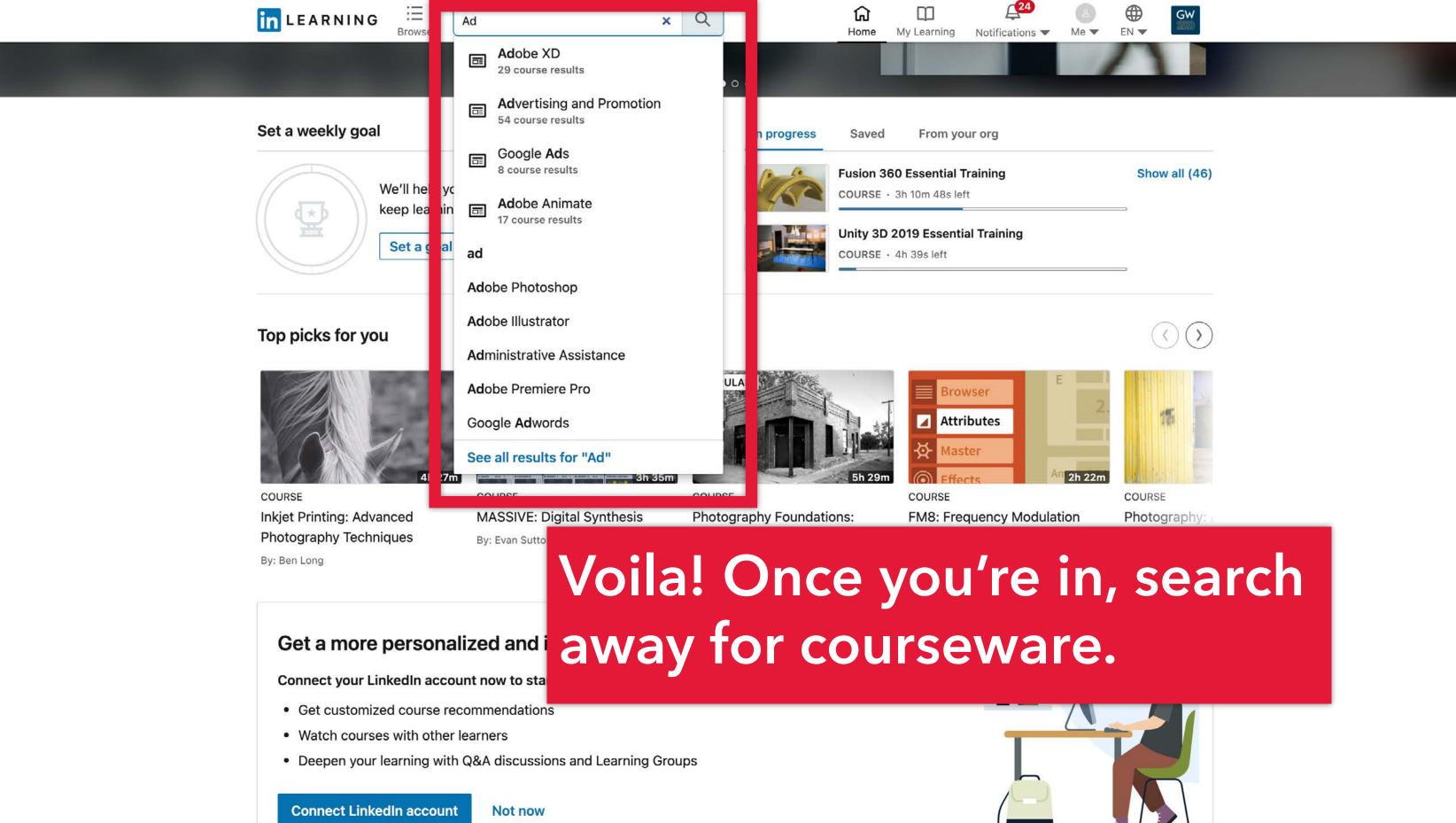


Sign in with your library card

New to LinkedIn? Join now

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





Get Help

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/





Click here:

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.

Continue

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

Not a part of The George Washington University



Sign in

Enter your UserID followed by @gwu.edu

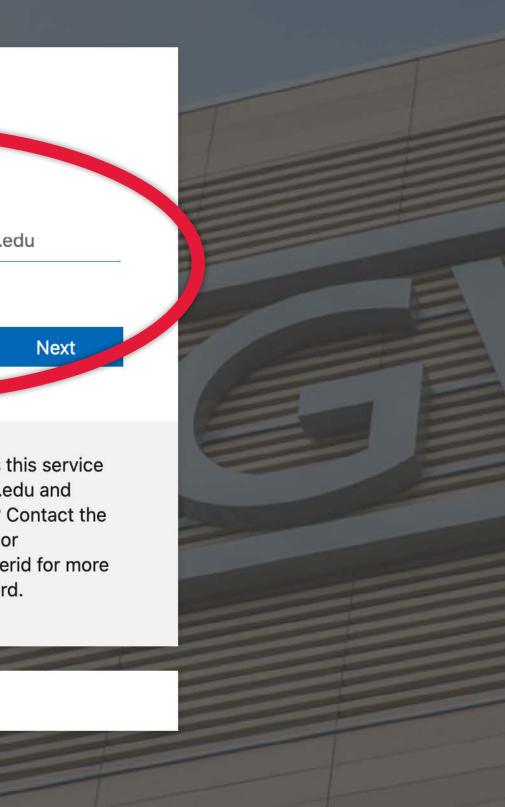
Can't access your account?

GW

Continue with the single sign on if asked.

GW community members can access this service using their UserID followed by @gwu.edu and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit go.gwu.edu/userid for more information and to reset your password.





box

All Files

Recents

Synced

🖅 Notes

👕 Trash

My Collections

Favorites

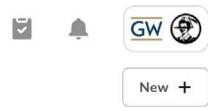
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ms here cess	for	(Resource) GW IT-	Classroom Data		Aug	17, 2021 by Calaway Childr	ess
		Art-Theater Healt	h and Safety Class Material	s	Aug	27, 2019 by Siobhan Rigg	

Voi	a, you're in.	
	Corcoran lechs - Studio Info	

	@ (1)	Jan 13, 2021 by Paul Reuther
la, you're in.		Feb 22, 2021 by David Giacalone
Corcoran lechs - Studio Info	0	Yesterday by James Huckenpahler
Do-Not-Touch		Jun 20, 2020 by Maywadee Viriyapah
Emmett-Frisbee		Jan 6, 2021 by James Huckenpahler
FACTORY	0	Nov 23, 2020 by James Huckenpahler
HospitalEntranceScreen	0	May 16, 2020 by David Lee
Interviews		Oct 2, 2019 by James Huckenpahler
LOGS		Sep 29, 2020 by James Huckenpahler



or-1.JPG ···	Smith Floorplans	
Size	:: >	Collaborate in real-time
14,332 Fil	es	Use Box Notes to keep your team in sync during meetings.
44 Files		Try Box Notes
25 Files		< 1/3 >
918 Files		
328 Files		
375 Files		
3 Files		
151 Files		
103 Files		
4 Files		
1 File		

8





Print jobs can be sent from the lab computers and personal laptops using CCAS Follow Me to the **Canon copiers** in Smith Hall (101) and the Flagg building (B103, B136, 157, 159, 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 account on the touch pad. If you still need help, the closest help desks are Flagg B128, and Rome Hall 354.







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

Home CCAS Printing

CCAS Cloud

CCAS Printing

CCAS Self-Service Portal

CCAS Software

Classroom Technology

Research Technology Services

Support

CCAS Printing

FollowMe printing is currently only accessible through Citrix. Please see Printing from CCAS Citrix Workspace for instructions on how to print.

FollowMe printing allows users to print from their personal and university-owned Windows, Linux, and Mac machines securely and easily. Print jobs can be released at the copier using your GWorld Card to tap and print. Other features include a single print driver installation on your workstation and a reduction in the environmental impact associated with copiers.

What do you need to use CCAS Follow Me Printing

A CCAS Cloud account and GWorld Card

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

your credentials.





If you do not have a CCAS Cloud Account, an account will be created for you and an e-mail will be sent with

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

The CCAS Follow Me Print Driver installed on your computer.

How to install Follow Me Print Driver on Mac

How to install Follow Me Print Driver on PC

How to install Follow Me Printer Driver on Linux

Once the Follow Me print queue has been installed, you can release your print job at the copier by tapping your GWorld Card.

Access to GWireless, the CCAS VPN or an ethernet connection connected to the CCAS domain.

How to access GWireless



Prosets:	CCAS Follow Me Default Settings Copies & Pages		When print
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 1 of 1 Show Quick Preview PDF 		Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8) Cancel Prin	

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	Print	
Printer:	CCAS Follow Me	
Presets:	Default Settings	•
	Paper Source	
	Select by:	
	Paper Source	
	Paper Source:	
	Multi-purpose Tray	
	Insert Sheets	
~.		Insert Sheets Settings
		Front/Back Cover Settings
PDF 🔽		Cancel

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



Printer:	CCAS Follow Me	<u></u>	
Presets:	Default Settings	<u></u>	
	Finishing	0	
	Print Style:		
	2-sided Printing		Booklet
	Binding Location:		
	Long Edge (Left)		Gutter
	Staple:		
	Off		
	Position:	Upper Left (S	ingle)
		Misc. Finis	hing Modes
	Paper Output:		
	Auto		
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PDF 🔽		Cance	Print
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The copiers are set to '2-sided Printing' by default, but you can change to single-sided in the 'Finishing' settings.



Enter your name "CCAS Follow N	e and password for the printer le".	Once y
Name: C	CASaccount	you'll k
Password:	••••••	
Remember	this password in my keychain	your C
	Cancel OK	userna

hit 'Print' asked for mbian Cloud and password.



Print Me.	Microsoft Word - Document1	6
PDF	Hold for Authentication	

Make sure your 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.



Fab Lab & Service Bureau





The Fab Lab in Flagg B148 has laser cutters, 3D printers, desktop CNC routers and small vinyl cutters. 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 Corcoran Techs at <u>corcorantechs@gwu.edu</u>.



Birch and acrylic sheets are chargeable materials. Students will be billed for chargeable materials. Any outstanding balances must be paid before any additional printing will be processed.

Free materials (18*24" sheets): cardboard single-ply chip board double-ply chip board

Chargeable materials (18*24" sheets): 1/8" birch = \$10/sheet 1.75mm acrylic = \$15/sheet 3mm acrylic = \$18/sheet



Need large format inkjet printing, laser cutting, engraving, or 3D printing? Submit your files to the service bureau using the **PaperCut** portal:

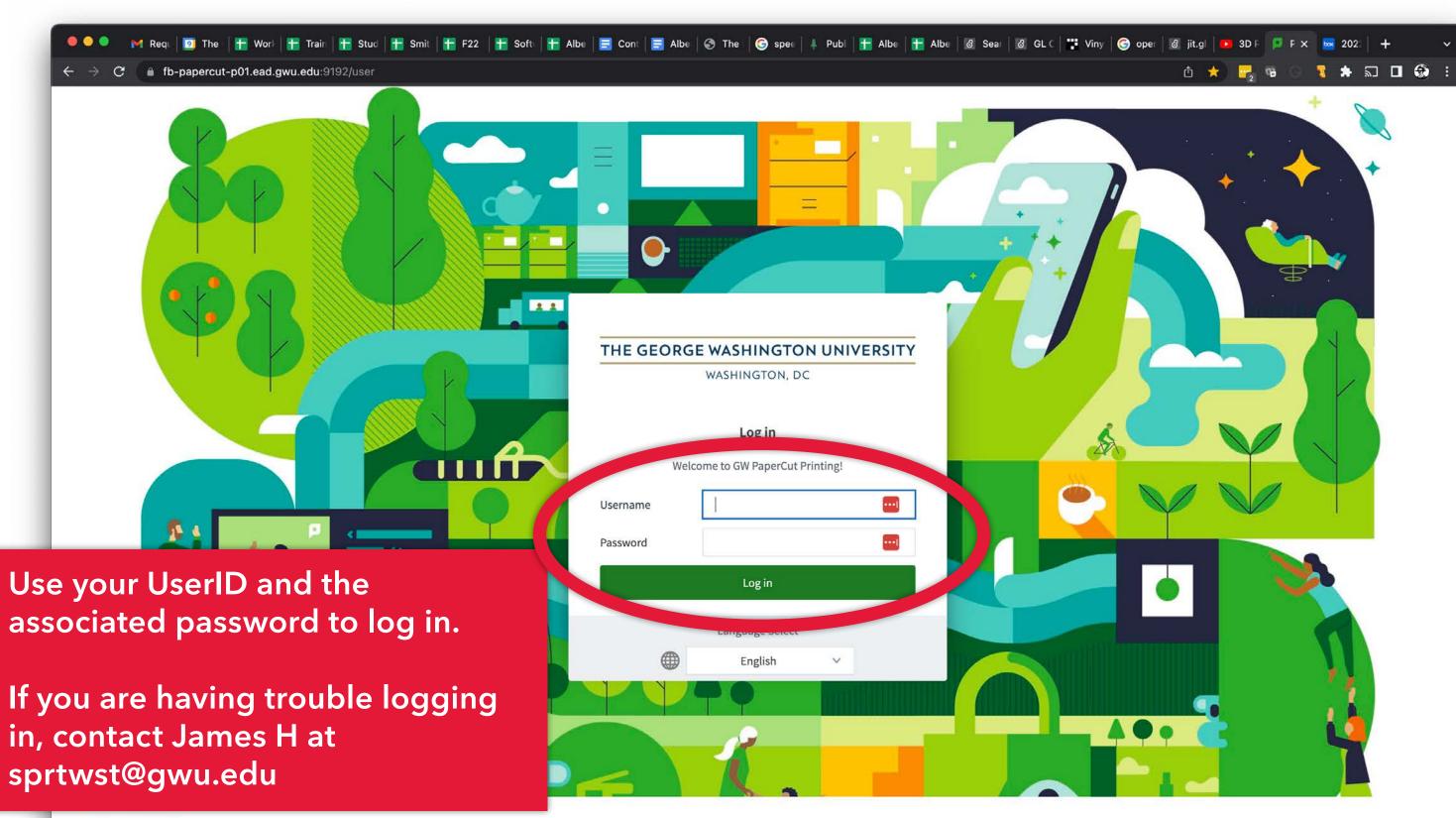
https://go.gwu.edu/CSADservice





Note: if you are 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.

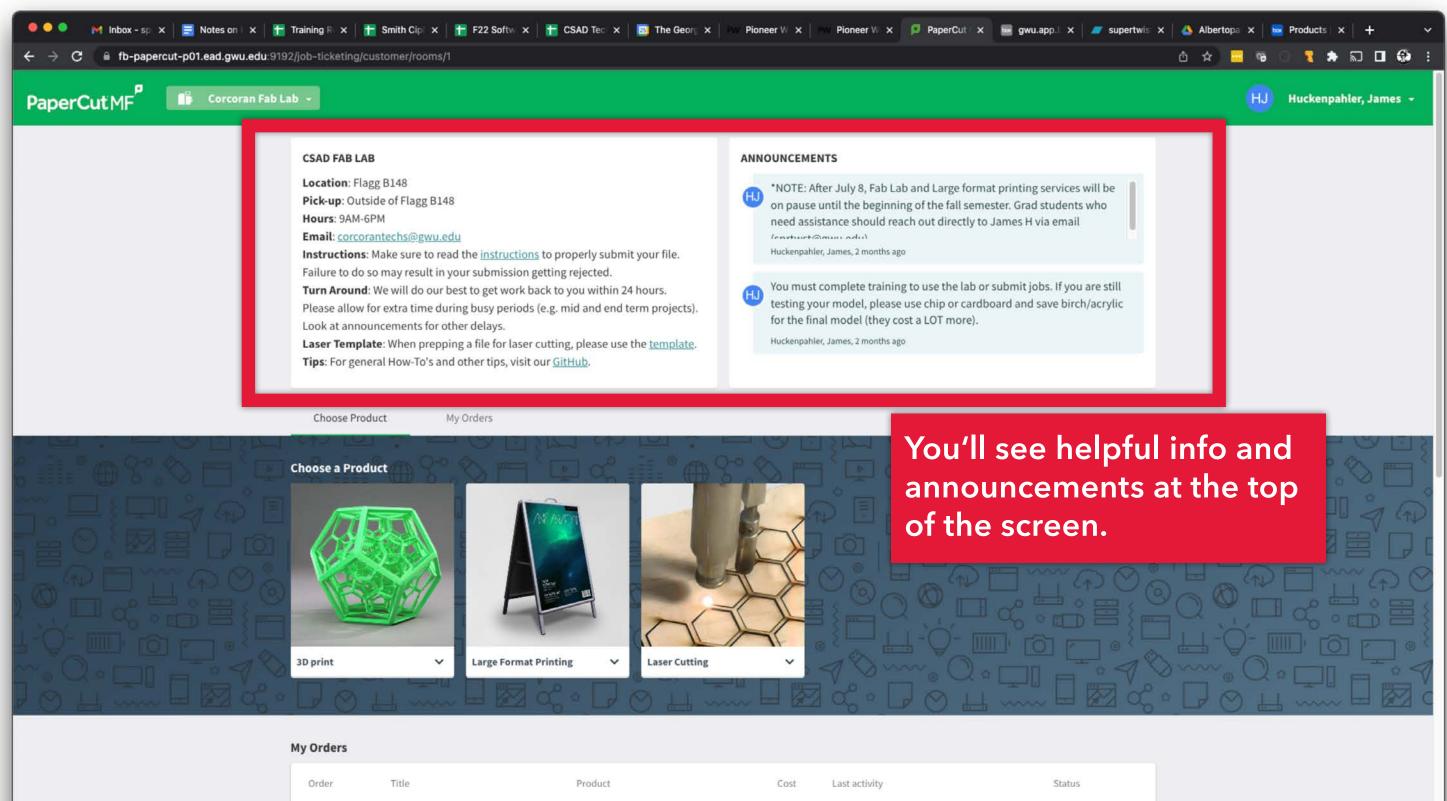




PaperCut MF Print Management Software

© Copyright 1999-2023. PaperCut Software Pty Ltd.. All rights reserved.

licensed to GWU Columbian College of Arts and Sciences



Large Format Printing

Large Format Printing

#2589

#2587

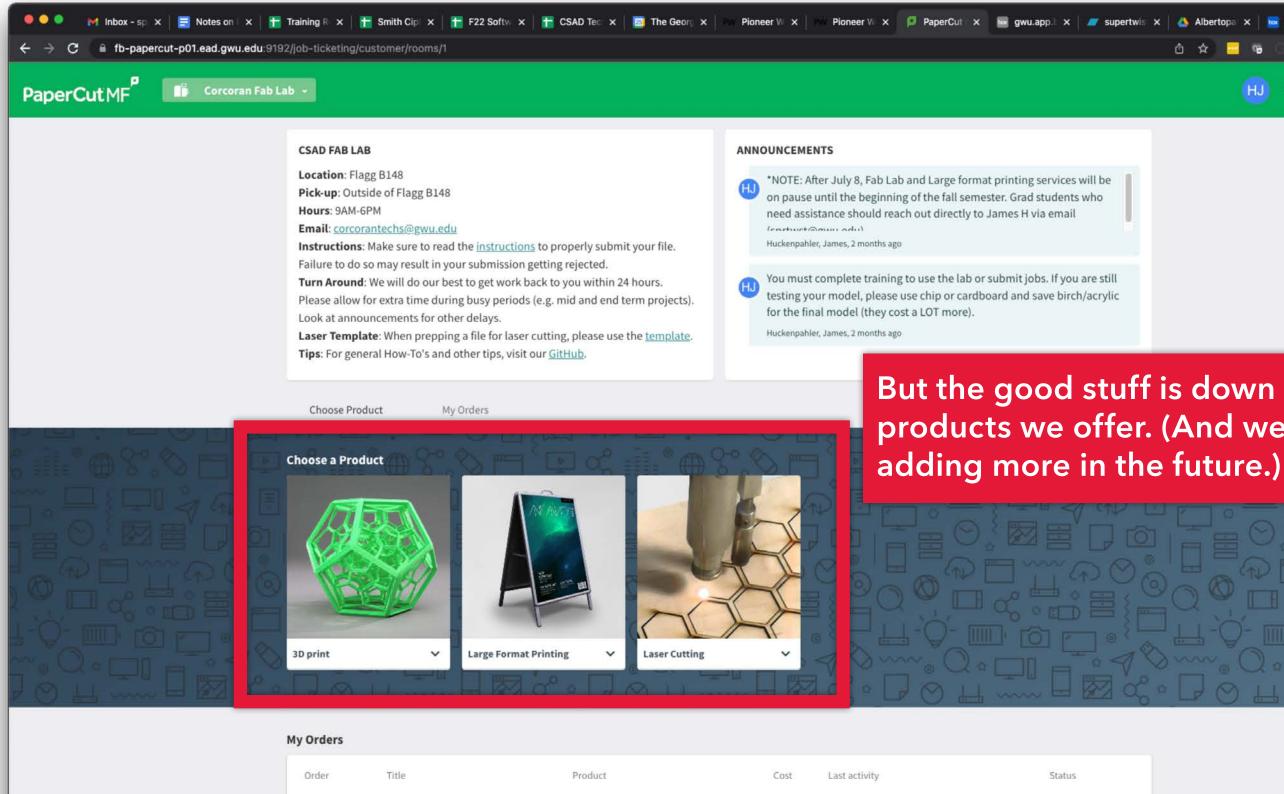
maps signage - print x4 each

Print-n-stick for NEXT

Status	
Completed	
Completed	

April 21, 2022 5:19 PM

April 21, 2022 5:19 PM



Large Format Printing

Large Format Printing

#2589

#2587

maps signage - print x4 each

Print-n-stick for NEXT

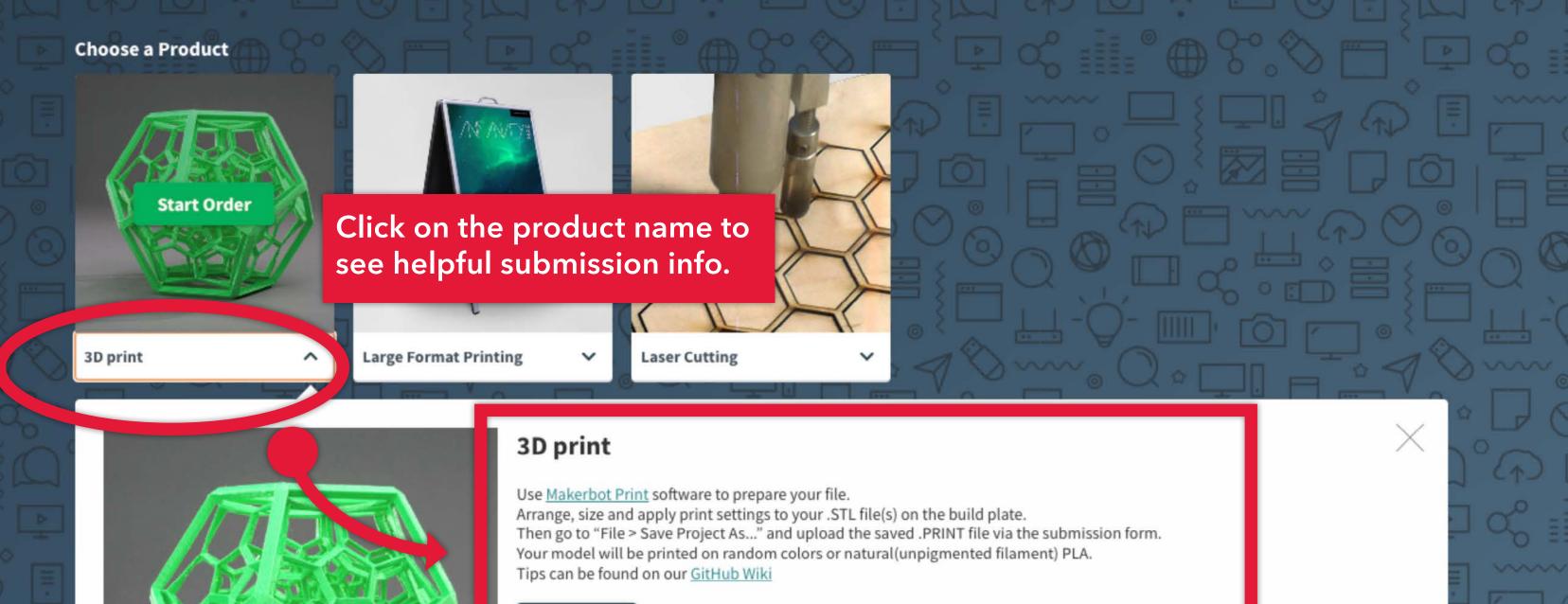
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But the good stuff is down here: products we offer. (And we'll be

Status	
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Completed	

April 21, 2022 5:19 PM

April 21, 2022 5:19 PM





Start Order

Failure to do so may result in your submission getting rejected.

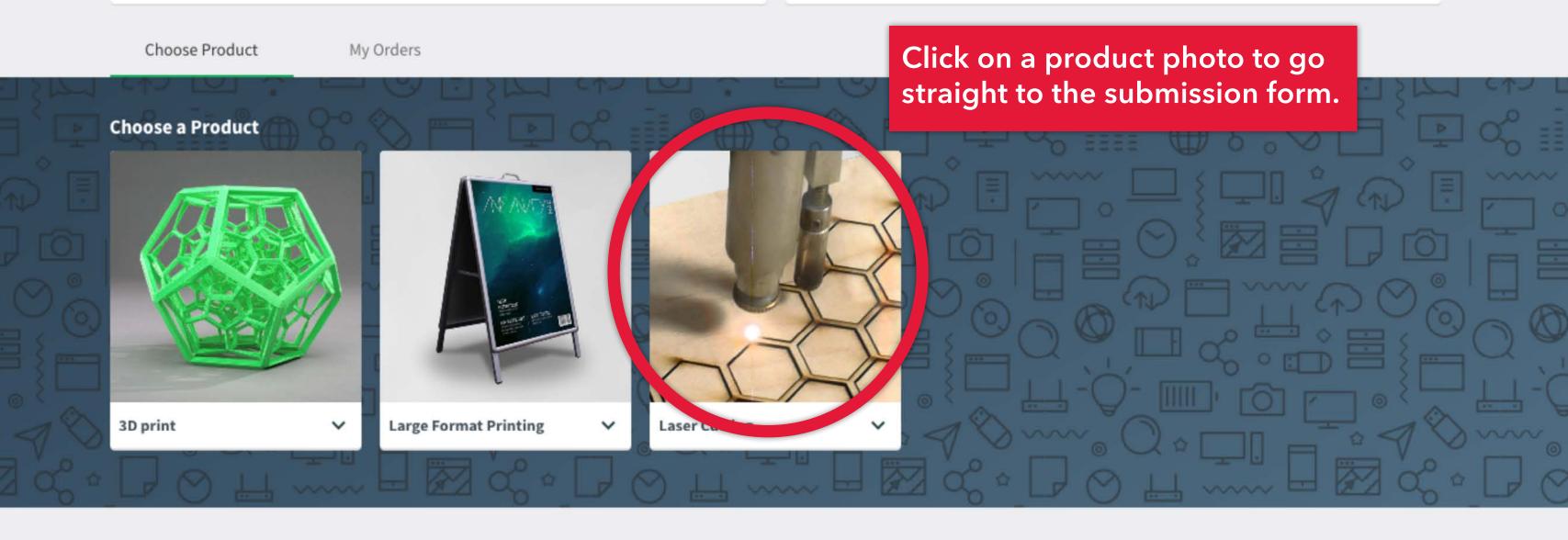
Turn Around: We will do our best to get work back to you within 24 hours. Please allow for extra time during busy periods (e.g. mid and end term projects). Look at announcements for other delays.

Laser Template: When prepping a file for laser cutting, please use the <u>template</u>. Tips: For general How-To's and other tips, visit our <u>GitHub</u>. nuckenpanier, James, 2 months ago



You must complete training to use the lab or submit jobs. If you are still testing your model, please use chip or cardboard and save birch/acrylic for the final model (they cost a LOT more).

Huckenpahler, James, 2 months ago



My Orders

#2589	mans signage - print v4 each	Large Format Printing		April 21, 2022 5-19 PM
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:



PaperCutMF	FabLab Sa	New Large Format F	Printing				
	CSAD FA LA Location Fla Pick-up: ut Hours: 5 4- Email: <u>6</u> 60 Turn Arc no Please a w Look at a no	C Files	Drag & drop file ł	iere		Estimated cos \$0.00 oll @ \$0.00/in	st \$0.00
	Laser Te Tips: For ger	Details			Delivery Pickup		\$0.00
	Adda	Title					Drag at the
	Choose Pro	Copies		1			subm job. N multi
	Choose a Pro	Pages			0		shoul

For large format printing, files should either be submitted as a flattened .PSD or as a .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".

Cancel

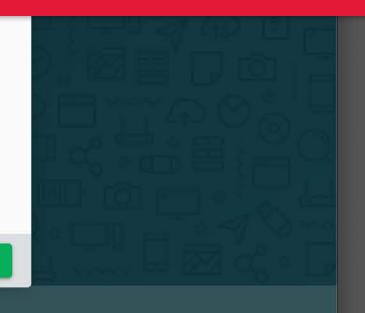
Submit

>



🛃 BIG PRINT JOB.pdf

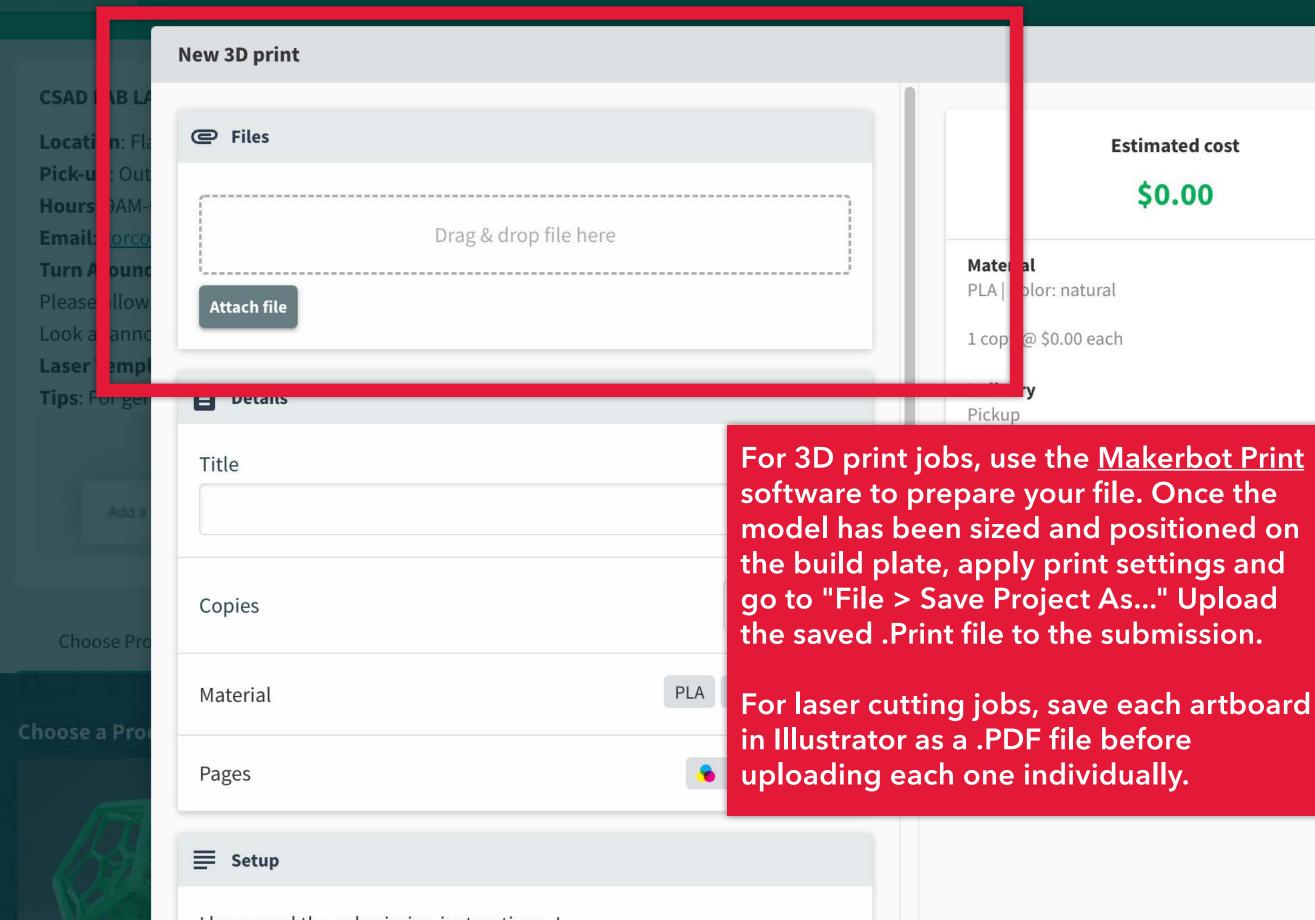
your files into the dropzone e top of the form. You CAN hit multiple files in a single Note: DO NOT submit page documents-each page Id be a separate file.



Location: Fla	@ Files			
Pick-up: Out Hours: 9AM- Email: <u>corco</u> Turn Arounc Please allow Look at anno	Attach file	Drag & drop file here		
Laser Tem Tips: For g	Details Title			
Choose P	Copies		1	
hoose a Pr	Pages Setup		● 0 €	0
(A)	Paper Stock		24-inch roll	>
NG.	Sheet length in inches			
	I have read the submiss	ion instructions		

e the job a name and select nber of copies.				
24-inch roll @ \$0.00/in	\$0.00			
1 copy @ \$0.00 each	\$0.00			
Delivery Pickup	\$0.00			



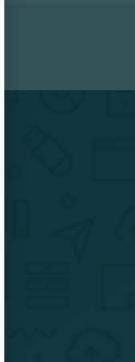


I have read the submission instructions. I

Estimated cost

\$0.00

: natural	\$0.00
0.00 each	\$0.00
	\$0.00



Details	Material Choose your material:
Title	1 copy @ \$0.00 each
	Delivery Pickup
opies	For laser jobs, it is STRONGLY
ges	recommended that you use the <u>Adob</u> <u>Illustrator template</u> for setting up you Save and submit your jobs as .PDF file
Setup	
you use the Laser Template	Choose 'Yes' or 'No' > Did you use the Laser Template
	Choose 'Yes' or 'No'
terial	pose your material:
	Yes
e read the submission instructions. I	No
DERSTAND that my submission may get	No
nave read the submission instructions. I NDERSTAND that my submission may get jected if I did not follow these guidelines, nd that my GWorld account will be charged	

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\$0.00 \$0.00

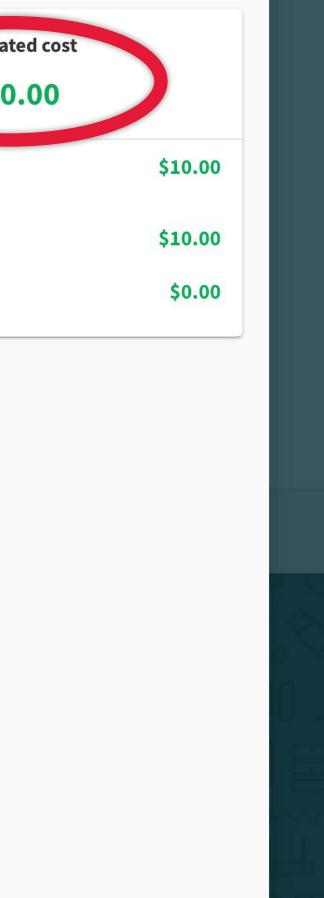
\$0.00







Location: Fla Pick-up: Out Hours: 9AM- Email: corco	Drag & drop file here *Yes, we are ch Attach file for some mater	
Turn Arounc Please allow	Details	Material Birch
Look at annc Laser Templ	Title	1 copy @ \$10.00 each
Tips: For ger		Delivery Pickup
Add.a	Copies 1	
	Pages 0 0	
interested	jobs, choose your material. If you are d in working with other materials, corcorantechs@gwu.edu	
100	Material Birch >	
	I have read the submission instructions. I UNDERSTAND that my submission may get rejected if I did not follow these guidelines, and that my GWorld account will be charged for some materials.	





Fick-up: Out Hours: 9AM- Email: <u>corco</u> Turn Around For ALL jobs, add	I have read the submission instructions. I UNDERSTAND that my submission may ge rejected if I did not follow these guideline account will be charge	choose 'Yes' or 'No'	> Material Birch 1 copy @ \$3
Laser Terres Tips: For terres	Enter your GWID		Delivery Pickup
	S Accounting		
Choose Pro	Charge to	Personal account	6
	Delivery & Instructions		
Choose a Pro	Delivery option	Pickup	6
	Hallway pickup outside of Flagg B148		
	Additional instructions		
3D print			

\$10.00

\$10.00

\$10.00 each

\$10.00

\$0.00



Email: corco	
Turn Around	
Please allow	
Look at anno	
Laser Templ	
Tips: For ger	

UNDERSTAND that my submission may get rejected if I did not follow these guidelines, and that my GWorld account will for some materials.

Enter your GWID

Accounting

The pickup location for all finished jo is the hallway outide of Flagg B148.

Delivery & Instructions

Delivery option

Hallway pickup outside of Flagg B148

Additional instructions

3D print

uidelines, be charged	Choose 'Yes' or 'No'	
obs	Personal account	

Pickup

ß

Material Birch	\$10.00
1 copy @ \$10.00 each	\$10.00
Delivery Pickup	\$0.00

Cancel

Submit

Flease allow Look at anno Laser Temp Tips: For get

3D print

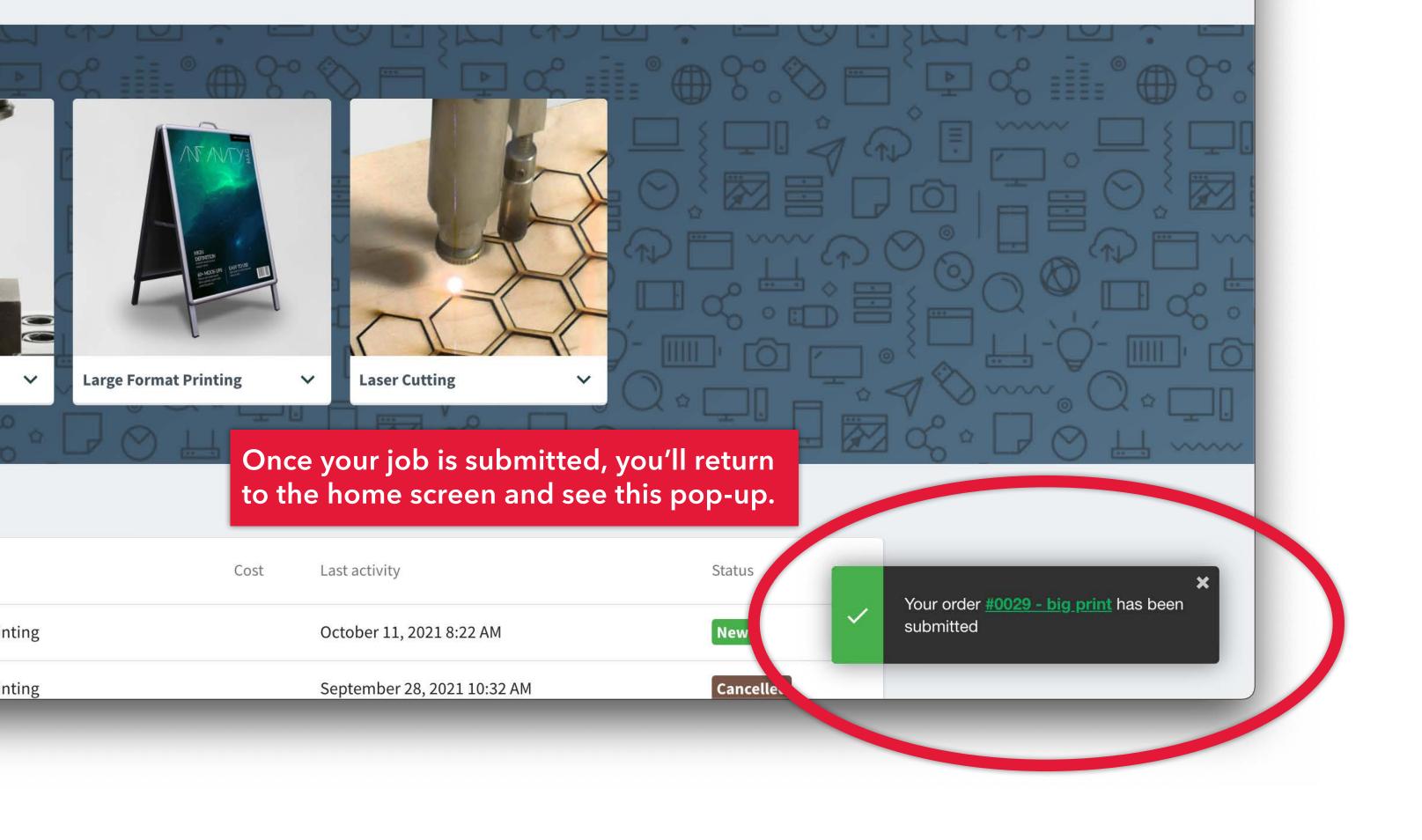
for some materials.		1 copy @ \$10.00 eac
Enter your GWID		Delivery Pickup
S Accounting		
Charge to	Personal account	
Delivery & Instructions		
Delivery option	Pickup	
Hallway pickup outside of Flagg B148		
Additional instructions		
		Hit s

My Orders



\$0.00





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

no-reply@papercut.gwu.edu

to sprtwst 💌

PaperCutMF

Hi, there!

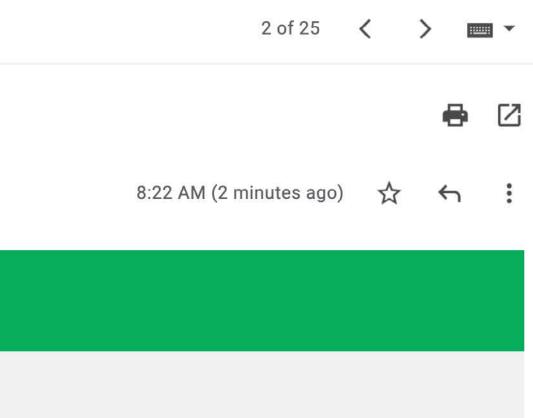
Your Large Format Printing order with the Corcoran Fab Lab has been submitted. We will do our best to get it back to you within 24 hours. Please allow extra time around busy periods such as mid and end of semester projects.

View Order

a little like this...

← Reply





You'll receive an email that looks

Your Corcoran Fab Lab order has been completed. D Inbox ×

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

PaperCutMF

Hi, there!

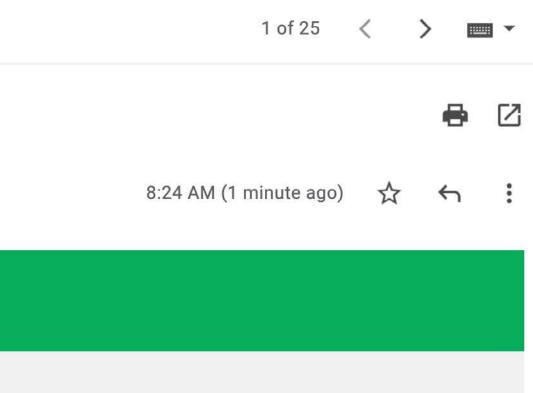
Your Large Format Printing order with the Corcoran Fab Lab has been completed. It is available for pickup in the hallway outside B148.

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!

MAKER SPACE

Shelves with finished jobs.



Large format print submission guidelines:

We accept print files with output sizes from 17" x 23" up to 43" wide x 120" long on Epson Enhanced Matte paper. We deliver jobs as-is:

- + Make sure your document is set up to the desired output size and resolution;
- + We do not print full-bleed;
- + 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. 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.

Laser cutting and engraving submission guidelines:

Use the <u>Illustrator template</u> for preparing your file, then save as .PDF and upload your finished work via the submission form. 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.



Note: we make our 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: ots@gwu.edu Web: it.gwu.edu

CSAD STUDIO HELP! Email: corcorantechs@gwu.edu

