

STICKER PRINTING FILE SETUP

IN ILLUSTRATOR

Open a new file in Adobe Illustrator
Create an artboard with the width at 28 in and the height at X in
- X being the height of your design
28 inches is the max print width & 6 ft (72in) is the max print length
Make 2 layers and name them in the following order : Cutline / Design

Artboard
Size

28 in

X
in



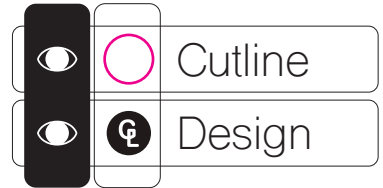
Embed
Images

Text
Outlined

Bunch up
Designs



Layers



○ The Cutline layer
- should only have a path
with a CMYK magenta
1pt stroke that indicates
where the machine will cut
out you design
(The machine only cuts out
the design in the vinyl, the
paper backing is kept
intact)

● The Design layer
- Your Art & Text

Once you have set your file make sure that :
You embed all your images (select each individual image and click embed on top left corner)
Created outlines for all your text (Type > Create Outlines)

FILE ASSESSMENT

Send your .ai file to cdsorders@newschool.edu to be processed for print.
We will point out any errors and ask you to revise your file if needed

Once your file has been approved for print we will send you the payment information which
you can pay online

Sticker printing is a paid for service, we charge \$2 for each 1 inch increment of height
on a 28 inch roll adhesive vinyl

Once your purchase has been confirmed your sticker will be printed within 3 days time.
An email will be sent to you once your stickers have been printed.

Pick up at:
2 West 13th Street, L1000

Open Hours :
Weekdays 10am - 8pm
Weekends 12pm - 7pm

Stickers are not printed
during the weekend

Contacts :
(212) 229-8908 x4383
CDS@newschool.edu