UTA Library: How to Print at the Studios

Located to the left of the C.R.E.A.T. Studio, the Print and Design Center is equipped with a poster plotter and staffed with student consultants ready to assist with alterations to designs or advise changes to help students create the perfect product.

Pre-Print Prep

Before going to the P&D Center, make sure you have the following:

1. Your student ID with MavMoney loaded on.
    i. If you need to load money, it can be done physically on the 2nd floor beside the service desk or digitally by using the QR Code.
2. Your design either in PDF form on a flash drive or emailed to Libraryprinting@mavs.uta.edu with your name and student ID in the body.

Printing your Poster

1. Confirm with the print assistant your file, size, and paper type. (The price chart is present on the desk)
2. Provide your student ID number, reason for printing (Research, personal, etc), and confirm for a final time before paying.
3. After the poster prints, move to the cutting board. Slide the poster underneath the gray, plastic ruler and line it up before sliding the cutter.

MavMoney Loading Site

Hours of Operation