

VC2 (Camera Vision) Ordering Prints through the Photo Cage

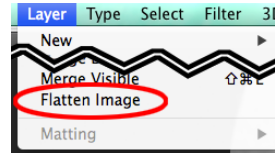
Overview

The photo cage will be acting as our service bureau for Visual Concepts 2 (Camera Vision).
All files must be prepared according to the guidelines below.
All files will be submitted digitally using your UMBC BOX account. There is no “walk-in” service.
Expect the turn-around time to be **2 business days**.
There is NO rush-service.

File preparation

The Photo Cage accepts **.PSD**, **.TIF**, and **.JPG** files.
Size your image to fit within an **8in. x 10in. maximum** image size (8x10 or smaller) at **300ppi**.
Print dimensions may be smaller but should still have a 300ppi resolution.

If your file has layers, flatten it.
The photo cage will not accept files with layers.



*Files not correctly formatted will be rejected.
An email will be sent to the e-mail address you submitted from notifying you if this happens.*

Submitting the files for printing

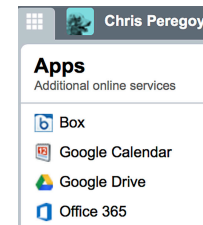
In order to submit your files, you will create a folder in UMBC.BOX.COM, upload your files, and share that folder with the Photo Cage. Only have the files you wish to print in this folder. All files in this folder will be printed. (If you re-use this folder as your print folder, delete the files that have already been printed)

[NOTE: Box.com seems to work better in Firefox and Chrome than in Safari, but can be glitchy at times no matter which browser you use.]

Log in to Box

Each student at UMBC received 25GB of cloud storage space through Box.
To access this space, use the following URL: **umbc.box.com**
OR select Box from the **Apps menu in my.umbc.edu**.

You may be asked to log in. Use your UMBC user name and your UMBC password.

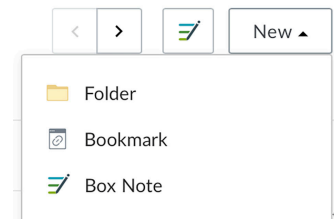


Create a folder for your project

You will create a new folder for EACH project you submit for printing.

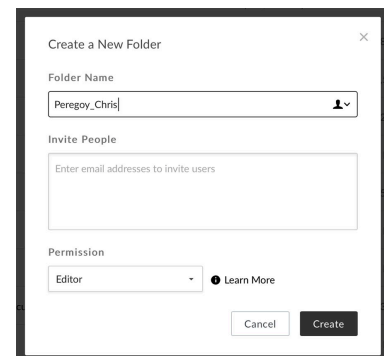
From the “New” button, select “New Folder”.

Name that folder according to the following convention:
Last name, hyphen, first name (e.g., Peregoy-Chris).



This will help the cage properly sort your prints for pickup.

Press “Create”



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All Files > ☆ Peregoy_Chris

Upload your files for printing

Select the folder you just created. (click on the name)

Drag files to upload or click the link to browse files from your computer



There are no items in this folder.

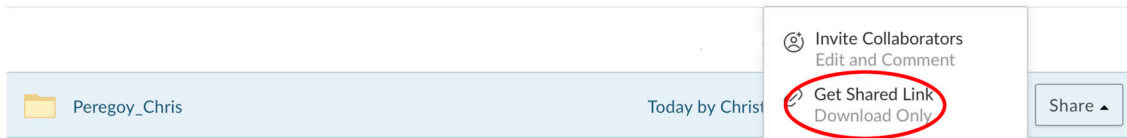
Drag files here to upload, or [click here](#) to browse files from your computer.

Share the link to your folder

Once you have uploaded the files, you must make that accessible to the Photo Cage.

From the list of all files (click all files at the top of your window),

Select the “share” link for **your** folder.

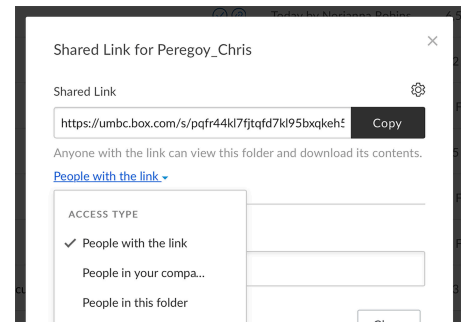


In the link box that appears, change “People in this folder” to **“People with the link”** then Copy the Link

Open a new browser window/tab or your e-mail program.

Create an e-mail with the subject line “VC2 Prints” to submit your link

To: photobox@umbc.edu
Subject: VC2 prints



Type “VC2 prints” in the body of the email before pasting in your link, then send it.

The Photo cage will let you know if your file does not meet the specifications found in the file preparation of this handout.

Picking up your prints / payment

Once your prints are complete, the Photo Cage will e-mail you by replying to the e-mail you sent. (usually 2 business-days after you submit)

Pick up your prints during posted cage hours only (see UMBCPhoto.wordpress.com for the hours)

Please bring a portfolio or envelope when you pick up your work.

Let the cage worker know your last name so they can search the picture bins and find your photographs.

You will be asked to sign for your photographs to indicate that you have received them. Please count your prints to make sure you have received all the prints you have requested.

NOTE: *The Photo Cage is not responsible for color shifts or image cropping and pixilation that may arise from improperly prepared files.*

(updated 9-21-17)