# WHAT ARE THE STUDIOS?

Scan to go to the Campus Map!

## Background

The Studios were first introduced in 2020 as a test run. It was not until February of 2022 that they were officially established. The Studios have many different services. For example, a sound studio, a photography studio, video editing, graphic design, motion capture, and coding.

## Location

Located on the first floor of the central library. For more information on how to get to the central library, see the section **"How to get to the Studios located in the library."**

## Cost

18x24 (matte) $2.70
18x24 (gloss) $4.14
 24x36 (matte) $3.60
24x36 (gloss) $5.52
36x48 (matte) $7.20
36x48 (gloss) $11.04

## Hours

- Monday- Thursday 10:00 am- 12:00 am
- Friday- Saturday 10:00 am- 8:00 pm
- Sunday 10:00 am- 12:00 am

**WARNING: When using the poster cutting board, be careful to not cut and harm yourself. WE WILL NOT BE LIABLE FOR ANY HARM CAUSED BY THIS PROCESS.**

\*If you are printing a poster for a **student organization** or department please go to **Frequently Asked Questions. \***

## Materials Needed

- UTA Student ID
  - **Note: If you do not have your student ID** with you, you may use your student ID number to go into the library, but if you do not have either you can show a driver's license or form of identification to the front desk clerk to get into the library but **YOU NEED TO HAVE YOUR STUDENT ID AND ID NUMBER TO USE THE STUDIOS AND TO BE CHARGED**
- Have money on your ID
  - **If you do not have money on your ID** you can deposit money by going to https://get.cbord.com/uta/full/prelogin.php **(it will charge you a $1. 00 service fee)** or you can go upstairs to the Mav Money machine located by the front desk on the second floor of the Library (**you will need your ID in order to deposit money) \*If you need guidance go to FAQ\***
- Poster design to be downloaded in a PDF on a flash drive or USB or email your flyer to LIBRARYPRINTING@MAVS.UTA.EDU with your name and student ID in the body of the email.

Scan to go to Frequently Asked Questions!

# HOW TO PRINT AT THE STUDIOS

## How to get to the Studios located in the library

- Enter the library
- Turn left
- Slide your student ID or type in your ID # (**shown in Figure 1**)
- If you do not have either go to the front desk for more assistance
- Walk straight ahead until you see a table with 4 computers and a sign in front stating **"Studios Print and Design Center"**
- You have arrived at the Studios where you need to find a Creative Assistant to assist you and hand them your flash drive if you have one.



**Figure 1**

## How to make a poster using the Studios

### I

Confirm the following information with the Creative Assistant as prompted:
- The name of the file.
- The dimensions you want (depending on the Cost Chart on page 1).
- What kind of paper you'd like (Glossy or Matte).



Studios Print Center

### II

Provide the necessary information to pay:
- Give the Creative Assistant your ID or ID number.
- Provide a reason for printing (Research, for class, etc).
- Confirm the information for a final time and pay.

### III

Printing and Final Edits of Poster:
- Stand near the printer area next to the computer table.
- Grab your poster once it is done and take it to the cutting board.
- Collect materials from the Creative Assistant
- Slide the poster underneath the clear, grey, plastic ruler and line it up properly.

***Note: Any part of the paper off the metal part will get cut off so be careful!***
- Move the black cutting head toward your poster.
- Recycle the excess paper underneath the cutting board.

You have finished printing! If you are a Student Organization make sure to approve your poster before hanging it up. (Go to Frequently Asked Questions for more information.)
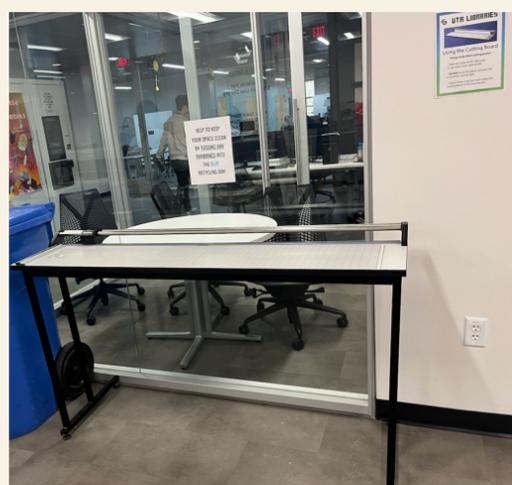


**Cutting Board**

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