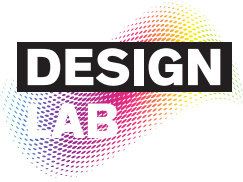


FLATBED CUTTER SUBMISSION GUIDELINE



About The FC2250 Flatbed cutter is an industry grade flatbed cutter that mainly uses a drag knife to cut into materials. Its main purpose is to cut out simple shapes out of thick paper or cardboard for packaging. This machine also has attachments for pens to be used instead of the knife and a creaser for creasing cardboard. The flatbed cutter is a free service at the Design Lab but requires an ample amount of time to complete a job.

If you are looking to cut out simple shapes on materials that can not be used on the laser cutter or want to avoid burn marks caused by the laser cutter this is the machine for you. Though this machine does not have the capabilities in terms of precision and power as the laser cutter does.

This machine can not cut :

Plastics / Metal / Wood / Thin paper (anything under 120lb) / Thin lettering or small letters (anything under 300pt and depends on the material) / Complex designs / Thins lines

This machine is best at cutting :

Cardboard / Cardstock paper / Simple Shapes / Large Shapes

The machine can also draw and crease on cardboard and cardstock papers
This machine has the max cut area of 47" by 36"

Border

Despite having a vacuum made to hold the material in place while cutting, the machine will not cut properly without further support on the material. The studio uses masking tape at the edge of the material and or double sided tape to keep the material in place. So have at least an inch border on all sides for tape to be placed on.

Registration Marks

If you want the machine to cut on an already printed design make sure to add registration marks before printing the design. Send your print design file to [cgsorders@newschool.edu](mailto:cdsorders@newschool.edu) so they can add registration marks made for the machine. These marks will require an inch border to your design for the marks to be printed in full.

Job Queue & Location Once your file is approved for cutting and your material is dropped off it will take 3 to 7 business days to complete your job. Since there is only one technician and each job requires some testing and setup, the process takes a while in most cases.

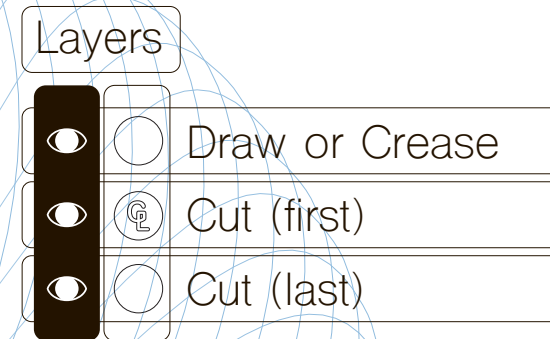
Drop off / Pick up at:
2 West 13th Street, L1000

File Setup Setup your file on Adobe Illustrator
Make your artboard the size of the material you want to use.

The machine is made to follow vector paths in the file.

If you want to cut shapes in a specific order the machine can be made to cut in the order of layers.
Place the paths that get cut first on top layer and what you want cut last at the bottom layer.

If you want to cut and draw (or crease) make sure you draw (or crease) first by placing all the paths made to draw (or crease) on the top layer and all the paths made to cut at the bottom layer.



Make sure all path's strokes are 0.5pt and that all your text are outlined.

If you are using registration marks for cutting make sure to have them printed with your design.

Send your Illustrator .ai file to designlaborders@newschool.edu
Wait till your file is approved for cutting

Open Hours :
Weekdays 11am - 7pm

No cutting during the weekend