

STICKER PRINTING FILE SETUP

**DESIGN
LAB**

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 or when you are saving your file click "include linked files" in options.

Create outlines for all your text (Type > Create Outlines)

**How to
Submit**


Send your .ai file to 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 of adhesive vinyl

Once your purchase has been confirmed your sticker will be printed within 1 to 5 business days.
An email will be sent to you once your stickers have been printed.

Layers



Cutline layer 
Only have a path with a magenta 1pt stroke that indicates where the machine will cut out your design off the vinyl, the paper backing is still intact.

Design layer 
Only your Art & Text

Pick up at:
2 West 13th Street,
L1005 - Design Lab

**Stickers are not printed
during the weekend**

Contacts :
(212) 229-8908