

# STICKER PRINTING FILE SETUP

## Setup

Open a new file in Adobe Illustrator  
Create an artboard with the width of 28 in and the height of 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

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

## Submission

Send your .ai file to [designlaborders@newschool.edu](mailto:designlaborders@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 2 to 5  
business days. An email will be sent to you once your stickers have been printed.

**DESIGN**  
LAB

Layers



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

The Design layer   
- Your Art & Text

**Pick up at:**  
2 West 13th Street, L1000

**Open Hours :**  
Weekdays 11am - 7pm  
Weekends 11am - 7pm

**Stickers are not printed  
during the weekend**

**Contacts :**  
(212) 229-8908 x4383  
[designlab@newschool.edu](mailto:designlab@newschool.edu)