

PATRON-SUPPLIED MATERIAL LASER CUTTING GUIDE

The Design + Technology LAB's Service Bureau **accepts patron-supplied materials** for processing **provided we can laser cut them**. This guide was developed to help LAB patrons prepare their materials and files to ensure that their submissions are processed correctly and efficiently.

PREPARING YOUR MATERIAL

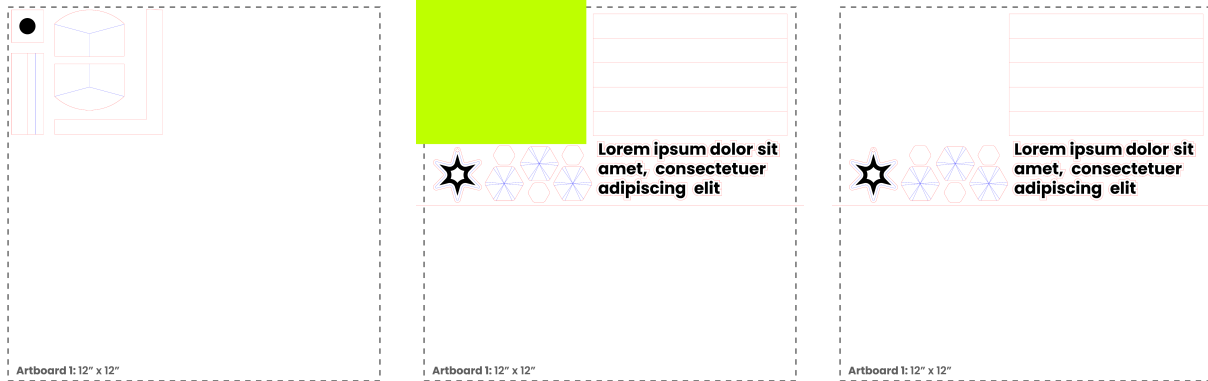
1. **Determine whether the material can be laser cut.**
 - a. If the material was **purchased at the LAB** from the Service Bureau's material offerings, then it **can be laser cut**.
 - b. If the material was **purchased outside** the LAB, it will require further investigation to determine **whether it can be laser cut**.
 - i. Available at the LAB and on our website is a **Material Reference Board**, which shows what materials we can and cannot cut and can be found [here](#).
 - ii. If you are **unsure** whether the material can be laser cut, visit our Service Bureau Pickup or Open LAB Hours to speak with one of our technicians, who can help determine if we can process it.
 - iii. If our technicians are **unable to identify the material**, we **will not cut the material** and will **reject your file**.
2. If your material was purchased from the LAB or approved by one of our technicians, you will have to **prepare it before bringing it in to be cut**.
 - a. **Indicate on your material front, the top left corner** so that the Service Bureau staff know how to orient the material on the laser bed
 - i. This can be done by making a mark on the material itself or with a piece tape.
 - ii. If your material is not a square or rectangle or does not have a 90° top left corner, please **cut it into one**. If this is not possible, **indicate on the material the four corners that correspond to your artboard**.

- b. **Always provide extra of your material** (if sourced elsewhere) so that the LAB can test and fine-tune the laser settings would work best to cut your material successfully. Note that this testing is counted as part of your project job time.

PREPARING YOUR FILE

REUSING IN-HOUSE LAB MATERIALS

- 3. If the material you are providing is from a previous laser cut submission of in-house LAB materials, we recommend **reusing your previous template file** or you can **create a new file**.
 - * If you are creating a new file, make sure that the artboard matches the size of your material.
- 4. When creating your file...
 - a. Ensure that the top left corner of your material aligns with the top left corner of your artboard.
 - b. **Block out previously cut areas** by drawing a rectangle in a bright colour over the area with at least a ¼" gap from any linework on a separate layer.
 - c. **Delete any old vector and/or raster** underneath the blocked out area to avoid recutting them (if reusing your old template file)
 - d. Draw or import your 2D vector and/or raster graphics outside of the blocked-out area.



Example of first laser cut job on in-house material

Example of second laser cut job reusing in-house material template with area blocked off

Example of second laser cut job with blocked rectangle hidden with no linework underneath

PATRON-SUPPLIED MATERIALS

5. If the material you are providing is sourced from outside the LAB, you will have to **create and prepare your file**.
 - a. In your software of choice, you should create an **artboard that matches the size of your material**.
 - i. If your material is an **organic shape**, cut it down to a geometric shape or determine where the artboard will be placed on the material, and ensure that the resulting square or rectangle aligns with the artboard.
 - b. Draw or import your 2D vector and/or raster graphics on the artboard and apply the correct graphic attributes for the desired laser operation.

SUBMITTING PATRON-SUPPLIED MATERIAL FILES

6. Submit your files as usual through the Design + Technology LAB's [Laser Cutting File Submission form](#)
7. When submitting your file, under the **Material Type** dropdown, select **"Patron-Supplied (bring your own material)"**

8. On the following page, **provide us with as much information as possible about the material** that you are supplying, such as...
 - a. Material composition (what is the material?)
 - b. Material dimensions (length x width x height)
 - c. If the material is in-house LAB material, or purchased from another source

9. Once you have submitted your file, **drop off your material at the LAB during Service Bureau Pickup hours or Open LAB hours.**