KENNESAW STATE
U N I V E R S I T Y
COLLEGE OF ARCHITECTURE AND
CONSTRUCTION MANAGEMENT

Last Edited: January 25, 2024

Media Lab
Architecture Building N
Room N211

Plot Submission Policy and Guide

This guide includes instructions for your plot submittal.

New Student Plotting Policy

Students no longer will have unlimited prints as of Spring Semester 2024. Students will be given an allotment of printing (by square foot). Once that allotment is used, students will be paying per print for plotting services. The exact amount of the allotment and costs per print has yet to be determined but will be announced when a decision has been made.

Self Plotting Option

Students have the option of bringing their own paper and plotting their own work, as they have in the past. You may plot from single cut sheets or rolls of paper that have a 2" core. Contact the Media Lab Supervisor for an appointment if you prefer this option.

Lead Time for Plot Submittal

Morning (9:00AM) Pickup:
> All Plot Submittals due 4:00PM on previous business day.
> For example, Monday 9:00AM pickup requires Plot Submittals due 4:00PM on the Friday prior.

Afternoon (2:00PM) Pickup:
> All Plot Submittals due 9:00AM on that day.

Plot File Preparation for Submittal

File Format:
The file format to use for plot submittals is PDF. Any other file format may be rejected and/or printed after all proper PDF files submitted are printed for that day.

File Resolution:
The file resolution to save your PDF file is 150 dpi. The relationship between resolution and file size is exponential, not linear. That means a file saved at 300 dpi is not double the file size of a file saved at 150 dpi, it is 4x-5x the size. At arm's length your eye cannot perceive the difference between a file printed at 150 or 300 dpi. Exceptions for resolution can be made for plot submittals for competitions or scholarships. Any other plot submissions at resolutions other than 150 dpi may be rejected and/or printed after all proper resolution PDF files submitted are printed for that day.

File Flattening:
Adobe product files can get quite large if a lot of revisions are done. This is because they retain every version of the file throughout the editing process, which allows you to use the undo and redo functions. Before saving your PDF file use the flatten function to reduce the file size by only retaining the current version of the file. In Adobe PhotoShop go Layers -> Flatten Image then File -> Save As to save to a new file to send to plot.

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File Scale:

If a drawing is to scale, the scale to save your PDF file should be the scale you wanted it printed. For example, do not send a 8.5"x11" drawing at 1/16" = 1'-0" and ask to be printed at 1/4"=1-0" on 24"x36".

Plotter Paper Sizes:

Please use Standard Architectural paper sizes such as 18"x24", 24"x36", 30"x42" and 36"x48". Also acceptable are 24"x24" and 24"x48", as those are sizes for the displays in the Architecture building.
DO NOT send long banner files as plot submittals. The plotters reliably print plots up to 48". Lengths beyond that have a risk of images being dropped out or the print cutting off before it is complete. Exceptions for paper size can be made for plot submittals for competitions. Any other plot submissions at sizes other than accepted sizes may be rejected and/or printed after all proper paper size PDF files submitted are printed for the day.
The Media Lab DOES NOT print 8.5" x 11" or 11" x 17". Ricoh printers that are provided in D1 an N Buildings must be used for printing images/pages 11" x 17" and smaller. Arranging multiple 8.5" x 11" or 11" x 17" pages onto larger pages to plot is not an acceptable work around to using the Ricoh printers.

Plottable Area:

Plotters are not able to print full-bleed to the edge of the paper, so margins will exist on all prints and students should plan those margins into their plot submissions for trimming if necessary. Depending on the plotter model, the leading and trailing edge going through the plotter needs to be 1/4"-3/4". Depending on the plotter model, the side edges going through the plotter needs to be 1/4"-1/2".
Any plot submittals that are full-bleed without margins will be handled one of two ways:
If there are drawings to scale, it will be printed actual size and anything outside the plottable area will be clipped.
If there are no drawings to scale and I notice, it will be printed to fit the plottable area of the paper.

Black Backgrounds:

Black backgrounds can look good on a computer screen, but they do not translate to read well in printed medium. This is mainly because the computer screen is backlit and it makes white pop out with great contrast. When printed, the white linework gets almost imperceivable, especially when viewed from a jury/review distance of 5' or more. Additionally, from a psychological standpoint, your brain has been trained how to perceive positive and negative space from the time you were a child. In drawings, the norm for that has been black linework on a white background.
Please limit large areas (over 50% of the board) of all black or vivid color on plot submittals. They can use over 10x as much ink as lighter grey or more muted colors. Exceptions can be made for plot submittals for competitions or scholarships.

Plot Revisions/Reprints:

If you receive a plot that has a mistake that was made by the Media Lab, contact us and we will correct the mistake ASAP.
If you realize you made a mistake and need to make a revision, your reprint submission will be printed after all of the other first print submissions for that day are complete. You must bring your original print back to the Media Lab and your revision will be printed on the reverse side of your original.
When sending a revision/reprint plot submission, please only send the page or pages that were revised to be printed. For example, if you initially sent a 4 page PDF plot submittal and need to edit one of those pages, for the revision/reprint plot submittal only send a 1 page PDF file to be printed.

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If you realize a mistake before I send you an email your plot is ready for pickup, please reply to your ORIGINAL email submission or come see me in person ASAP, as I go through the plot submissions in the order I get them and I will not see your email submission until after I have printed your initial submission.

Multiple Copies:

The Media Lab provides 1 copy of each image submitted. Additional copies require students to bring their own paper to print on. Students may print additional copies on the reverse side of previous prints that were either mis-prints or other students never picked up if the appropriate size is available.

Plot Submittal

Send Plot Submissions as PDF file attachments directly to email to the Media Lab at cacm.medialab@kennesaw.edu email address only.

Attachments via cloud links are not accessible from the cacm.medialab@kennesaw.edu address.

Plot Submissions should be PDF file format.

Plot Submissions should be at 150 dpi.

Plot Submissions should be flattened.

Plot Submissions should be at the correct scale.

Plot Submissions should be at the correct paper size.